



PMI Certified Associate in Project Management (CAPM)

Course Overview

The CAPM certification offers recognition to practitioners who are interested or are just starting a career in project management, as well as project team members who wish to demonstrate their project management knowledge. This certification indicates knowledge of the principles and terminology within A Guide to the Project Management Body of Knowledge (PMBOK® Guide) Seventh Edition, which outlines generally recognized best practices in project management.

Upon successful completion of this course, participants will be able to identify project management terms, concepts, and common practices as expressed by the Project Management Body of Knowledge (PMBOK)® Guide Seventh 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. The CAPM certification is an essential first step in building a career as a project manager. It can also aid you in pursuing many of our major certifications including the gold standard PM certification, the Project Management Professional (PMP).

Target Audience

- Project Coordinator
- Project Management Analyst
- Project Manager Director
- CAPM Data Analytics
- Business Analyst
- IT Project Analyst

Course Objectives

Certified Associate in Project Management (CAPM)® proves you possess the foundational knowledge and skills to work on a wide range of projects using a variety of approaches: agile, predictive, and hybrid. Course objectives:

- Understand concepts from The Guide to the Project Management Body of Knowledge (PMBOK® Guide)
- Meet the educational prerequisites for the CAPM certification
- Understand the essential elements of a project management foundation
- Learn how to execute a project from start to finish
- Be familiar with most common project management concepts and terminology
- Master the creation of project-driven budgets and timelines
- Learn how to predict and prevent risks

Duration

3.5 Days

Certifications

CAPM

Contact Us

800.674.3550

2151 W. Hillsboro Blvd.
Suite 210
Deerfield Beach, FL 33442

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Course Outline

Lesson 1: Project Management Fundamentals and Core Concepts

- CAPM® Exam Details
- Project Management Fundamentals and Core Concepts
- Demonstrate an understanding of the various project life cycles and processes.
- Demonstrate an understanding of project management planning.
- Demonstrate an understanding of project roles and responsibilities.
- Determine how to follow and execute planned strategies or frameworks (e.g., communication, risks, etc.).
- Practice Questions

Lesson 2: Predictive, Plan-Based Methodologies

- Explain when it is appropriate to use a predictive, plan-based approach.
- Demonstrate an understanding of a project management plan schedule.
- Determine how to document project controls of predictive, plan-based projects.
- Practice Questions

Lesson 3: Agile Frameworks/Methodologies

- Explain when it is appropriate to use an adaptive approach.
- Determine how to plan project iterations.
- Determine how to document project controls for an adaptive project.
- Explain the components of an adaptive plan.
- Determine how to prepare and execute task management steps.
- Practice Questions

Lesson 4: Business Analysis Frameworks

- Demonstrate an understanding of business analysis (BA) roles and responsibilities.
- Determine how to conduct stakeholder communication.
- Determine how to gather requirements.
- Demonstrate an understanding of product roadmaps.
- Determine how project methodologies influence business analysis processes.
- Validate requirements through product delivery.
- Practice Questions

Prerequisites

To be eligible for the CAPM certification, you need a high school diploma, GED or global equivalent and must meet the project management education requirement.

This course satisfies the requisite 23 hours of project management education required for certification.

