

Certified Associate in Project Management (CAPM)®

Overview

PMI's Certified Associate in Project Management (CAPM)® is a valuable entry-level certification for project practitioners. The CAPM® demonstrates your understanding of the fundamental knowledge, terminology and processes of effective project management.

This four-day instructor-led course presents the foundation for project management and project implementation. Whether you're new to project management, changing careers, or already serving as a subject matter expert on project teams, the CAPM® can get your career on the right path or take it to the next level.

Certified Associate in Project Management is becoming a highly sought after industry recognition. As a profession, project management is also experiencing phenomenal growth. A consequence of this growth is increased reliance upon project management and the need to professionally recognized project management ability. As more companies adopt project management into their businesses, the demand for knowledgeable practitioners increases globally.

The Project Management Institute (PMI®) sponsors a project management certification program. The purpose and goal of this certification program is the development, maintenance, evaluation, promotion and administration of a rigorous, examination-based, certification credential – the Certified Associate in Project Management (CAPM®).

The CAPM® program provides the necessary exam and certification preparation required in order to obtain the globally recognized CAPM® (Certified Associate in Project Management) Certification from the PMI® (Project Management Institute)

Prerequisites

To apply for the CAPM, you must meet the following CAPM requirements:

- Have a secondary degree, such as a high school diploma, GED (General Educational Development), or global equivalent
- Have at least 23 hours of project management education completed before the exam

Certified Associate in Project Management (CAPM)®

Program Objectives

What the program aims to achieve overall:

- Maximise your time in preparing for the Certified Associate in Project Management exam
- Master the critical terms and concepts in project management
- Apply the key concepts to your work in project management
- Evaluate your own strengths and weaknesses to best focus your efforts
- Focus on the key elements of each of the project management processes
- Recognise what is meant by professional responsibility
- Determine those areas that are important to study versus those that are 'nice to know'
- Avoid common pitfalls associated with taking the exam

Duration

4 Days

Who Should Attend

- Aspiring Project Managers
- Project Team Members
- New or Junior Project Coordinators / Administrators
- Students and Fresh Graduates
- Professionals Transitioning into Project Management
- Anyone Pursuing PMP® in the Future

Certified Associate in Project Management (CAPM)®

OUTLINE

Day 1

Time	Module	Topic Coverage
8:30AM – 9:00AM	Registration	-
9:00AM – 10:30 AM	Chapter 1: Introduction	• Purpose of the PMBOK® Guide • What is a Project? • What is Project Management? • Relationships Among Project Management, Programme Management and Portfolio Management • Project Management and Operations Management • Role of a Project Manager • Project Management Body of Knowledge • Enterprise Environmental Factors
10:30AM – 10.45 AM	Tea Break	-
10:45AM – 12:30 PM	Chapter 2: Project Life Cycle and Organization	• The Project Life Cycle – Overview • Projects vs Operational Work • Stakeholders • Organisational Influences on Project Management
12.30PM – 1:30 PM	Lunch Break	-
1.30PM – 3:30PM	Chapter 3: Project Management Processes for a Project	• Common Project Management Process Interactions • Project Management Process Groups • Initiating Process Group
3:30PM – 3:45PM	Tea Break	-
3:45PM – 5:00PM	Continue Chapter 3: Project Management Processes for a Project	• Planning Process Group • Executing Process Group • Monitoring and Controlling Process Group • Closing Process Group

Certified Associate in Project Management (CAPM)®

Day 2

Time	Module	Topic Coverage
8:30AM – 9:00AM	Registration	-
9:00AM – 10:30 AM	Chapter 4: Project Integration Management	• Develop Project Charter • Develop Project Management Plan • Direct and Manage Project Execution
10:30AM – 10.45 AM	Tea Break	-
10:45AM – 12:30 PM	Continue Chapter 4: Project Integration Management	• Monitor and Control Project Work • Perform Integrated Change Control • Close Project or Phase
12.30PM – 1:30 PM	Lunch Break	-
1.30PM – 3:30PM	Chapter 5: Project Scope Management	• Collect Requirements • Define Scope • Create WBS (Work Breakdown Structure) • Verify Scope • Control Scope
3:30PM – 3:45PM	Tea Break	-
3:45PM – 5:00PM	Chapter 6: Project Time Management	• Define Activities • Sequence Activities • Estimate Activity Resources • Estimate Activity Durations • Develop Schedule • Control Schedule

Certified Associate in Project Management (CAPM)®

Day 3

Time	Module	Topic Coverage
8:30AM – 9:00AM	Registration	-
9:00AM – 10:30 AM	Chapter 7: Project Cost Management	- Estimate Costs - Determine Budget - Control Costs
10:30AM – 10.45 AM	Tea Break	-
10:45AM – 12:30 PM	Chapter 8: Project Quality Management	- Plan Quality - Perform Quality Assurance - Perform Quality Control
12:30PM – 1:30 PM	Lunch Break	-
1.30PM – 3:30PM	Chapter 9: Project Human Resource Management	- Develop Human Resource Plan - Acquire Project Team
3:30PM – 3:45PM	Tea Break	-
3:45PM – 5:00PM	Continue Chapter 9: Project Human Resource Management	- Develop Project Team - Manage Project Team

Certified Associate in Project Management (CAPM)®

Day 4

Time	Module	Topic Coverage
8:30AM – 9:00AM	Registration	-
9:00AM – 10:30 AM	Chapter 10: Project Communications Management	- Identify Stakeholders - Plan Communications - Distribute Information - Manage Stakeholder Expectations - Report Performance
10:30AM – 10.45 AM	Tea Break	-
10:45AM – 12:30 PM	Chapter 11: Project Risk Management	- Plan Quality - Perform Quality Assurance - Perform Quality Control
12.30PM – 1:30 PM	Lunch Break	-
1.30PM – 3:30PM	Continue Chapter 11: Project Risk Management	- Perform Quantitative Risk Analysis - Plan Risk Responses - Monitor and Control Risks
3:30PM – 3:45PM	Tea Break	-
3:45PM – 5:00PM	Chapter 12: Project Procurement Management	- Plan Procurements - Conduct Procurements - Administer Procurements - Close Procurements