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Q20247 Certified Associate in Project Management (CAPM®) Preparation Course

Duration: 4 days LIVE online staggered over 4 weeks

Course Overview

This course will only be run as a face to face in-class event when it is confirmed safe to do so.

This knowledge based Certified Associate in Project Management (CAPM)® Preparation Course will give participants foundation, experience, techniques and tools to manage a project. This is an Associate course that is based on application with an array of practical experiences that can immediately be applied.

Who should attend?

Anyone wishing to take the Certified Associate in Project Management (CAPM)® exam.

Prerequisites & pre-reading guidelines

There are no specific prerequisites for this course. However, experience in or exposure to a project management environment is recommended. 23 hours of formal accredited learning are required in order to take the exam.

How certification is earned

This certification is offered through the Project Management Institute (PMI) as an e-proctored exam. Registration for the exam is managed via your course instructor/coach. Our PMP® Coach will be in contact to assist and support as you prepare for the exam. You will be provided with a study guide and access to over 600 PMP® sample questions..

Course Objectives

On completion of this course, attendees will be able 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

Context

This Certified Associate in Project Management Preparation Course (CAPM) will cover the content of the Project Management Body of Knowledge (PMBOK®) and present information that is assessed on the Certified Associate in Project Management (CAPM) exam.

Related Courses

- [PMI-PgMP® Programme Management Preparation course
- PMI-RMP® Risk Management Professional
- DASM® Disciplined Agile Scrum Master
- DASSM® Disciplined Agile Senior Scrum Master

Course Outline

Day One

The Delivery Framework

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

Day Two

Project Planning Model

- **Topic 3 (Chapter 4 of the *PMBOK® Guide*)**: - Project change control – defining project processes and governance
- **Topic 4 (Chapter 5 of the *PMBOK® Guide*)**: - Project scoping and control – identify and understanding the project charter
- **Topic 5 (Chapter 6 of the *PMBOK® Guide*)**: - Project schedules developing and brainstorming the schedule
- **Topic 6 (Chapter 7 of the *PMBOK® Guide*)**: - Project cost estimation and control techniques – how to manage and report project estimates

Day Three

Project Facilitation Skills

- **Topic 7 (Chapter 8 of the *PMBOK® Guide*)**: - Project quality management – identifying project success and key project metrics
- **Topic 8 (Chapter 11 of the *PMBOK® Guide*)**: - Risk and issue management – recording and management relevant risk
- **Topic 9 (Chapter 12 of the *PMBOK® Guide*)**: - Project contracts – overview of the project contract process

Day Four

Managing Project Team & Leadership

- **Topic 10 (Chapter 9 of the *PMBOK® Guide*)**: - The project managers soft skills including the role of the project manager
- **Topic 11 (Chapter 10 of the *PMBOK® Guide*)**: - Project management communication skills – stakeholder analysis and planning
- **Topic 12 (Chapter 13 of the *PMBOK® Guide*)**: - Project stakeholder relationship management

PMP Simulated Exam

Contact

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