

Certified Associate in Project Management (CAPM)[®] Course - Sixth Edition

Overview

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

Prerequisite Comments

CAPM[®] candidates with a high school diploma (or equivalent) require only this course to take the exam (at least 23 contact hours of project management training), though high school diploma holders with 1,500 hours of professional experience on a project team can satisfy the requirement.

Target Audience

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

Course Objectives

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

1 - Project Management Introduction

- CAPM® 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® 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
