

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT

Entry-level certification for project managers offered by PMI

COURSE OVERVIEW

Certified Associate in Project Management (CAPM[®]) certification is a valuable entry-level certification for project managers offered by the Project Management Institute. A CAPM[®] certification displays commitment to the profession of project management. It ensures that the certified individual has the fundamental knowledge of project management and its associated processes.

CAPM[®] certification is awarded to professionals who qualify in the CAPM certification exam that is based on PMBOK[®] Guide—5th Edition. This certification is valid across industries and is recognized worldwide.

Participants will receive attendance certificates upon the completion of the workshop. Participants will be awarded 24 Contact hours / Professional Development Units (PDU) hours needed to acquire the CAPM[®] certificate.

COURSE OBJECTIVE

By the end of this workshop, you will be able to:

- **Understand** the fundamentals of implementing standard processes and practices to be successful in their projects.
- **Enables** organizations in providing effective project management delivery, which reduces costs, reduces project duration and increases business value.
- **Establishes** the participant's knowledge on all the five process groups and ten knowledge areas.
- **Helps** participants in their CAPM[®] exam preparation toward attaining a certification.

COURSE CONTENT

- **Defining the knowledge areas and process groups**
 - Outlining process groups and knowledge areas
 - Evaluating the standard for managing projects
- **Investigating Project Integration and Scope**
- **Integrating the PMBOK processes**
 - Developing the project charter
 - Coordinating content of the project management plan
 - Performing project work
 - Controlling changes throughout the project
- **Defining and managing project scope**
 - Defining and facilitating stakeholder requirements
 - Developing detailed project and product descriptions
 - Creating the work breakdown structure (WBS)
 - Verifying and controlling the scope baseline
- **Managing Schedule and Budget**
- **Completing the project on time**
 - Defining and sequencing activities
 - Estimating activity resources and durations
 - Developing and controlling the schedule
- **Planning and managing the project cost**
 - Developing project budgets
 - Applying earned value management (EVM) basics
 - Managing changes to the cost baseline
- **Addressing Project Quality**
- **Quality planning**
 - Identifying project quality standards and requirements
 - Determining project quality activities
 - Demonstrating compliance with quality approach
- **Quality assurance and control**
 - Ensuring adherence to quality guidelines
 - Monitoring and measuring quality results
- **Human Resource, Communication and Procurement Processes**
- **Identifying roles, responsibilities and skills**
 - Utilizing hierarchical and matrix charts (RAM & RACI)
 - Enhancing project performance through team development and improved competencies
 - Tracking team member performance
- **Ensuring timely project communication**
 - Determining stakeholder information needs
 - Distributing information and addressing issues
 - Collecting and distributing project performance data
- **Procurement management**
 - Planning project procurement and identifying sellers
 - Obtaining seller responses and awarding contracts
 - Managing procurement relationships
 - Monitoring contract performance
 - Completing each project procurement
- **Risk and Stakeholder Management**
- **Identifying project risks**
 - Assessing and documenting risks
 - Performing qualitative and quantitative risk analysis
 - Planning appropriate risk responses
- **Monitoring and controlling risks**
 - Tracking identified risks and risk triggers
 - Reevaluating existing risks and identifying new ones
 - Implementing risk response plans as required
- **Managing Stakeholders**
 - Identifying internal and external project stakeholders
 - Managing stakeholder expectations

METHODOLOGY

- **Learning Concepts / Presentations**
- **Group Discussions**
- **Self-Reflection and Self-Assessment**

DURATION: 4 DAYS (24 HOURS)