

EXAM PREPARATION FOR PMI CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)®

COURSE OVERVIEW

Project Management Institute (PMI) offers a professional certification known as the Certified Associate in Project Management (CAPM)® for individuals seeking to gain more responsibility or add project management skills to their current role. The course covers the needed knowledge of common practices used by an associate-level project manager as outlined in the Examination Content Outline (ECO) and satisfies the 23 training hours required to apply for the CAPM certification. Being CAPM certified creates opportunities for entry-level project management roles like project coordinator associate and junior project manager.

TARGET COMPETENCIES

- Project Management Fundamentals and Core Concepts.
- Development Approach and Life Cycle Performance Domain.
- Project Performance Domains
- Predictive Plan-Based Methodologies.
- Adaptive Frameworks and Methodologies.
- Measurement and Tracking.
- Uncertainty in projects.
- Business Analysis Frameworks.

COURSE OBJECTIVES

By completely attending this course, participants will be able to:

- Understand the various project life cycles and processes.
- Distinguish between predictive and adaptive approaches.
- Understand project management planning, and project roles and responsibilities.
- Follow and execute and respond to planned strategies or frameworks.
- Recognize common problem-solving tools and techniques.
- Know project management plan schedule.
- Learn how to document project controls.
- Compare the pros and cons of adaptive and predictive projects.
- Determine how to plan project iterations,
- Distinguish between the adaptive methodologies.
- Comprehend business analysis (BA) roles and responsibilities.
- Gather requirements for business analysis.
- Explain the application of a product roadmap.
- Validate requirements through product delivery.

TARGET AUDIENCE

The Certified Associate in Project Management (CAPM) training course is designed for individuals who are interested in pursuing a career in project management or are in entry-level project management positions.

COURSE METHODOLOGY

This course has been specifically designed to enhance collaborative and group learning. Participants will be challenged with real-world simulations, case studies, and unique activities. Each lesson activity is intended to build on the learning objectives, which ultimately leads to a final capstone case study, where teams work through more complex built environment issues.

COURSE OUTLINE

BECOMING A CAPM

- Overview of Project Management.
- The Certified Associate in Project Management (CAPM)® Certification.

THE PROJECT ENVIRONMENT AND VALUE DELIVERY

- What Is a Project?
- Difference Between Projects and Operational Work?
- What Are Process Groups?
- What Project Management Challenges Will You Face?

ORGANIZING FOR PROJECT PERFORMANCE

- Project Performance Domains.
- Stakeholders.
- The Project Manager Role.
- Emotional Intelligence and People Skills.
- Project Organizational Structures.
- Team Performance Domain.

DEVELOPMENT APPROACH AND LIFE CYCLE

- What Is a Life Cycle?
- Development Approach and Life Cycle Performance Domain.

PREDICTIVE METHODOLOGIES

- When to Choose a Predictive, Plan-Based Methodology?
- Process Groups of the Predictive, Plan-Based Approach.
- Tailoring a Predictive Life Cycle.
- Creating a Project Charter.
- Building the Project Team.
- Developing a Project Management Plan.
- Directing and Managing Project Work.
- Monitoring and Controlling Project Work.

PROJECT WORK AND DELIVERY

- Planning and Managing Procurement.
- Engaging Stakeholders.
- Managing Project Communications.
- Managing Risk.
- Quality Management.
- Project Controls and Forecasting.

ADAPTIVE APPROACHES

- When to Use the Adaptive Approach.
- Team Structure in Adaptive Projects.
- Requirements for the Adaptive Project Environment.
- The Structure and Culture of Adaptive Teams.
- Typical Steps of Adaptive Projects.
- Agile Life Cycles.

ADAPTIVE FRAMEWORKS

- The Agile Manifesto.
- Lean, Scrum, Kanban, Extreme Programming (XP).
- Feature-driven Development, Dynamic Systems Development Method, and Crystal Methods.
- Frameworks for Scaling Adaptive Frameworks.

MEASUREMENT, TRACKING, AND UNCERTAINTY

- Detect and Resolve Problems.

BUSINESS ANALYSIS FRAMEWORKS

- The Importance of Business Analysis.
- Business Analyst Role.
- Requirements as the Focus of Business Analysis.
- Stakeholders and the Business Analyst.
- Influence of Project Approaches on Business Analysis.

BUSINESS ANALYSIS

- Planning and Needs Analysis.
- Requirements Elicitation and Analysis.
- Traceability and Monitoring.
- Solution Evaluation.