

# Certified Associate in Project Management (CAPM) Course - Sixth Edition

## Course Overview

In this course, students will learn about and prepare for the Certified Associate in Project Management (CAPM) certification exam from the Project Management Institute, Inc. (PMI)®. NOTE: This course will earn you 28 PDUs.

## Who Should Attend

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, students will be able participants will be able to identify project management terms, concepts, and common practices as expressed by the Project Management Body of Knowledge (PMBOK)® Guide Sixth Edition, will be able to answer practice test questions, correctly providing an average, aggregate score of at least 70%, and will demonstrate learning through group exercises, discussions, and case studies.

## Course Outline

This is a 4-day class

## Upcoming Dates

Date	Time	Where
10/26/2020	9:00AM - 5:00PM	Online LIVE
12/14/2020	9:00AM - 5:00PM	Online LIVE
01/18/2021	9:00AM - 5:00PM	Online LIVE
03/01/2021	9:00AM - 5:00PM	Online LIVE
04/12/2021	9:00AM - 5:00PM	Online LIVE
05/24/2021	9:00AM - 5:00PM	Online LIVE
06/28/2021	9:00AM - 5:00PM	Online LIVE

[View All Course Dates & Register Today](#)



# Certified Associate in Project Management (CAPM) Course - Sixth Edition

## 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

# Certified Associate in Project Management (CAPM) Course - Sixth Edition

## 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

# Certified Associate in Project Management (CAPM) Course - Sixth Edition

## 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