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Learning Style: On Demand

Technology: PMI

Difficulty: Intermediate

Course Duration: 14 Hours

Certified Associate in Project Management (CAPM)®



This course prepares you for the CAPM Exam leading to CAPM Certification. This course does not include the Official Exam Voucher, however, you can request to purchase the Official Exam Voucher separately.

About this course:

This training series covers the functions and features of Certified Associate in

Project Management (CAPM)® to prepare you for your certification exam. Students will learn about the basics of project management and professional responsibility. They will also learn about the different specific areas of project management. These include integration, scope, time, cost, quality, human resource, communications, risk, procurement, and stakeholder.

This certification can lead to Project Management jobs across all different fields, including, but not limited to, IT, Sports, Biotech, Engineering, Manufacturing, Advertising, Healthcare, and Insurance.

The average salary for a Certified Associate in Project Management is **$118,500** per year.

Course Objective:

After completing this course, students will be able to:

- To discuss the PMBOK Guide 5th edition with confidence
- Explain the project management processes
- Discuss the project management knowledge areas
- Demonstrate the formulas, charts, and theories of project management
- Calculate float for complex project network diagrams
- Apply the formulas for earned value management
- Compare and contrast processes, knowledge areas, theories, and project management best practices

Audience:

This course is intended for:

- Project managers who need 23 contact hours to qualify for the CAPM examination
- Project managers who want to pass their CAPM exam on the first try
- This course is NOT for new project managers.

Prerequisites:

- Students should already know the fundamentals of project management.
- They should be dedicated to completing this course and have a deep desire to pass the CAPM exam.

Course Outline:

Course Introduction

- Instructor BIO
- Course Introduction

Module 01 - CAPM Application & Exam

- Module 01 - CAPM Application & Exam
- Module 01 Introduction
- CAPM Application & Exam
- How Do I Become A CAPM?
- CAPM Application
- CAPM Exam Part 1
- CAPM Exam Part 2
- CAPM Exam Part 3
- CAPM Exam Part 4
- Types of Questions Part 1
- Types of Questions Part 2
- Types of Questions Part 3
- Types of Questions Part 4
- Recurring Themes Part 1
- Recurring Themes Part 2
- The Exam ? Why People Fail

Module 02 - Organizations and Project Management

- Module 02 - Organizations and Project Management
- Module 02 Introduction
- Differentiation vs. Integration
- A Functional Organization
- Potential Advantages of a Functional Organization
- Potential Issues with a Functional Organization
- A Projectized Organization (PBO)
- Potential Advantages of a Projectized Organization
- Potential Issues with a Projectized Organization
- The Matrix Organization
- A Weak Matrix Organization
- A Balanced Matrix Organization
- A Strong Matrix Organization
- Potential Advantages of a Matrix Organization
- Potential Issues with a Matrix Organization
- Organizational Structures

Module 03 - The Basics of Project Management

- Module 03 - The Basics of Project Management
- Module 03 Introduction
- What is Project Management?
- Projects vs. Operations
- Program vs. Portfolio
- Organizational Project Management
- Key Terms Part 1
- Key Terms Part 2
- Key Terms Part 3
- Key Terms Part 4
- Key Terms Part 5
- Key Terms Part 6

- It's all about managing six (6) things. It's simple really?
- PMBOK Guide Knowledge Areas
- Ten Knowledge Areas Extended Part 1
- Ten Knowledge Areas Extended Part 2
- Ten Knowledge Areas Extended Part 3
- Project Management Processes Part 1
- Project Management Processes Part 2
- The Process Groups & Knowledge Areas Combined

Module 04 - Project Integration Management

- Module 04 - Project Integration Management
- Module 04 Introduction
- Integration Management
- 4.1 Develop Project Charter Part 1
- 4.1 Develop Project Charter Part 2
- The Business Case
- 4.2 Develop Project Management Plan Part 1
- 4.2 Develop Project Management Plan Part 2
- 4.2 Develop Project Management Plan Part 3
- The Project Management Plan Can Also Include
- 4.3 Direct & Manage Project Work Part 1
- 4.3 Direct & Manage Project Work Part 2
- 4.4 Monitor & Control Project Work Part 1
- 4.4 Monitor & Control Project Work Part 2
- 4.5 Perform Integrated Change Control Part 1
- 4.5 Perform Integrated Change Control Part 2
- 4.6 Close Project or Phase Part 1
- 4.6 Close Project or Phase Part 2
- Summary

Module 05 - Project Scope Management

- Module 05 - Project Scope Management
- Module 05 Introduction
- Scope Management
- The Product vs. Project Scope
- 5.1 Plan Scope Management Part 1
- 5.1 Plan Scope Management Part 2
- 5.2 Collect Requirements Part 1
- 5.2 Collect Requirements Part 2
- 5.3 Define Scope
- 5.4 Create WBS
- Components of the WBS
- Effective WBS's
- 5.4 Create WBS (Cont.)
- 5.5 Validate Scope Part 1
- 5.5 Validate Scope Part 2
- 5.6 Control Scope Part 1
- 5.6 Control Scope Part 2

- Project Scope Management - Summary

Module 06 - Project Time Management

- Module 06 - Project Time Management
- Module 06 Introduction
- Time Management
- 6.1 Plan Schedule Management Part 1
- 6.1 Plan Schedule Management Part 2
- 6.2 Define Activities
- Rolling Wave Planning
- 6.2 Define Activities (Cont.)
- 6.3 Sequence Activities
- PDM
- Conditional Diagramming
- Types of Dependencies
- Other Terms
- 6.3 Sequence Activities (Cont.)
- 6.4 Estimate Activity Resources
- 6.5 Estimating Activity Durations Part 1
- 6.5 Estimating Activity Durations Part 2
- 6.6 Develop Schedule
- CPM
- The Critical Path Method
- 6.6 Develop Schedule (Cont.)
- 6.7 Control Schedule Part 1
- 6.7 Control Schedule Part 2
- Project Time Management ? Summary

Module 07 - Project Cost Management

- Module 07 - Project Cost Management
- Module 07 Introduction
- Cost Management Part 1
- Cost Management Part 2
- 7.1 Plan Cost Management Part 1
- 7.1 Plan Cost Management Part 2
- 7.2 Estimate Costs Part 1
- 7.2 Estimate Costs Part 2
- 7.2 Estimate Costs Part 3
- 7.3 Determine Budget
- Accounting Terms
- 7.3 Determine Budget (Cont.)
- Funding Requirements
- 7.4 Control Costs Part 1
- 7.4 Control Costs Part 2
- Cumulative Cost Curve Part 1
- Cumulative Cost Curve Part 2
- Forecasting ? ETC
- Forecasting ? EAC

- Forecasting ? TCPI
- Cost Management ? Summary

Module 08 - Project Quality Management

- Module 08 - Project Quality Management
- Module 08 Introduction
- Quality Management
- Key Terms Part 1
- Key Terms Part 2
- Thought Leaders
- 8.1 Plan Quality
- 8.1 Plan Quality Management
- Cost of Quality
- 7 Basic Quality Tools
- SIPOC Part 1
- SIPOC Part 2
- Control Chart
- Benchmarking
- Design of Experiments (DOE)
- Statistical Sampling Terms
- Statistical Terms
- 8.2 Perform Quality Assurance Part 1
- 8.2 Perform Quality Assurance Part 2
- 8.3 Control Quality Part 1
- 8.3 Control Quality Part 2
- Cause and Effect Diagram
- Project Quality Management ? Summary Part 1
- Project Quality Management ? Summary Part 2

Module 09 - Project Human Resource Management

- Module 09 - Project Human Resource Management
- Module 09 Introduction
- The Processes that Organize and Manage the Project Team
- 9.1 Plan Human Resource Management Part 1
- 9.1 Plan Human Resource Management Part 2
- Organization Chart
- Responsibility Assignment Matrix
- Common Theories Part 1
- Common Theories Part 2
- McGregor's Theory of X and Y
- Common Theories (Cont.)
- Theory Z
- Human Resource Plan
- 9.2 Acquire Project Team Part 1
- 9.2 Acquire Project Team Part 2
- 9.3 Develop Project Team Part 1
- 9.3 Develop Project Team Part 2
- 9.4 Manage Project Team Part 1

- 9.4 Manage Project Team Part 2
- Conflict
- Theories of Management Style Part 1
- Theories of Management Style Part 2
- Sources of Power
- Human Resources Management ? Summary

Module 10 - Project Communications Management

- Module 10 - Project Communications Management
- Module 10 Introduction
- Communications Management Part 1
- Communications Management Part 2
- Communications Management Part 3
- Styles
- 10.1 Plan Communications Management Part 1
- 10.1 Plan Communications Management Part 2
- The Communications Management Plan
- 10.2 Manage Communications
- 10.3 Control Communications
- Communications Management ? Summary

Module 11 - Project Risk Management

- Module 11 - Project Risk Management
- Module 11 Introduction
- Risk Management Part 1
- Risk Management Part 2
- Types of Risks
- Key Terms
- 11.1 Plan Risk Management Part 1
- 11.1 Plan Risk Management Part 2
- Included in the Risk Management Plan
- Sample RBS
- Scales for Impact and Probability
- Sample Impact Matrix
- 11.2 Identify Risks Part 1
- 11.2 Identify Risks Part 2
- Tools & Techniques
- The Risk Register
- 11.3 Perform Qualitative Risk Analysis Part 1
- 11.3 Perform Qualitative Risk Analysis Part 2
- Probability & Impact Matrix
- 11.4 Perform Quantitative Risk Analysis Part 1
- 11.4 Perform Quantitative Risk Analysis Part 2
- Data Modeling
- Expected Monetary Value (EMV)
- Decision Tree Analysis Part 1
- Decision Tree Analysis Part 2
- 11.5 Plan Risk Responses Part 1

- 11.5 Plan Risk Responses Part 2
- Response Strategies
- Risk Register Updates
- 11.6 Control Risks Part 1
- 11.6 Control Risks Part 2
- Results of Risk Monitoring & Control
- Project Risk Management ? Summary Part 1
- Project Risk Management ? Summary Part 2

Module 12 - Project Procurement Management

- Module 12 - Project Procurement Management
- Module 12 Introduction
- Procurement Management
- 12.1 Plan Procurement Management Part 1
- 12.1 Plan Procurement Management Part 2
- Definition of a Contract
- Procurement Management Plan
- 12.2 Conduct Procurements Part 1
- 12.2 Conduct Procurements Part 2
- Source Selection Criteria
- 12.3 Control Procurements Part 1
- 12.3 Control Procurements Part 2
- 12.4 Close Procurements
- Negotiate Settlements
- 12.4 Close Procurements (Cont.)
- Project Procurement Management ? Summary

Module 13 - Project Stakeholder Management

- Module 13 - Project Stakeholder Management
- Module 13 Introduction
- Stakeholder Management
- 13.1 Identify Stakeholders Part 1
- 13.1 Identify Stakeholders Part 2
- Classification Models for Stakeholder Analysis
- Stakeholder Prioritization
- 13.2 Plan Stakeholder Management Part 1
- 13.2 Plan Stakeholder Management Part 2
- Stakeholder Engagement Classification
- 13.3 Manage Stakeholder Engagement
- 13.4 Control Stakeholder Engagement
- Project Stakeholder Management ? Summary

Module 14 - Professional Responsibility

- Module 14 - Professional Responsibility
- Module 14 Introduction
- Duty to the Profession
- Scope & Estimates Part 1

- Scope & Estimates Part 2
- Authority
- Above All Else Part 1
- Above All Else Part 2

Course Conclusion

- Course Closure

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