

CAPM® Preparation

Course Three DAYS

OBJECTIVE

This project management course will give participants foundation, experience, techniques and tools to manage the various aspects of a project. This is a course that is based on application with a board array of practical experiences, from the Project Management Institute (PMI®) and can immediately be applied.

The course will cover the content of the PMI's Project Management Body of Knowledge (PMBOK®) and present the information that is examined on the Certified Associate Project Management (CAPM®) certification.

AUDIENCE

Anyone wishing to take the CAPM® exam

DURATION

Three days of classroom training and follow-on day on practice exams

FORMAT

Lecture based with 6 hours of sample exam questions

BENEFITS

This course will be of benefit to learners who identify the importance of the CAPM® certification in the workplace. The course will highlight the working of the PMBOK® Guide

LEARNING OBJECTIVES

After completing this course, you will know how to:

- understand the CAPM® exam process (i.e. application procedure to taking the exam)
- identify the attributes of being a project manager
- understand the significance of good project governance
- define project objectives and create a project scope plan
- describe how a work breakdown structure is used as an input to developing a project plan
- understand the benefits of effective project planning and control
- apply the principles behind time and cost estimation
- understand the different components of a project schedules and how these can be applied
- deliver and manage an effective project management plan
- distinguish between risk and issue management and how to do it.
- monitor and communicate project progress on a timely basis
- understand the basis behind effective project leadership
- understand and plan for project success and closure

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COURSE CONTENT

The following areas will be covered: -

Module 1

- **Introduction Session:** - Overview of the CAPM® Application
- **Topic 1 (Chapter 1 and 2 of the PMBOK®):** - Project management process - defining project, program and portfolio management
- **Topic 2 (Chapter 3 of the PMBOK®):** - Project management framework from the PMBOK®

Module 2

- **Topic 3 (Chapter 4 of the PMBOK®):** - Project change control - defining project processes and governance
- **Topic 4 (Chapter 5 of the PMBOK®):** - Project scoping and control - identify and understanding the project charter
- **Topic 5 (Chapter 6 of the PMBOK®):** - Project schedules developing and brainstorming the schedule

Module 3

- **Topic 6 (Chapter 7 of the PMBOK®):** - Project cost estimation and control techniques – how to manage and report project estimates
- **Topic 7 (Chapter 8 of the PMBOK®):** - Project quality management - identifying project success and key project metrics
- **Topic 8 (Chapter 9 of the PMBOK®):** - The project managers soft skills including the role of the project manager

Module 4

- **Topic 9 (Chapter 10 of the PMBOK®):** - Project management communication skills - stakeholder analysis and planning
- **Topic 10 (Chapter 11 of the PMBOK®):** - Risk and issue management - recording and management relevant risk
- **Topic 11 (Chapter 12 of the PMBOK®):** - Project contracts - overview of the project contract process
- **Topic 12 (Chapter 13 of the PMBOK®):** - Project Stakeholder management



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