EXIN Agile

BUSINESS PROFESSIONAL

Certified by

EXIN

Preparation Guide

Edition 202409

Content

1. Overview

EXIN Agile Business Professional (ABP.EN)

Scope

The EXIN Agile Business Professional certification confirms that the professional can promote Agile ways of thinking and apply Agile principles throughout the organization.

This certification includes the following topics:
- Agile mindset
- Facilitating Agile culture
- Optimizing business value
- Expanding and sustaining Agile in an organization

Summary

The EXIN Agile Business Professional certification covers the knowledge and skills needed for applying the Agile principles and mindset across the business. A certified EXIN Agile Business Professional promotes Agile ways of thinking and working across all areas of the organization, including production, operation, and supporting processes.

The EXIN Agile Business Professional certification is aimed at professionals working in tactical-level roles, with a practical understanding of the business. From this position, these professionals provide hands-on support to achieve optimal value from enterprise agility, and connect teams as required. The EXIN Agile Business Professional supports the transparency necessary for an Agile culture, by using appropriate means of measurement, visualization and communication.

A certified EXIN Agile Business Professional can analyze processes, products, and services to optimize business value, time to market, and quality. They have a deep understanding of the principles in the Agile Manifesto and truly have an Agile mindset. They can apply relevant Agile practices, that are helpful in specific situations. They help to remove impediments to a successful Agile transition and help to achieve sustained enterprise agility.

Context

The EXIN Agile Business Professional certification is part of the EXIN Agile Scrum qualification program.

Target group

The EXIN Agile Business Professional certification is tailored to professionals working in an Agile enterprise or an organization undergoing an Agile transition, as well as professionals wishing to update their expertise to reflect the market trend towards business agility.

This includes, but is not limited to:
- Professionals from different business areas, such as marketing, production, and operation
- HR professionals
- Business development staff or business analysts
- Product managers
- Consultants
- (Business) line managers or team leaders
- (IT) service managers, process or service owners
- Professionals working in Agile or DevOps teams, e.g. Scrum Masters, Product Owners, DevOps Engineers, tribe leaders or squad leaders

Requirements for certification

- Successful completion of the EXIN Agile Business Professional exam.
- Completion of the Practical Assignments.

Accredited training is strongly recommended.

Examination details

Examination type:	Multiple-choice questions
Number of questions:	30
Pass mark:	67% (20/30 questions)
Open book:	No
Notes:	No
Electronic equipment/aides permitted:	No
Exam duration:	90 minutes

The Rules and Regulations for EXIN's examinations apply to this exam.

Bloom level

The EXIN Agile Business Professional certification tests candidates at Bloom levels 2, 3 and 4 according to Bloom's revised taxonomy:

- Bloom level 2: Understanding – a step beyond remembering. Understanding shows that candidates comprehend what is presented and can evaluate how the learning material may be applied in their own environment. This type of questions aims to demonstrate that the candidate is able to organize, compare, interpret and choose the correct description of facts and ideas.
- Bloom level 3: Application – shows that candidates have the ability to make use of information in a context different from the one in which it was learned. This type of questions aims to demonstrate that the candidate is able to solve problems in new situations by applying acquired knowledge, facts, techniques and rules in a different, or new way. These questions usually contain a short scenario.
- Bloom level 4: Analysis – shows that candidates have the ability to break learned information down into its parts to understand it. This Bloom level is mainly tested in the Practical Assignments. The Practical Assignments aim to demonstrate that the candidate is able to examine and break information into parts by identifying motives or causes, make inferences and find evidence to support generalizations.

Training

Contact hours

The recommended number of contact hours for this training course is 14. This includes Practical Assignments, exam preparation and short breaks. This number of hours does not include lunch breaks, homework and the exam.

Indication study effort

112 hours (4 ECTS), depending on existing knowledge.

Training organization

You can find a list of our Accredited Training Organizations at www.exin.com.

2. Exam requirements

The exam requirements are specified in the exam specifications. The following table lists the topics of the module (exam requirements) and the subtopics (exam specifications).

Exam requirements	Exam specifications	Weight
1. Agile mindset		**20%**
	1.1 Recognizing Agile	10%
	1.2 Agile mindset	6.7%
	1.3 Agile outside of IT	3.3%
2. Facilitating Agile culture		**17%**
	2.1 Basing the approach on organizational values	3.3%
	2.2 Visualization and communication	3.3%
	2.3 Measurement	6.7%
	2.4 Continuous improvement	3.3%
3. Optimizing business value		**20%**
	3.1 Business value	10%
	3.2 Removing impediments	3.3%
	3.3 Reducing time to market and enhancing quality	6.7%
4. Expanding and sustaining Agile in an organization		**43%**
	4.1 Starting an Agile transition	6.7%
	4.2 Designing an initial way of working	16.7%
	4.3 Expanding Agile throughout the organization	10%
	4.4 Sustaining the Agile culture	3.3%
	4.5 Sustaining successful transition	6.7%
	Total	**100%**

Exam specifications

1 Agile mindset

1.1 Recognizing Agile
   The candidate can…
   1.1.1 recognize what is Agile in an organization.
   1.1.2 identify how Agile can go wrong.
   1.1.3 identify how Agile differs from the current way of working.
1.2 Agile mindset
   The candidate can…
   1.2.1 explain the Agile mindset.
   1.2.2 recognize an Agile mindset.
1.3 Agile outside of IT
   1.3.1 explain how Agile is useful in non-IT teams.

2 Facilitating Agile culture

2.1 Basing the approach on organizational values
   The candidate can…
   2.1.1 explain how tactics and choices are based on the organization's values, strategy and purpose.
   2.1.2 explain why tactics and choices should be based on the organization's values, strategy and purpose.
2.2 Visualization and communication
   The candidate can…
   2.2.1 explain the purpose of visualizing work.
2.3 Measurement
   The candidate can…
   2.3.1 determine the most relevant metrics and measurements for a team.
   2.3.2 determine Objectives and Key Results (OKRs).
2.4 Continuous improvement
   The candidate can…
   2.3.1 explain how Agile practices contribute to continuous improvement.

3 Optimizing business value

3.1 Business value
   The candidate can…
   3.1.1 explain how to organize a team around value creation.
   3.1.2 explain how to focus on a single outcome of value.
   3.1.3 explain how to prioritize work based on business value.
3.2 Removing impediments
   The candidate can…
   3.2.1 explain how to remove impediments for a team.
3.3 Reducing time to market and enhancing quality
   The candidate can…
   3.3.1 explain how stabilizing the system reduces time to market and enhances quality.
   3.3.2 explain how limiting work-in-progress (WIP) reduces time to market and enhances quality.

4   Expanding and sustaining Agile in an organization

   4.1   Starting an Agile transition
        The candidate can…
        4.1.1   determine the readiness to transition to Agile.
        4.1.2   explain how to prepare managers for a transition to Agile.
        4.1.3   explain how to prepare the team for a transition to Agile.
        4.1.4   explain how to prepare those not directly involved for a transition to Agile.

   4.2   Designing an initial way of working
        The candidate can…
        4.2.1   determine relevant operating principles.
        4.2.2   design a workflow.
        4.2.3   recommend a structure for the team.
        4.2.4   identify relevant practices for a specific team.

   4.3   Expanding Agile throughout the organization
        The candidate can…
        4.3.1   recognize opportunities to introduce Agile in non-Agile teams.
        4.3.2   determine a good approach to introducing the idea of working Agile to a team.
        4.3.3   explain how to expand Agile in an organization.

   4.4   Sustaining the Agile culture
        The candidate can…
        4.4.1   explain how to support a team during the first few months.

   4.5   Sustaining successful transition
        The candidate can…
        4.5.1   explain how to facilitate self-organization and collaboration in a team.
        4.5.2   explain servant-leadership.

3. List of basic concepts

This chapter contains the terms and abbreviations with which candidates should be familiar.

Please note that knowledge of these terms alone does not suffice for the exam. The candidate must understand the concepts and be able to provide examples.

affinity mapping
Agile
Agile adoption
Agile culture
Agile Manifesto
Agile mindset
Agile transformation
Agile transition
all-hands-on-deck strategy
artifacts
awareness
backlog
beliefs
business agility
business value
change
collaboration
collocated team
commitment
communication
compliance
constraints
continuous improvement
cost of change
cross-functional team
customer
daily stand-up/daily meeting
definition of done (DoD)
deliverables
enterprise agility
expanding Agile
feedback
feedback loop
flow
generalist
hand-off
holistic view
impediments
intake of work

iteration
Key Results (KRs)
kickoff
measurements
metrics
Objectives
Objectives and Key Results (OKRs)
operating principles
plan board/Kanban board
planned work/unplanned work
principles
priorities/prioritizing
processes
purpose
self-organization
servant leader/servant-leadership
single outcome of value
single-piece flow
specialist
stakeholders
swimlane
tactics
team
team autonomy
test-driven development
time to market
timebox
tools
value
value creation
value stream
values
velocity
visualization
Waterfall
work item
workflow
work in progress (WIP)

4. Literature

Exam literature

The knowledge required for the exam is covered in the following literature:

A. Gil Broza
Agile for Non-Software Teams: A Practical Guide for Your Journey
3P Vantage Media (December 23, 2019)
ISBN: 978-0988001657

B. Christina Wodtke
Introduction to OKRs
O'Reilly Media, Inc. (June, 2016)
Free download at https://bit.ly/ABP_literature_OKRs

Literature matrix

Exam requirements	Exam specifications	Reference
1. Agile mindset		
	1.1 Recognizing Agile	A: Chapters 1, 2, 5 and 10
	1.2 Agile mindset	A: Foreword A: Introduction A: Chapters 2 and 3
	1.3 Agile outside of IT	A: Throughout the book A: Chapter 1
2. Facilitating Agile culture		
	2.1 Basing the approach on organizational values	A: Chapter 2
	2.2 Visualization and communication	A: Chapter 7
	2.3 Measurement	A: Chapter 9, 10 B
	2.4 Continuous improvement	A: Chapters 7, 8, 9, 10
3. Optimizing business value		
	3.1 Business value	A: Chapter 7
	3.2 Removing impediments	A: Chapters 2, 7, 8 and 9
	3.3 Reducing time to market and enhancing quality	A: Chapters 7, 8, 9 and 10
4. Expanding and sustaining Agile in an organization		
	4.1 Starting an Agile transition	A: Chapters 3, 4, 6 and 8
	4.2 Designing an initial way of working	A: Chapters 4, 8 and 9
	4.3 Expanding Agile throughout the organization	A: Chapters 2, 5 and 10
	4.4 Sustaining the Agile culture	A: Chapter 9
	4.5 Sustaining successful transition	A: Chapters 7, 8 and 9

Contact EXIN

www.exin.com