

Certified Associate in Project Management (CAPM®) Exam Preparation



Course Outlines

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Days of Training: 3

Overview

In this course students will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI®) to manage projects successfully.

Prerequisites

You will require at least the following pre-requisites

- High School Diploma

No prior project management experience is needed.

Lesson 1: Project Integration Management

- 1.1 Develop Project Charter
- 1.2 Develop Preliminary Project Scope Statement
- 1.3 Develop Project Management Plan
- 1.4 Direct & Manage Project Execution
- 1.5 Monitor & Control Project Work
- 1.6 Integrated Change Control
- 1.7 Close Project

Lesson 2: Project Scope Management

- 2.1 Scope Planning
- 2.2 Scope Definition
- 2.3 Create WBS
- 2.4 Scope Verification
- 2.5 Scope Control

Lesson 3: Project Time Management

- 3.1 Activity Definition
- 3.2 Activity Sequencing
- 3.3 Activity Resource Estimating
- 3.4 Activity Duration Estimating
- 3.5 Schedule Development
- 3.6 Schedule Control

Lesson 4: Project Cost Management

- 4.1 Cost Estimating
- 4.2 Cost Budgeting
- 4.3 Cost Control

Lesson 5: Project Quality Management

- 5.1 Quality Planning
- 5.2 Perform Quality Assurance
- 5.3 Perform Quality Control

Lesson 6: Project Communications Management

- 7.1 Communications Planning
- 7.2 Information Distribution
- 7.3 Performance Reporting
- 7.4 Manage Stakeholder

Lesson 7: Project Risk Management

- 8.1 Risk Management Planning
- 8.2 Risk Identification
- 8.3 Qualitative Risk Analysis
- 8.4 Quantitative Risk Analysis
- 8.5 Risk Response Planning
- 8.6 Risk Monitoring & Control

Lesson 8: Project Procurement Management

- 9.1 Plan Purchases & Acquisitions
- 9.2 Plan Contracting
- 9.3 Request Seller Responses
- 9.4 Select Sellers
- 9.5 Contract Administration
- 9.6 Contract Closure

Lesson 9: Professional Responsibility

- 10.1 Ensuring Individual Integrity & Professionalism
- 10.2 Contributing to the Project Management Knowledge Base
- 10.3 Enhancing Individual Competence
- 10.4 Balancing Stakeholders' Interest
- 10.5 Interacting in a Professional & Cooperative Manner

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