

CBAP v3 Elicitation Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Which of the following is a common technique used in elicitation?**
 - A. Surveys**
 - B. Interviews**
 - C. Market analysis**
 - D. Performance reviews**

- 2. Which technique can be employed to elicit requirements directly from users?**
 - A. Benchmarking**
 - B. Shadowing**
 - C. SWOT analysis**
 - D. Fishbone diagramming**

- 3. Which of the following best describes focus groups?**
 - A. They gather quantitative data through surveys.**
 - B. They provide a forum for pre-qualified individuals to discuss a product or service.**
 - C. They are essential for quality control in manufacturing processes.**
 - D. They analyze competition in the market.**

- 4. What is the role of a business analyst during the elicitation process?**
 - A. To approve stakeholder requirements**
 - B. To facilitate discussions between stakeholders and ensure clarity in requirements**
 - C. To develop technical specifications**
 - D. To finalize project budgets**

- 5. What do you call a description of the needs of a specific stakeholder?**
 - A. Stated requirement**
 - B. Solution requirement**
 - C. Stakeholder requirement**
 - D. Functional requirement**

6. What is meant by secondary research?

- A. The collection of original data through experiments**
- B. Obtaining data from secondary sources such as internet or published databases**
- C. The analysis of existing data sets for new insights**
- D. The process of conducting surveys**

7. What does security ensure in terms of information management?

- A. Fast access to data**
- B. A system's ability to reduce operation costs**
- C. Confidentiality, integrity of information, and user authentication**
- D. Ease of transferring data between systems**

8. What does a well-crafted user story typically include?

- A. A budget estimation and timeline**
- B. A clear definition of acceptance criteria**
- C. A comprehensive technical specification**
- D. An analysis of competitors**

9. What is an elicitation plan?

- A. A budget estimation for the project**
- B. A schedule for team meetings**
- C. A document outlining strategies for gathering requirements**
- D. A list of stakeholders involved in the project**

10. What is the primary function of storyboarding in project management?

- A. Budget estimation**
- B. Risk assessment**
- C. Activity visualization and planning**
- D. Resource allocation**

Answers

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1. B
2. B
3. B
4. B
5. C
6. B
7. C
8. B
9. C
10. C

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Explanations

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1. Which of the following is a common technique used in elicitation?

- A. Surveys**
- B. Interviews**
- C. Market analysis**
- D. Performance reviews**

Interviews are a widely recognized and effective technique in elicitation. During interviews, a business analyst engages directly with stakeholders to gather insights, understand their needs, and explore their expectations in detail. This technique allows for open-ended questions and follow-ups, fostering a dialogue that can reveal deeper insights than other methods might provide. It creates a more personal connection, which can encourage stakeholders to share their thoughts and ideas more freely, leading to a richer understanding of requirements and potential solutions. Moreover, interviews can be tailored to the specific context and needs of the project, enabling the analyst to adjust questions and probe deeper into relevant topics. Ultimately, this flexibility and depth of interaction make interviews a powerful tool for eliciting detailed and nuanced information that can significantly contribute to project success.

2. Which technique can be employed to elicit requirements directly from users?

- A. Benchmarking**
- B. Shadowing**
- C. SWOT analysis**
- D. Fishbone diagramming**

Shadowing is a powerful technique for directly eliciting requirements from users because it involves observing users as they carry out their tasks in real-time. This method provides a firsthand understanding of the user's workflow, behaviors, challenges, and interactions with systems or processes. By being present and actively witnessing how users engage with their work, business analysts can gather insights that might not be articulated through traditional interviews or surveys. This observational approach allows the analyst to identify needs and pain points that may be overlooked or unexpressed during more formal elicitation techniques. Using shadowing, analysts are able to ask questions on the spot, gaining deeper insights into the "why" behind user actions and decisions, and can clarify any ambiguities in real-time. This leads to a richer understanding of the context surrounding requirements, ensuring that they align closely with user needs and expectations. As a result, utilizing shadowing as a technique helps to foster a more user-centered approach in requirement gathering, which is essential for developing effective solutions.

3. Which of the following best describes focus groups?

- A. They gather quantitative data through surveys.
- B. They provide a forum for pre-qualified individuals to discuss a product or service.**
- C. They are essential for quality control in manufacturing processes.
- D. They analyze competition in the market.

Focus groups are a qualitative research method that brings together a small group of selected individuals to discuss a specific topic, product, or service. This technique enables researchers and organizations to gather in-depth insights and opinions on a particular subject from participants who are pre-qualified based on certain characteristics or expertise relevant to the discussion. By facilitating open dialogue, the moderator can explore participants' perceptions, motivations, and attitudes, yielding rich qualitative data that can inform decision-making and improve products or services. The other choices do not align with the purpose and function of focus groups. For example, gathering quantitative data through surveys pertains more to structured data collection methods rather than the explorative and interactive nature of focus groups. Quality control in manufacturing processes is focused on the production side and does not involve gathering consumer insights, while analyzing competition is a different analytical activity that typically involves market research methodologies that may not include the conversational dynamics of focus group discussions. Thus, the correct statement about focus groups reflects their role as a discussion forum for targeted individuals discussing relevant topics, enabling organizations to gain valuable feedback and insights.

4. What is the role of a business analyst during the elicitation process?

- A. To approve stakeholder requirements
- B. To facilitate discussions between stakeholders and ensure clarity in requirements**
- C. To develop technical specifications
- D. To finalize project budgets

During the elicitation process, the role of a business analyst is primarily focused on facilitating discussions among stakeholders and ensuring clarity in their requirements. This function is critical as it helps to bridge the gap between diverse stakeholder perspectives, allowing for a comprehensive understanding of the business needs and expectations. By facilitating these discussions, the business analyst creates an environment in which stakeholders can express their ideas, concerns, and requirements freely. This collaboration is essential for gathering accurate and detailed information, which is foundational for successful project outcomes. The role extends to asking probing questions, actively listening, and guiding the conversation to uncover implicit needs that may not be readily articulated. Furthermore, ensuring clarity in requirements is a fundamental part of this role. The business analyst takes complex information and translates it into clear, actionable requirements that can be easily understood by both stakeholders and project teams. This clarity helps to mitigate misunderstandings or ambiguities that could later jeopardize the success of the project. In contrast, the other roles suggested, such as approving stakeholder requirements, developing technical specifications, or finalizing project budgets, do not encapsulate the primary responsibilities of business analysts during the elicitation process. Instead, these are functions typically aligned with other team members, such as project managers, technical leads, or financial controllers.

5. What do you call a description of the needs of a specific stakeholder?

- A. Stated requirement
- B. Solution requirement
- C. Stakeholder requirement**
- D. Functional requirement

A description of the needs of a specific stakeholder is termed a stakeholder requirement. This type of requirement focuses on the particular needs, expectations, and constraints of the stakeholder, ensuring that their perspectives are taken into account during the project or product development lifecycle. Stakeholder requirements are crucial as they help bridge the gap between the stakeholders' high-level needs and the more detailed functional or solution requirements that will ultimately guide development efforts. Identifying stakeholder requirements is essential for successful elicitation and can significantly influence the project's outcome by ensuring that all critical user perspectives are considered. This leads to a higher likelihood of satisfaction with the final product, directly aligning with the stakeholder's vision and objectives.

6. What is meant by secondary research?

- A. The collection of original data through experiments
- B. Obtaining data from secondary sources such as internet or published databases**
- C. The analysis of existing data sets for new insights
- D. The process of conducting surveys

Secondary research refers to the process of gathering data that has already been collected and published by others. This includes using sources such as articles, reports, books, databases, and online resources. By relying on existing information rather than generating new data, researchers can save time and resources. Secondary research enables the identification of trends, insights, and previously established knowledge that can inform current projects or studies. In contrast, other options focus on original data collection methods, such as conducting experiments, surveys, or analyzing data for new insights. These practices fall under primary research, which involves gathering firsthand information rather than reusing existing materials. Thus, the focus in this context on utilizing published access to data accurately defines secondary research, highlighting why obtaining data from secondary sources is the appropriate answer.

7. What does security ensure in terms of information management?

- A. Fast access to data**
- B. A system's ability to reduce operation costs**
- C. Confidentiality, integrity of information, and user authentication**
- D. Ease of transferring data between systems**

In information management, security plays a critical role in safeguarding data from unauthorized access and ensuring its reliability. The correct choice focuses on three key aspects: confidentiality, integrity, and user authentication. Confidentiality ensures that sensitive information is only accessible to those who have legitimate access rights. This means that the information is protected from unauthorized users. Integrity, on the other hand, guarantees that the data remains accurate and unaltered during storage and transmission. This is crucial for maintaining trust in the information being used for decision-making. Lastly, user authentication verifies the identity of individuals accessing the information, thereby providing an additional layer of protection against unauthorized access or data breaches. Together, these components create a robust security framework that helps organizations manage their information safely and effectively. It is essential for maintaining compliance with various regulations and protecting the organization's reputation and assets. Other choices focus on different aspects of information management that, while important, do not directly relate to the fundamental security goals of confidentiality, integrity, and authentication. For instance, fast access to data, reduced operational costs, and ease of data transfer, while valuable for efficiency and performance, do not address the critical protective measures that security provides.

8. What does a well-crafted user story typically include?

- A. A budget estimation and timeline**
- B. A clear definition of acceptance criteria**
- C. A comprehensive technical specification**
- D. An analysis of competitors**

A well-crafted user story is an essential component of agile methodologies, particularly in understanding user needs and requirements in a concise format. The inclusion of a clear definition of acceptance criteria is vital because it outlines the conditions that must be met for the user story to be considered complete and satisfactory. Acceptance criteria serve as a reference point for both the development team and stakeholders, ensuring that there is a mutual understanding of what "done" means for that particular story. By providing this clarity, acceptance criteria help to mitigate misunderstandings later in the process and guide testing efforts, ultimately leading to a result that meets user expectations. In contrast, other elements such as budget estimations, timelines, technical specifications, or competitive analysis, while useful in other contexts, do not typically belong in a user story. User stories focus on the users' needs and the benefits derived from achieving those needs rather than the logistical or technical details that might be more appropriate for project planning or documentation.

9. What is an elicitation plan?

- A. A budget estimation for the project**
- B. A schedule for team meetings**
- C. A document outlining strategies for gathering requirements**
- D. A list of stakeholders involved in the project**

An elicitation plan is a comprehensive document that outlines the strategies and methods for gathering requirements from stakeholders effectively. This plan includes various approaches to engage stakeholders, techniques to be used during the elicitation process, and considerations for managing the varying perspectives of those involved. By detailing how information will be collected, the elicitation plan ensures that all necessary requirements are captured accurately, facilitating a smooth and thorough requirements-gathering process. In contrast, budget estimations, schedules for meetings, and lists of stakeholders serve different purposes within a project. While they are important components of project management, they do not specifically focus on the systematic approach to gathering requirements from stakeholders, which is the core function of an elicitation plan. This distinction highlights the unique role of the elicitation plan in the overall requirements management process.

10. What is the primary function of storyboarding in project management?

- A. Budget estimation**
- B. Risk assessment**
- C. Activity visualization and planning**
- D. Resource allocation**

The primary function of storyboarding in project management is to facilitate activity visualization and planning. Storyboarding is a visual representation tool that helps teams map out the sequence of events, ideas, or processes in a project. By utilizing images or diagrams, project managers and their teams can better understand the flow and relationships between different elements of a project. This technique aids in clarifying complex concepts, enabling stakeholders to visualize the project's progression and identify key interactions. It can also serve as a platform for brainstorming, allowing team members to contribute ideas in a structured manner. By laying out components visually, storyboarding enhances communication, promotes collaborative discussions, and supports more effective decision-making regarding project timelines and deliverables. Other aspects like budget estimation, risk assessment, and resource allocation are important in project management but do not capture the essence of what storyboarding accomplishes. Storyboarding is specifically focused on visualizing tasks and their interconnections, making it a valuable tool for planning and organizing project activities.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://cbapv3elicitation.examzify.com>

We wish you the very best on your exam journey. You've got this!

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