# File Name: CAPM-Exam-Prep\_Project-Approach-and-Methodology\_v1.0\_2025-08-13.docx

# Owner: Andrew John Holland

# Purpose: Define the structured approach and methodology for executing the CAPM-Exam-Prep project in alignment with PMI/CAPM standards.

# Version: v1.0

# Last Updated: 2025-08-13

# Change Log:

# 1. v1.0 – Initial release – 2025-08-13

Prepared By: Andrew John Holland

# Project Approach and Methodology

This document outlines the approach and methodology to be used in the CAPM-Exam-Prep project, ensuring adherence to PMI’s Project Management Body of Knowledge (PMBOK) standards and CAPM best practices.

## 1. Project Management Approach

The CAPM-Exam-Prep project will follow a structured Waterfall approach, incorporating PMI-aligned process groups (Initiation, Planning, Execution, Monitoring & Controlling, Closing). Deliverables for each phase will be clearly defined, reviewed, and approved before progressing to the next stage.

## 2. Methodology

The methodology combines PMI-aligned documentation with locally hosted exam preparation software. All project artifacts will comply with the standardized repository format, version control practices, and CAPM exam readiness standards.

## 3. Deliverable Management

Each deliverable will be reviewed by the project owner to ensure compliance with the CAPM syllabus. Version control will be applied to track changes, and all documents will be stored in the project's GitHub repository.

## 4. Roles and Responsibilities

- \*\*Project Manager (PM)\*\*: Oversees execution, ensures compliance with PMI standards.  
- \*\*Content Developer\*\*: Creates and validates CAPM question library.  
- \*\*Technical Lead\*\*: Manages local hosting platform, ensures functional stability.

## 5. Quality Assurance

Quality reviews will be performed at each project phase gate. The QA process will include document audits, functionality testing of the exam platform, and validation against CAPM exam structure.