

**Module Title : CAPM Certified Associate in Project Management**  
**Duration : 4 days**

## Course Description

PMI's Certified Associate in Project Management (CAPM)<sup>®</sup> is a valuable entry-level certification for project practitioners. The CAPM<sup>®</sup> demonstrates your understanding of the fundamental knowledge, terminology and processes of effective project management.

This four-day instructor-led course presents the foundation for project management and project implementation. Whether you're new to project management, changing careers, or already serving as a subject matter expert on project teams, the CAPM<sup>®</sup> can get your career on the right path or take it to the next level.

Certified Associate in Project Management is becoming a highly sought after industry recognition. As a profession, project management is also experiencing phenomenal growth. A consequence of this growth is increased reliance upon project management and the need to professionally recognized project management ability. As more companies adopt project management into their businesses, the demand for knowledgeable practitioners increases globally.

The Project Management Institute (PMI)<sup>®</sup> sponsors a project management certification program. The purpose and goal of this certification program is the development, maintenance, evaluation, promotion and administration of a rigorous, examination-based, certification credential – the Certified Associate in Project Management (CAPM)<sup>®</sup>

The CAPM<sup>®</sup> program provides the necessary exam and certification preparation required in order to obtain the globally recognized CAPM<sup>®</sup> (Certified Associate in Project Management) Certification from the PMI<sup>®</sup> (Project Management Institute)

## AUDIENCE

The CAPM<sup>®</sup> certification offers recognition to Practitioners who are starting a career in project management as well as Project Team Members who wish to demonstrate their project management knowledge.

This certification denotes that the individual possesses the knowledge in the principles and terminology of *A Guide to the Project Management Body of Knowledge (PMBOK)<sup>®</sup> Guide*, the standard of project management's generally recognized good practices.

Individuals who contribute specialized skills to a project team can benefit from this certification by allowing them to align their work with that of project managers. The knowledge a practitioner gains from earning the CAPM® certification can be applied to on-the-job experiences which help develop growing levels of competence in the practice of project management. Individuals who carry the CAPM® designation after their name enjoy a high level of credibility from PMP® credential holders, project managers, employers and peers.

If you are looking to demonstrate your commitment to project management, improve your ability to manage larger projects and earn additional responsibility, and stand out to potential employers, the CAPM® certification is right for you.

## METHODOLOGY

This program will be conducted with interactive lectures, PowerPoint presentation, discussions and workshop

## COURSE OBJECTIVES

Upon completion of this program, participants should be able to:

- Maximize your time in preparing for the Certified Associate in Project Management exam
- Master the critical terms and concepts in project management
- Apply the key concepts to your work in project management
- Evaluate your own strengths and weaknesses to best focus your efforts
- Focus on the key elements of each of the project management processes
- Recognize what is meant by professional responsibility
- Determine those areas that are important to study versus those that are 'nice to know'
- Avoid common pitfalls associated with taking the exam

## Prerequisite

To apply for the CAPM, you need to have:

- A secondary diploma (high school or the global equivalent)

AND

- At least 1,500 hours experience OR 23 hours of project management education.

## Maintain your CAPM

As a CAPM certification holder, you do not need to earn PDUs. Instead, you take a re-exam before the end of your five-year certification cycle.

## COURSE OUTLINES

### Module 1 – Introduction

- Purpose of the PMBOK® Guide
- What is a Project?
- What is Project Management?
- Relationships Among Project Management, Program Management and Portfolio Management
- Project Management and Operations Management
- Role of a Project Manager
- Project Management Body of Knowledge
- Enterprise Environmental Factors

### Module 2 – Project Life Cycle And Organization

- The Project Life Cycle — Overview
- Projects vs Operational Work
- Stakeholders
- Organizational Influences on Project Management

### Module 3 – Project Management Processes For A Project

- Common Project Management Process Interactions
- Project Management Process Groups
- Initiating Process Group
- Planning Process Group
- Executing Process Group
- Monitoring and Controlling Process Group
- Closing Process Group

### Module 4 – Project Integration Management

- Develop Project Charter
- Develop Project Management Plan
- Direct and Management Project Execution
- Monitor and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase

### **Module 5 – Project Scope Management**

- Collect Requirements
- Define Scope
- Create WBS
- Verify Scope
- Control Scope

### **Module 6 – Project Time Management**

- Define Activities
- Sequence Activities
- Estimate Activity Resources
- Estimate Activity Durations
- Develop Schedule
- Control Schedule

### **Module 7 – Project Cost Management**

- Estimate Costs
- Determine Budget
- Control Costs

### **Module 8 – Project Quality Management**

- Plan Quality
- Perform Quality Assurance
- Perform Quality Control

### **Module 9 – Project Human Resource Management**

- Develop Human Resource Plan
- Acquire Project Team
- Develop Project Team
- Manage Project Team

### **Module 10 – Project Communications Management**

- Identify Stakeholders
- Plan Communications
- Distribute Information
- Manage Stakeholder Expectations
- Report Performance

### **Module 11 – Project Risk Management**

- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Monitor and Control Risks

### **Module 12 – Project Procurement Management**

- Plan Procurements
- Conduct Procurements
- Administer Procurements
- Close Procurements