bakkah

Certified Associate in Project Management

CAPM®

Training Course

Why Bakkah?

Is a Saudi management consulting and education company that offers a wide range of products and services. We develop solutions tailored to our customer's needs.

Our team of highly experienced, certified professionals help your reach the best decisions that ensure you realize optimum business profits by delivering projects on time, cost, and quality. We pride ourselves in having the skills and knowledge based on best industry practices that enable us to provide a myriad of solutions for business strategy to the most functional and operative areas.

Course Objective

- The Certified Associate in Project Management (CAPM)® training course is recognized as a global standard in Project Management profession.

- In CAPM® training course, you will gain skills and knowledge in the domain of Project Management.

- Through this training you will learn essential PMBOK® Guide (6th Edition) terminologies, basic tools and techniques.

Course Methodology

Online Training

- 5 Days – Online Training

- Exam Simulation

- Practice test

- Group Activity (Break-out Session) after each lesson

- Access to additional References – Glossary/ Recommended Reading/ Syllabus

- Material language will be in English

Bakkah Inc.

Targeted Audience

CAPM® training course is designed for the entry level, project coordinators, analysts who want to have the basic project management skills and apply a standards-based approach to project management.

Course Outline

Introduction to Project Management

- Project management
- Benefits of project management
- Project Constraints

The Project's Environment

- Project Influences
- Enterprise Environmental Factors
- Organizational Process Assets
- Organizational Structures Types
- Project Management Office (PMO)

The Role of Project Manager

- The Project Manager's Sphere of Influence
- Project Manager Competencies
- Leadership & Management

Process Groups & Knowledge Areas

- Project Management Processes Groups
- Project Life Cycle
- Key definitions
- Project & Development Lifecycle

Project Scope Management

- Plan Scope Management
- Collect Requirements
- Define Scope
- Create Work Breakdown Structure (WBS)
- Validate Scope
- Control Scope

Project Schedule Management

- Plan Schedule Management
- Define Activities
- Sequence Activities
- Estimate Activity Durations
- Develop Schedule
- Control Schedule

Project Cost Management

- Plan Cost Management
- Estimate Costs
- Determine Budget
- Control Costs

Project Quality Management

- Plan Quality Management
- Manage Quality
- Control Quality
- Seven Basic Tools of Quality

Project Resource Management

- Plan Resource Management
- Estimate Activity Resources
- Acquire Resources
- Develop Team
- Manage Team
- Control Resources

Project Communications Management

- Plan Communications Management
- Manage Communications
- Monitor Communications

Project Risk Management

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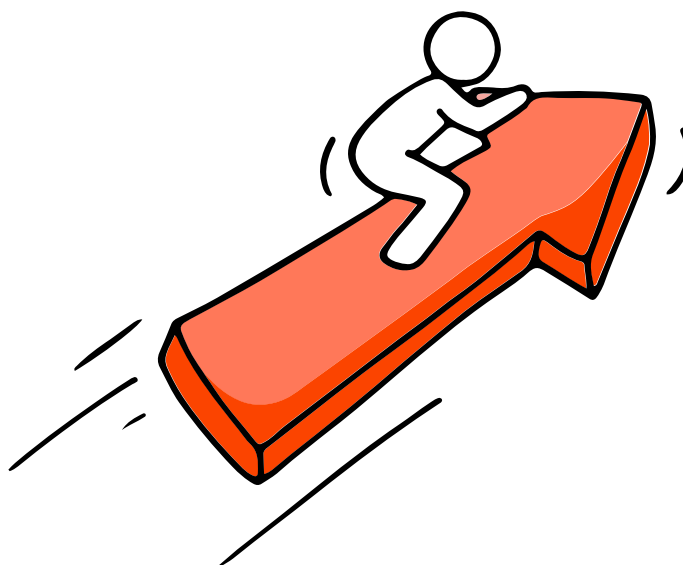- Monitor Risks

Project Procurement Management

- Plan Procurement Management
- Conduct Procurements
- Control Procurements

Project Stakeholder Management

- Identify Stakeholders
- Plan Stakeholder Engagement
- Manage Stakeholder Engagement
- Monitor Stakeholder Engagement

Project Integration Management

- Develop project charter
- Develop project management plan
- Direct and manage project execution
- Manage project knowledge
- Monitor and control project work
- Integrated change control
- Close project

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