



Certified Associate in Project Management (CAPM)

Overview

Are you planning to acquire CAPM® certificate? Do you want to be effective project contributor? Do you want to improve your career?

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

It is a 4-day program and it emphasizes the knowledge of project management based on PMI (Project Management Institute) standard that will allow you to sit for the CAPM exam and pass it with flying colors. This program also will emphasize on the knowledge and skills that you need to become the effective junior/assistance project manager and at the same time to improve your managerial skills.

We train and consult professionals not only based on theoretical knowledge, but also based on real-case scenarios and PM practitioner experience. This will effectively impart the knowledge and the best practice skills to professionals in their daily work in respective industry.

Who should enroll?

The CAPM® certification offers recognition to Practitioners who are starting a career in project management as well as Project Team Members who wish to demonstrate their project management knowledge.



This certification denotes that the individual possesses the knowledge in the principles and terminology of A Guide to the Project Management Body of Knowledge (PMBOK® Guide), the standard of project managements generally recognized good practices. Individuals who contribute specialized skills to a project team can benefit from this certification by allowing them to align their work with that of project managers. The knowledge a practitioner gains from earning the CAPM® certification can be applied to on-the-job experiences, which help develop growing levels of competence in the practice of project management. Individuals who carry the CAPM® designation after their name enjoy a high level of credibility from PMP® credential holders, project managers, employers and peers.

If you are looking to demonstrate your commitment to project management, improve your ability to manage larger projects and earn additional responsibility, and stand out to potential employers, the CAPM® certification is right for you.

Prerequisites

To apply for the CAPM, you need to have:

- A secondary diploma (high school or the global equivalent) AND
- At least 1,500 hours experience OR 23 hours of project management education.

Certification

Maintain your CAPM

As a CAPM certification holder, you do not need to earn PDUs. Instead, you must retake the exam before the end of your five-year certification cycle.

Methodology

This program will be conducted with interactive lectures, PowerPoint presentation, discussions and workshop

Course Objectives

Upon completion of this program, participants should be able to:

- Maximize 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

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- Evaluate your own strengths and weaknesses to best focus your efforts
- Focus on the key elements of each of the project management processes
- Recognize 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

Course Outline

Module 1: Introduction

- 1.1 Purpose of the PMBOK® Guide
- 1.2 What is a Project?
- 1.3 What is Project Management?
- 1.4 Relationships Among Project Management, Program Management and Portfolio Management
- 1.5 Project Management and Operations Management
- 1.6 Role of a Project Manager
- 1.7 Project Management Body of Knowledge
- 1.8 Enterprise Environmental Factors

Module 2: Project Life Cycle and Organization

- 2.1 The Project Life Cycle — Overview
- 2.2 Projects vs Operational Work
- 2.3 Stakeholders
- 2.4 Organizational Influences on Project Management

Module 3: Project Management Processes for a Project

- 3.1 Common Project Management Process Interactions
- 3.2 Project Management Process Groups
- 3.3 Initiating Process Group
- 3.4 Planning Process Group
- 3.5 Executing Process Group
- 3.6 Monitoring and Controlling Process Group
- 3.7 Closing Process Group

Module 4: Project Integration Management

- 4.1 Develop Project Charter

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- 4.2 Develop Project Management Plan
- 4.3 Direct & Manage Project Work
- 4.4 Monitor & Control Project Work
- 4.5 Perform Integrated Change Control
- 4.6 Close Project or Phase

Module 5: Project Scope Management

- 5.1 Plan Scope Management
- 5.2 Collect Requirements
- 5.3 Define Scope
- 5.4 Create WBS (Work Breakdown Structure)
- 5.5 Validate Scope
- 5.6 Control Scope

Module 6: Project Time Management

- 6.1 Plan Schedule Management
- 6.2 Define Activities
- 6.3 Sequence Activities
- 6.4 Estimate Activity Resources
- 6.5 Estimate Activity Durations
- 6.6 Develop Schedule
- 6.7 Control Schedule

Module 7: Project Cost Management

- 7.1 Plan Cost Management
- 7.2 Estimate Cost
- 7.3 Determine Budget
- 7.4 Control Costs

Module 8: Project Quality Management

- 8.1 Plan Quality Management
- 8.2 Perform Quality Assurance
- 8.3 Control Quality

Module 9: Project Human Resource Management

- 9.1 Plan Human Resource Management

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- 9.2 Acquire Project Team
- 9.3 Develop Project Team
- 9.4 Manage Project Team

Module 10: Project Communications Management

- 10.1 Plan Communications Management
- 10.2 Manage Communications
- 10.3 Control Communications

Module 11: Project Risk Management

- 11.1 Plan Risk Management
- 11.2 Identify Risks
- 11.3 Perform Qualitative Risk Analysis
- 11.4 Perform Quantitative Risk Analysis
- 11.5 Plan Risk Responses
- 11.6 Control Risks

Module 12: Project Procurement Management

- 12.1 Plan Procurement Management
- 12.2 Conduct Procurements
- 12.3 Control Procurements
- 12.4 Close Procurements

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