

Wizards Training

CAPM Training Course Curriculum

Duration: 2 weekends - with 4.5 hours each day

The Certified Associate in Project Management (CAPM) Certification Program

Session -1

Getting Started

- ✚ Introductions
- ✚ Course Objectives
- ✚ Course Delivery Strategy
- ✚ Test Preparation Strategy

1. Introduction to Project Management

- ❖ Project Management Framework
- ❖ Project v/s Program v/s Portfolio
- ❖ Processes & Knowledge Areas
- ❖ Project Manager Skills
- ❖ Project Team Members & Roles
- ❖ Triple Constraint

2. Project Integration Management

- What is a Project Plan
- Developing the Project Plan
- Exercises

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Session -2

3. Project Scope Management

- ✚ Understanding Scope Management
- ✚ Project Scope v/s Product Scope
- ✚ Scope Definition and Management
- ✚ Exercises

4. Project Time Management

- Activity Mapping and Sequencing
- Developing & Creating Project Schedule
- Controlling Project Schedule
- Exercises

5. Project Cost Management

- ❖ Cost Estimation & Budgeting
- ❖ Cost Control & Monitoring
- ❖ Exercises

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Session – 3

6. Project Quality Management

- ✚ QA v/s QM
- ✚ Planning Quality
- ✚ Implementing Quality Control
- ✚ Exercises

7. Human Resource Management

- Organizational Planning
- Managing Staff Acquisitions
- Leading Project Teams
- Exercises

8. Project Communications Management

- ❖ Communications Planning
- ❖ Creating & Managing Communications Plan
- ❖ Administrative Closure
- ❖ Exercises

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(Intersection of Sterling Road & Elden Street of Dulles on Elden Street)

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Session – 4

9. Project Risk Management

- ✚ Risk Management Planning
- ✚ Risk Analysis & Response Strategies
- ✚ Creating Risk Plan
- ✚ Controlling & Monitoring Risk Plan
- ✚ Exercises

10. Project Procurement Management

- ❖ Understanding Project Procurement Requirements
- ❖ Creating a Procurement Plan
- ❖ Contract Administration and Closing
- ❖ Exercises

11. Code of Professional Conduct

- Responsibilities to the Profession
- Responsibilities to the Customer & Public
- Exercises