

## Preparing for the Certified Associate in Project Management (CAPM)<sup>®</sup> Exam - 3 Days

### Course 3601 Overview

- You Will Learn How To**
- Prepare to pass the CAPM<sup>®</sup> exam
  - Decipher the processes and knowledge areas of the *PMBOK<sup>®</sup> Guide — Fourth Edition*
  - Identify significant steps of the project life cycle
  - Master key terminology and definitions found in the *PMBOK<sup>®</sup> Guide*
  - Examine the *PMBOK<sup>®</sup> Guide* tools and techniques essential for CAPM<sup>®</sup> exam success
  - Evaluate your exam preparedness and create a personalized plan for self-study
- Course Benefits** The Project Management Institute's Certified Associate in Project Management (CAPM)<sup>®</sup> credential signifies proficiency in fundamental project management knowledge and skills. Throughout this course, you learn the terms and definitions of the *PMBOK<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup>.
- 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<sup>®</sup>-style practice exams and cross-referencing answers to *PMBOK<sup>®</sup> Guide*
  - Speaking the *PMBOK<sup>®</sup> Guide* language
  - Mapping *PMBOK<sup>®</sup> Guide* knowledge areas and process groups
  - Customizing process summaries for future study
  - Developing a study guide and personalized exam preparation plan

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### Course 3601 Outline

#### Exploring the *PMBOK<sup>®</sup> Guide*

*A Guide to the Project Management Body of Knowledge (PMBOK<sup>®</sup> Guide — Fourth Edition)*

- Defining project management across the project life cycle
- Identifying the role of the project manager
- Analyzing organizational 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<sup>®</sup>* 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

- Utilizing 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
- Reevaluating 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
- Optimizing study time

##### Assessing your exam preparedness

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