

## Course

# CAPM® CERTIFICATION TRAINING COURSE

## About Course

This 3-day, 23-hour course provides a comprehensive review of the subject matter tested on the Project Management Institute (PMI)®'s Certified Associate in Project Management (CAPM)® examination. The course provides complete coverage of the framework for project management including all 10 knowledge areas and five process groups, as covered in A Guide to The Project Management Body of Knowledge (PMBOK® Guide), Sixth Edition. The course includes 200 review questions done after each knowledge area review, plus a 150-question practice exam at the end of the course. The extensive use of practice questions, along with the discussion of the reasoning behind both correct and incorrect answers will improve your test taking skills. The course also includes a case study to provide attendees practice in applying project management to an actual project. This includes stakeholder identification and analysis, requirements definition, scope definition using a Work Breakdown Structure, schedule development and risk management. This course meets the certification requirement for 23 hours of project management education and is designed to maximize the probability that you will pass the examination the first time.

## Who should attend

All individuals who plan to take the Project Management Institute's Certified Associate in Project Management (CAPM)® examination should attend this 3-day course.

## Course Features

This course emphasizes the 10 knowledge areas of PMI®'s A Guide to The Project Management Body of Knowledge (PMBOK® Guide), Sixth Edition, which serves as the basis for the CAPM® certification examination. By participating in this course, you will:

- Develop personal knowledge and skills in the application of project management best practices
- Identify personal strengths and weaknesses in each of the project management areas of knowledge
- Develop the ability to analyze questions to increase the probability of choosing the correct answer

- Develop a personalized strategy for passing the CAPM® Exam

## Course Outline

### Day 1

- CAPM® Certification & Exam Information
- Project Management Framework
- Project Integration Management
- Project Scope Management
- Project Schedule Management

### Day 2

- Project Cost Management
- Project Quality Management
- Project Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholders Management

### Day 3

- Case Study Practice Exercises
  - Identify & Analyze Stakeholders
  - Define Project Requirements
  - Prepare Project WBS
  - Prepare Project Schedule
  - Prepare Risk Register
- 150 Question Self-Assessment Exam
- Review Self-Assessment Exam

## Course Information

**Duration:**

21 Hours (3 Days)

**Earn:**

21 PDUs

**Delivery Method:**

Traditional Class

## Knowledge areas addressed

This course addresses all the knowledge areas included in the Project Management Institute's A Guide to the Project Management Body of Knowledge, (PMBOK® Guide) Sixth Edition.