

Certified Associate in Project Management (CAPM®)

Duration 3 Days | 23 PDUs (Professional Development Units)

BACKGROUND AND OBJECTIVES

Process works Certified Associate in Project Management (CAPM®) course provides an in-depth training to the professionals aspiring to be CAPM® certified. The course walks the attendee through PMBOK® Guide's Fifth Edition which has been released in 2013 and on additional topics related to project management that would be part of the examination curriculum.

Project Management Institute (PMI®), USA is recognized with the popular PMP® (Project Management Professional)® Certification. In 2003, the PMI started offering an additional certification (to PMP®) called the Certified Associate in Project Management (CAPM®).

This CAPM® certification is meant for those who:

- Seek an entry level certification on Project Management.
- Would not qualify for the PMP®'s exam taking pre-requisites.
- Aspire to attain PMP® certification at a later date.

The CAPM® and the PMP® qualifications are based on the same syllabus, which is the Project Management Body of Knowledge (PMBOK®). Hence, the knowledge base for both the credentials is the same. However, the CAPM® certification exam is structured as an entry level exam for Project professionals

BENEFITS TO THE EMPLOYER

- Improved performance
- Attract and retain high calibre staff
- Formal training and qualification provided.

COURSE METHODOLOGY

Approximately 1-2 hours of lecturing, discussion and relevant exercises on each chapter, followed by a quick test on the topic covered. Reasoning for selection of the best answer will be discussed.

The course shall have module tests, quizzes, storytelling and situational analysis to reinforce learning's and to accentuate core concepts.

The final 1 hours of this course would include a 65 question Process works developed paper (simulating the final exam). The answers for these questions would also be discussed in the class. The test questions are a sample, and success on these questions is not indicative of proficiency for passing the CAPM® Exam

WHO SHOULD ATTENDS

This certification is for anyone who wishes to develop competencies and skills in the area of Project Management. This certification is a perfect alternate certification for professionals who may not qualify for the PMP® certification.

The following designations would gain the most from this qualification:

- Those intending to take the CAPM® exam
- Project Managers (Junior Level)
- Project Coordinators and Project Executives
- Project Team Members
- Business Development Staff involved with project sales
- Managers and supervisors of project teams who directly do not participate in projects



PRE-REQUISITES

The candidate must meet the following educational and professional experience requirements to take the CAPM® exam: Secondary diploma (high school diploma or global equivalent) AND 1,500 hours of professional project experience on a project team OR 23 contact hours of formal Project Management education.

COURSE SYLLABUS

Project Management Integration

- Develop Project Charter, Develop Project Management Plan, Direct and Manage Project Execution, Monitor and Control Project Work, Perform Integrated Change Control and, Close Project or Phase.

Project Scope Management

- Collect Requirements, Define Scope, Create WBS, Verify Scope and, Control Scope

Project Time Management

- Define Activities, Sequence Activities, Estimate Activity Resources, Estimate Activity Durations, Develop Schedule and, Control Schedule

Project Cost Management

- Estimate Costs, Determine Budget and Control Costs

Project Quality Management

- Plan Quality, Perform Quality Assurance and, Perform Quality Control

Project Human Resource Management

- Develop Human Resource Plan, Acquire Project Team, Develop Project Team and, Manage Project Team

Project Communications Management

- Identify Stakeholders, Plan communications, Distribute Information, Manage Stakeholder Expectations and, Report Performance

Project Risk Management

- Plan Risk Management, Identify Risks, Perform Qualitative Risk Analysis, Perform Quantitative Risk Analysis, Plan Risk Responses and, Monitor and Control Risks

Project Procurement Management

- Plan Procurements, Conduct Procurements, Administer Procurements and, Close Procurements

Project Stakeholder Management

- Identify Stakeholders, Plan Stakeholder Management, Manage Stakeholder Engagement and, Control Stakeholder Engagement

Mock Test, Exam Tips etc.

EXAM PATTERN

150 multiple choice questions. The exam is made up of 135 'scored' questions and 15 pre-test questions. The pre-test questions would not affect the exam score. The exam is closed-book, i.e. no materials are allowed to be used. The candidate must achieve at least 65% of the 135 scored questions.

RECERTIFICATION

The certification cycle for the CAPM® credential is five years. CAPM® credential holders may have an option of either to sit for the CAPM® examination or apply for any other PMI®'s credentials if one is eligible, before the credential expires. The certification shall lapse if the candidate does not refresh his credential by retaking the CAPM® exam.