

PM 500 – CAPM Certification Prep Program

Course Outlines

Revised: 2020

Duration: Three 1 Day Courses (Total Program 3 days)

PMBok Guide (6th Edition) Knowledge Areas:

- Project Integration
- Project Scope Management
- Project Schedule Management
- Project Cost Management
- Project Risk Management
- Project Quality Management
- Project Resource Management
- Project Procurement Management
- Project Communications Management
- Project Stakeholder Management

Course Description:

CAPM® Certification from the Project Management Institute is the industry standard for demonstrating competence and a solid foundation of project management skills. This workshop prepares participants to write the PMI Certified Associate in Project Management (CAPM) certification exam and provides the 23 hour educational credits required for new applications. Provides an overview of the PMI framework for project management and sets the context for the Knowledge Area courses which follow. The course covers coordination of the project management processes providing skills in developing the project charter, developing the project management plan, directing and monitoring the project work, performing integrated change control and closing the project or phase.

Programs includes:

- Comprehensive review of all PMBOK subject matter
- Review of all PMI Knowledge Area
- Reference Binder covering CAPM exam topics organized by subject / knowledge area
- Hundreds of review questions with answers for each topic
- Simulated CAPM practice exam

Course Learning Outcomes

Upon successful completion of all 3 courses in the program, the student will be able to

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- Apply the project management key concepts, terminology, organizational influences, and project life cycle.
- Describe the Project Management Process Groups.
- Describe the Project Management Knowledge Areas.
- Apply inputs, tools and techniques, and outputs for each of the Project Management Knowledge Areas.
- Apply test-taking techniques for writing the exam.

Course Topics

PM 501 PMP Certification Exam Preparation – Part 1 (1 day)

1. Project Management Basics Review

- Definition of a project
- Definition of project management
- The Project Management Institute
- The PMBOK
- PMI certification process

2. The Project Management Framework

- Project management methodology
- Project processes and phases
- Process groups
- Project phases
- Key terms
- Project stakeholders
- Application of principles and techniques

3. Project Integration Management

- Integration management framework
- Developing project plans
- Project constraints
- Project plan execution
- Change control

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4. Project Scope Management

- Initiation
- Project requirements
- Project goals
- Scope planning
- Scope statement
- Work breakdown structure (WBS)
- Scope verification
- Scope change control management

5. Project Schedule Management

- Scheduling terms
- Scheduling techniques
- Network scheduling
- Activity definition and sequencing
- Resource requirements
- Estimating activity durations
- Schedule development
- Critical path method (CPM)
- Schedule control strategies

PM 502 PMP Certification Exam Preparation – Part 2 (1 day)

6. Project Cost Management

- Cost management terms
- Estimating techniques
- Classes of estimates
- Resource requirements
- Cost estimating
- Creating budgets
- Monitoring costs
- Cost control strategies
- Earned value

7. Resource Management

- Human resource planning

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- Project organization structure
- Skill and competency requirements
- Staffing resources
- Team formation and development
- Motivation, managing conflict, negotiation
- Project leadership

8. Project Risk Management

- Risk management process
- Risk management plan
- Risk identification
- Risk assessment techniques
- Risk probability analysis
- Decision and rating techniques
- Risk response, monitoring and control
- Risk reporting

9. Project Quality Management

- Quality management framework
- Quality planning
- Quality assurance
- Quality standards
- Quality control

10. Project Procurement Management

- Procurement process
- Procurement planning
- Solicitation process and planning
- Procurement documents
- Sourcing goods and services
- Selecting contractors and suppliers
- Contract negotiation
- Contract administration
- Contract close-out

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PM 503 PMP Certification Exam Preparation – Part 3 (1 day)

11. Project Communications Management
 - Communications planning
 - Managing communications
 - Controlling communications
 - Progress reporting
12. Project Stakeholder Management
 - Identifying stakeholders
 - Planning stakeholder management
 - Managing stakeholder engagement
 - Controlling stakeholder engagement
13. Professional Responsibility & CAPM Exam Prep
 - PMI Code of Ethics & Professional Conduct
 - Review of CAPM certification process
 - Strategies for taking the CAPM exam
14. Simulated CAPM Exam