

Preparing for the Certified Associate in Project Management (CAPM)[®] Exam - 3 Days

Course 3601 Overview

- You Will Learn How To**
- Prepare to pass the CAPM[®] exam
 - Decipher the processes and knowledge areas of the *PMBOK[®] Guide — Fourth Edition*
 - Identify significant steps of the project life cycle
 - Master key terminology and definitions found in the *PMBOK[®] Guide*
 - Examine the *PMBOK[®] Guide* tools and techniques essential for CAPM[®] exam success
 - Evaluate your exam preparedness and create a personalised plan for self-study

Course Benefits The Project Management Institute's Certified Associate in Project Management (CAPM)[®] credential signifies proficiency in fundamental project management knowledge and skills. Throughout this course, you learn the terms and definitions of the *PMBOK[®] Guide* and prepare for the exam.

This course features extended class hours, providing you with the 23 contact hours/PDUs required to take the CAPM[®] exam.

Who Should Attend New project managers, project team members and those interested in project management best practices. Participants should be aware of exam eligibility criteria established by the PMI[®].

Workshop Course Throughout the course activities, individual practice workshops and simulated exams provide the knowledge you need to pass the exam. Workshops include:

- Taking CAPM[®]-style practice exams and cross-referencing answers to the *PMBOK[®] Guide*
- Speaking the *PMBOK[®] Guide* language
- Mapping *PMBOK[®] Guide* knowledge areas and process groups
- Customising process summaries for future study
- Developing a study guide and personalised exam preparation plan

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Course 3601 Outline

Exploring the PMBOK[®] Guide

A Guide to the Project Management Body of Knowledge (PMBOK[®] Guide — Fourth Edition)

- Defining project management across the project life cycle
- Identifying the role of the project manager
- Analysing organisational influences on projects

Defining the knowledge areas and process groups

- Outlining the five process groups and nine knowledge areas
- Evaluating the standard for managing projects

Investigating Project Integration and Scope

Integrating the PMBOK[®] processes

- Developing the project charter
- Coordinating the content of the project management plan
- Performing project work
- Controlling changes throughout the project

Defining and managing project scope

- Defining and facilitating stakeholder requirements
- Developing detailed project and product descriptions
- Creating the work breakdown structure (WBS)
- Verifying and controlling the scope baseline

Managing Schedule and Budget

Completing the project on time

- Defining and sequencing activities
- Estimating activity resources and durations
- Developing and controlling the schedule

Planning and managing the project cost

- Developing project budgets
- Applying earned value management (EVM) basics
- Managing changes to the cost baseline

Addressing Project Quality

Quality planning

- Identifying project quality standards and requirements
- Determining project quality activities
- Demonstrating compliance with project quality approach

Quality assurance and control

- Ensuring adherence to quality guidelines
- Monitoring and measuring quality results
- Auditing quality requirements and quality control results

Human Resource, Communication and Procurement Processes

Identifying roles, responsibilities and skills

- Utilising hierarchical and matrix charts (RAM and RACI)
- Acquiring the project team
- Enhancing project performance through team development and improved competencies
- Tracking team member performance

Ensuring timely and appropriate project communication

- Identifying internal and external project stakeholders
- Determining stakeholder information needs
- Distributing information and addressing issues
- Collecting and distributing project performance data
- Managing stakeholder expectations

Procurement management

- Planning project procurement and identifying potential sellers
- Obtaining seller responses and awarding contracts
- Managing procurement relationships
- Monitoring contract performance
- Completing each project procurement

Risk Management

Identifying project risks

- Assessing and documenting risks
- Performing qualitative and quantitative risk analysis
- Planning appropriate risk responses

Monitoring and controlling risks

- Tracking identified risks and risk triggers
- Re-evaluating existing risks and identifying new ones
- Implementing risk response plans as required

Preparing for the Exam

Planning for test day

- Gaining insight into the exam process
- Applying proven tips for exam success
- Optimising study time

Assessing your exam preparedness

- Identifying your strengths and weaknesses
- Designing a personalised study plan that works for you
- Reviewing the exam application process