



CAPM® Preparation Course

This 3½ day course is designed as an intense preparation for those preparing to write the Certified Associate in Project Management (CAPM®) examination. The course is registered with the PMI and will provide the necessary 23 contact hours required for the CAPM exam. It is based on the PMBOK® Guide 4th Edition.

LEARNING OBJECTIVES

Participants will gain practical skills to:

- Review all nine Knowledge Areas as well as Professional and Social Responsibility.
- Obtain an overall view of the current state of the project management body of knowledge.
- Identify your responsibilities as working towards a professional designation.
- Prepare for the CAPM exam.

WHO SHOULD ATTEND

The CAPM Exam Preparation course is suitable for individuals who:

- Want to prepare for the CAPM designation.
- Just graduated from a post-secondary institution and are interested in pursuing a career in project management.

MATERIAL

The participants will receive:

- The course workbook
- Farndale's PMP® and CAPM Preparation Guide
- CAPM Exam Prep Guide – 2nd Edition by Rita Mulcahy

Please note: You are required to bring your own *A Guide to the Project Management Body of Knowledge (PMBOK® Guide) 4th Edition* to the course. The PMBOK® Guide can be purchased from PMI or Procept.

COURSE OUTLINE

Project Management Introduction and Framework

Project Management Process Groups

- Initiating
- Planning
- Executing
- Monitoring and Controlling
- Closing

Integration Management

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

Scope Management

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

Time Management

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

Cost Management

- Estimate Costs
- Determine Budget
- Control Costs

Quality Management

- Plan Quality
- Perform Quality Assurance
- Perform Quality Control

Human Resources Management

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

Communications Management

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

Risk Management

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

Procurement Management

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