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Learning Style: On Demand

Technology: PMI

Difficulty: Intermediate

Course Duration: 2 Hours

Introduction to CAPM



About this course:

This training covers the functions and features of Certified Associate in Project Management (CAPM)® to prepare you for your certification exam. Students will learn about the basics of project management and professional responsibility. They will also learn about the different areas of project management, including integration, scope, schedule, cost, quality, resources, communications, risk, procurement, and stakeholder management..

Course Objective:

After completing this course, students will be able to:

- To discuss the PMBOK Guide 5th edition with confidence
- Explain the project management processes
- Discuss the project management knowledge areas
- Demonstrate the formulas, charts, and theories of project management
- Calculate float for complex project network diagrams
- Apply the formulas for earned value management
- Compare and contrast processes, knowledge areas, theories, and project management best practices

Audience:

This course is intended for:

- This course is for new project managers.

Prerequisites:

- Students should already know the fundamentals of project management.
- They should be dedicated to completing this course and have a deep desire to pass the CAPM exam.

Course Outline:

Course Introduction

- Instructor BIO
- Course Introduction

Module 01 - CAPM Application & Exam

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- Module 01 Introduction
- CAPM Application & Exam
- How Do I Become A CAPM?
- CAPM Application
- CAPM Exam Part 1
- CAPM Exam Part 2
- CAPM Exam Part 3
- CAPM Exam Part 4
- Types of Questions Part 1
- Types of Questions Part 2
- Types of Questions Part 3
- Types of Questions Part 4
- Recurring Themes Part 1
- Recurring Themes Part 2

- The Exam ? Why People Fail

Module 02 - Organizations and Project Management

- Module 02 - Organizations and Project Management
- Module 02 Introduction
- Differentiation vs. Integration
- A Functional Organization
- Potential Advantages of a Functional Organization
- Potential Issues with a Functional Organization
- A Projectized Organization (PBO)
- Potential Advantages of a Projectized Organization
- Potential Issues with a Projectized Organization
- The Matrix Organization
- A Weak Matrix Organization
- A Balanced Matrix Organization
- A Strong Matrix Organization
- Potential Advantages of a Matrix Organization
- Potential Issues with a Matrix Organization
- Organizational Structures

Module 03 - The Basics of Project Management

- Module 03 - The Basics of Project Management
- Module 03 Introduction
- What is Project Management?
- Projects vs. Operations
- Program vs. Portfolio
- Organizational Project Management
- Key Terms Part 1
- Key Terms Part 2
- Key Terms Part 3
- Key Terms Part 4
- Key Terms Part 5
- Key Terms Part 6
- It's all about managing six (6) things. It's simple really?
- PMBOK Guide Knowledge Areas
- Ten Knowledge Areas Extended Part 1
- Ten Knowledge Areas Extended Part 2
- Ten Knowledge Areas Extended Part 3
- Project Management Processes Part 1
- Project Management Processes Part 2
- The Process Groups & Knowledge Areas Combined

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