



## Certified Associate in Project Management (CAPM) Course - Sixth Edition

### Summary

Length: 32 hours Level: Experienced

In this class, you will learn to apply project management processes acknowledged by the Project Management Institute, Inc. (PMI) to successfully plan and execute projects. This course will also prepare you for the CAPM, a globally-recognized certification of excellence in project management. This course may earn a Credly Badge.

### Learning Objectives

Upon successful completion of this course, you will be able to do the following: Obtain an understanding of how project management affects business, create a charter, identify stakeholders, create a project management plan, create a schedule, create a budget, create a risk register, and create various management plans. You will be able to analyze project risks, address project related procurement, execute the plan, and monitor and control it as needed. You will also know how to close the project, including project and contract closeout.

### Course Outline

#### 1. Project Management Introduction

- CAPM Exam Details
- Project Management Introduction Overview
- Defining Projects
- The Importance of Project Management
- Project, Program, Portfolio and Operations Management
- Key Components
- Project Management Process Groups
- Project Management Knowledge Areas
- Project Data, Information, and Reports
- Tailoring
- Project Management Business Documents
- Success Measurements
- CAPM Test-Worthy Topics
- Practice Questions

#### 2. The Environment in Which Projects Operate

- The Environment in Which Projects Operate Overview
- Enterprise Environmental Factors
- Organizational Process Assets
- Organizational Systems
- Governance Frameworks
- Management Elements
- Organizational Structure Types
- Project Management Office
- CAPM Test-Worthy Topics
- Practice Questions

#### 3. The Role of the Project Manager

- The Role of the Project Manager Overview
- The Project Manager's Sphere of Influence
- Project Management Competencies
- Comparison of Leadership and Management

- Leadership Styles
- Performing Integration
- CAPM Test-Worthy Topics
- Practice Questions

#### 4. Initiating Processes

- Initiating Process Group Overview
- Develop Project Charter
- Identify Stakeholders
- CAPM Test-Worthy Topics
- Practice Questions

#### 5. Planning Processes

- Planning Process Group Overview
- Section A- Management Plans
- Develop Project Management Plan
- Subsidiary Management Plans
- Plan Scope Management
- Plan Schedule Management
- Plan Cost Management
- Plan Quality Management
- Plan Resource Management
- Plan Communications Management
- Plan Risk Management
- Plan Procurement Management
- Plan Stakeholder Engagement
- Change Management Plan and Configuration Management Plan
- CAPM Test-Worthy Topics
- Practice Questions
- Section B- Scope, Schedule, and Cost Processes
- Collect Requirements
- Define Scope
- Create WBS
- Define Activities
- Sequence Activities
- Estimate Activity Resources
- Estimate Activity Durations
- Develop Schedule
- Overview- Cost Planning Processes
- Estimate Costs
- Determine Budget
- CAPM Test-Worthy Topics
- Practice Questions
- Section C- Risk Processes
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- CAPM Test-Worthy Topics
- Practice Questions

#### 6. Executing Processes

- Executing Processes Overview
- Direct and Manage Project Work
- Manage Project Knowledge
- Manage Quality
- Acquire Resources
- Develop Team

- Manage Team
- Manage Communications
- Implement Risk Responses
- Conduct Procurements
- Manage Stakeholder Engagement
- CAPM Test-Worthy Topics
- Practice Questions

## 7. Monitoring and Controlling Processes

- Monitoring and Controlling Process Group Overview
- Monitor and Control Project Work
- Perform Integrated Change Control
- Validate Scope
- Control Change
- Control Schedule
- Control Costs
- Control Quality
- Control Resources
- Monitor Communications
- Monitor Risks
- Control Procurements
- Monitor Stakeholder Engagement
- CAPM Test-Worthy Topics
- Practice Questions

## 8. Closing Processes

- Closing Process Group Overview
- Close Project or Phase
- CAPM Test-Worthy Topics
- Practice Questions

## Audience

This course is for people who have on the job experience doing project management activities and running projects, regardless of their job title. It is for those who wish to become certified project managers, or those that want to build or reinforce a foundation in project management. This course is ideal for a person who wants to grow and formalize their project management skills on an industry neutral, global standard, the Project Management Institute, A Guide to the Project Management Body of Knowledge, (PMBOK Guide) - Sixth Edition, Project Management Institute, Inc. 2017. (This course is ideal for a leader or manager wanting to take their career and salary to the next level in earning the globally recognized CAPM credential. Certified Associate in Project Management (CAPM), Project Management Institute, Inc. (PMI), and PMBOK Guide are all registered marks of the Project Management Institute, Inc..

## Prerequisites

CAPM candidates with a high school diploma (or equivalent) require only this course to take the exam (at least 23 contact hours of project management training), though high school diploma holders with 1,500 hours of professional experience on a project team can satisfy the requirement.