

# Certified Associate in Project Management (CAPM)

## Introduction

The CAPM certification offers recognition to practitioners who are interested in or are just starting a career in project management, as well as project team members who wish to demonstrate their project management knowledge.

Individuals who do not have project experience but are interested in project management can benefit from this certification because it demonstrates their professional knowledge. Individuals who contribute specialized skills to a project team can benefit from this certification as well by allowing them to align their work with that of project managers.

This knowledge can be applied to on-the-job experiences that 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 Project Management Professional (PMP)® certification holders, project managers, employers, and peers.

## Course Highlights

Participants who take part in the CAPM certification training will learn about:

- Principles and concepts prescribed by the PMI in their PMBOK Guide – Sixth Edition
- An overview of the 10 knowledge areas and 5 process groups to manage projects
- Understanding of what it takes to properly plan and execute a project
- Project cost management and time management to complete projects successfully
- Multiple project management tools and how to best utilize them
- Implementing project management best practices through the project lifecycle
- How to clear the CAPM certification exam on the first attempt

## Course Outline

Domain I	Introduction To Project Management
Task 1	What is PMI® and (CAPM)®
Task 2	Why (CAPM)®
Task 3	PMBOK® Guide and (CAPM)® syllabus
Task 4	About (CAPM)® Exam and Prerequisites
Domain II	Project Framework
Task 1	Definition of a Project
Task 2	What is Project Management
Task 3	What is Program Management
Task 4	What is Portfolio Management
Task 5	Project Management Office (PMO)

Task 6	Projects versus Operations
Task 7	Stakeholder Management
Task 8	Organization Structures
Task 9	Project Life Cycle vs Product Life Cycle
Task 10	Enterprise Environmental Factors and Organizational Process Assets
Task 11	Mock Exam
Task 12	Introduction to Project Management Process Groups
Task 13	Introduction to 9 Knowledge areas
<b>Domain III</b>	<b>Integration Management</b>
Task 1	Introduction
Task 2	Develop Project Charter
Task 3	Develop Project Management Plan
Task 4	Direct and Manage Project Execution
Task 5	Monitoring and Control Project Work
Task 6	Perform Integrated Change Control
Task 7	Close Project or Phase
Task 8	Mock Exam
<b>Domain IV</b>	<b>Scope Management</b>
Task 1	Introduction
Task 2	Collect Requirements
Task 3	Define Scope
Task 4	Create Work breakdown structure
Task 5	Verify Scope
Task 6	Control Scope
Task 7	Mock Exam
<b>Domain V</b>	<b>Time Management</b>
Task 1	Introduction
Task 2	Schedule Management Plan
Task 3	Define Activities
Task 4	Sequence Activities
Task 5	Estimate Activity Resources
Task 6	Estimate Activity Durations

Task 7	Develop Schedule (Critical Path)
Task 8	Control Schedule
Task 9	Mock Exam
<b>Domain VI</b>	<b>Cost Management</b>
Task 1	Introduction
Task 2	Cost Management Plan
Task 3	Cost Management Concepts
Task 4	Estimate Costs
Task 5	Determine Budget
Task 6	Control Costs (Earned value management, Forecasting, etc)
Task 7	Mock Exam
<b>Domain VII</b>	<b>Quality Management</b>
Task 1	Introduction
Task 2	Quality Concepts (Quality theories, Quality Management, Cost of Quality)
Task 3	Plan Quality
Task 4	Perform Quality Assurance
Task 5	Perform Quality Control
Task 6	Mock Exam
<b>Domain VIII</b>	<b>Human Resources Management</b>
Task 1	Introduction
Task 2	Roles and Responsibilities
Task 3	Develop HR Plan
Task 4	Acquire Project Team
Task 5	Develop Project Team
Task 6	Manage Project Team
Task 7	Conflict management
Task 8	Powers of Project Manager
Task 9	Motivational Theories
Task 10	Mock Exam
<b>Domain IX</b>	<b>Communication Management</b>
Task 1	Introduction
Task 2	Identify Stakeholders

Task 3	Plan Communication
Task 4	Distribute Information
Task 5	Manage Stakeholder Expectations
Task 6	Report Performance
Task 7	Mock Test
<b>Domain X</b>	<b>Risk Management</b>
Task 1	Introduction to Risk Management Concepts
Task 2	Plan Risk Management
Task 3	Identify Risks
Task 4	Perform Qualitative Risk Analysis
Task 5	Perform Quantitative Risk Analysis
Task 6	Plan Risk Responses
Task 7	Monitor and Control Risks
Task 8	Mock Exam
<b>Domain XI</b>	<b>Procurement Management</b>
Task 1	Introduction to Procurement concepts
Task 2	Differences between RFP, RFI, Tenders, SOW, etc (Procurement documents)
Task 3	Plan Procurements
Task 4	Conduct Procurements
Task 5	Administer Procurements
Task 6	Close Procurements
Task 7	Mock Exam
<b>Domain XII</b>	<b>Miscellaneous</b>
Task 1	Important Books and Websites on (CAPM)®
Task 2	PMP® Examination process
Task 3	Examination Blue Print (% of marks allotted for each knowledge area)
Task 4	Important Topics (Must read and guaranteed topics in the exam)
Task 5	Preparation Methodology
Task 6	Do's and Don'ts in Exam
Task 7	Reasons You Might Fail the Exam
Task 8	Tricks for Taking the PMP® Exam
Task 9	Before You Take the Exam

## Prerequisites

- Secondary degree (high school diploma, associate's degree or the global equivalent)
- 23 hours of project management education completed by the time you sit for the exam.

## Target Audience

Job roles that can take up CAPM certification training include, but are not limited to:

- Project Executives
- Project Team Members
- IT Managers
- Business Analysts
- Anybody who wishes to start their career in project management
- Anybody who wishes to gain a fundamental understanding of the PMBOK Guide
- Anybody who wishes to clear their CAPM certification exam

## Training Schedules & Slots

Weekdays	
Days	No. of Hours
Monday	4
Tuesday	4
Wednesday	4
Thursday	4
Friday	4
Monday	4
Tuesday	4
Wednesday	4
Thursday	4
Friday	4
Total 10 Days	Total 40 Hours

Weekends	
Days	No. of Hours
Saturday	8
Sunday	8
Saturday	8
Sunday	8
Saturday	8
Total 5 Days	Total 40 Hours