

## Certified Associate in Project Management (CAPM)<sup>®</sup> Course - Sixth Edition

### Overview

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

### Target Audience

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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<sup>®</sup> credential. Certified Associate in Project Management (CAPM)<sup>®</sup>, Project Management Institute, Inc. (PMI)<sup>®</sup>, and PMBOK<sup>®</sup> Guide are all registered marks of the Project Management Institute, Inc.

### Course Objectives

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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

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#### 1 - Project Management Introduction

- CAPM<sup>®</sup> 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<sup>®</sup> 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

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