

# Certified Associate in Project Management

**Good project management skills are always highly valued within a business as they ensure deadlines are met, costs are controlled and the deliverables are right first time. So with the Certified Associate in Project Management (CAPM), your skills will be highly in demand.**

This is an intermediate Project Management course. This is a valuable entry-level certification for project practitioners. Designed for those with little or no project experience, the CAPM demonstrates your understanding of the fundamental knowledge, terminology and processes of effective project management.

It is ideal entry course and certification for those wanting to get into Project management as a career. There is an entry requirement of 30 hour PM training, but of course as you will achieve this going through the course then it is taken for granted that you will automatically qualify”

## Designed for

This course is ideal for anyone in a management position or those wishing to boost their career prospects.

## Aims and Objectives

To gain a understanding of the concepts, processes, rules, and procedures to be an effective project manager, including an introduction to the project management life cycle, understanding project scope and project scheduling, and identifying what makes a good team.

## Prerequisites

Experience working with teams, either in a professional or voluntary capacity.

## Course Content

### Session 1

**Framework Fundamentals:** CAPM Certification, Certified Associate in Project Handbook, Project Management, Processes in Context, What is a Project?, Temporary Project, Unique Product or Service, Progressive Elaboration, What Project Management Is, Project Context, PMO Structures, Role of the Project Manager, Interpersonal Skills, Project Management Body of Knowledge, Changes in the PMBOK® Guide.

**Project Management Basics:** Organizational Politics and Influences, Organizational Structure, Organizational Process Assets, Enterprise Environmental Factors, Who are the Stakeholders?, Project Team, Project Life Cycle, Life Cycle Types.

**The Project Environment:** Manage Project Constraints, Project Management Process Groups, Project Life Cycle Relationships, Project Information, Project Management Knowledge Areas, Process Interaction Customization, Scenario #1, Project Management Methodology, PMIS, Use Expert Judgment.

**Project Integration Management:** Integration Management, Initiating Process Group, Project Charter Purpose, Project Charter Contents, Scenario #2, Develop Project Management Plan, Scenario #3, Direct and Manage Project Work, Monitor and Control Project Work, Perform Integrated Change Control, Reasons for Project Changes, Close Project or Phase, Project Closure Criteria, Administrative Closure.

### Session 2

**Project Scope Management:** Project Scope, Plan Scope Management, Collect Requirements, Define Scope, Work Breakdown Structure, Scenario #4, Validate Scope, Control Scope, Scenario #7.

**Time Management:** Project Time Management, Plan Schedule Management, Define Activities, Sequence Activities, Network Diagrams, Estimate Activity Resources, Estimate Activity Durations, Estimating Concepts, More Network Diagrams, Schedule Compression, Develop Schedule, Scenario #5, Control Schedule, Identify Variance with EV.

**Cost Management:** Project Cost Management, Accounting Concepts, Plan Cost Management, Cost Estimating Concepts, Cost Estimating Formulas, Control Costs, Scenario #8.

### Session 3

**Quality:** Project Quality Management, Plan Quality Management, Quality Concepts, Seven Basic Quality Tools, Perform Quality Assurance, Quality Management and Control Tools, Control Quality, Measure Quality Control.

**Human Resource:** Project Human Resource Management, Plan Human Resource Management, Human Resource Topics, Conflict Management, Acquire Project Team, Develop Project Team, Manage Project Team.

**Communication:** Project Communications Management, Plan Communications Management, Communications Management, Communication Methods, Manage Communications, Control Communications.

**Risk:** Project Risk Management, Risk Management, Plan Risk Management, Identify Risks, Risk Identification Techniques, Risk Identification Diagram, Perform Qualitative Risk Analysis, Perform Quantitative Risk Analysis, Plan Risk Responses, Negative Risk Response, Positive Risk Response, Control Risks,

#### Session 4

**Procurement Management:** Project Procurement Management, Plan Procurement Management, Make-or-Buy Decision, Contract Types, Conduct Procurements, Control Procurements, Close Procurements, Contract Closure Criteria, Procurement Closure Activities, Administrative and Procurement Closure, Project Stakeholder Management, Identify Stakeholders, Plan Stakeholder Management, Stakeholder Engagement, Manage Stakeholder Engagement, Control Stakeholder Engagement.

**PMI Code of Conduct:** Professional and Social Responsibility, PMI Code of Professional Conduct, Responsibility: Aspirational Standards, Responsibility: Mandatory Standards, Respect: Aspirational Standards, Respect: Mandatory Standards, Fairness: Aspirational Standards, Fairness: Mandatory Standards, Honesty: Aspirational Standards, Honesty: Mandatory Standards, Scenario #10, Administration of the Code.

**Exam Day:** Day of the Exam, Basic Definitions Review, Knowledge Areas, Process Groups Review, Organizational Structures Review, Network Diagrams Review, Estimating Concepts Review, Cost Estimating Concepts Review, Cost Estimating Formulas Review, Risk Management Review, Contract Types Review, Project Closure Review, PMI Code of Professional Conduct Review.

\* Please note that exams will need to be booked and paid for separately

#### Benefits

- Increase your understanding of CAPM terminology
- Get a firm grasp on the basic knowledge and skills of CAPM certification
- Become an effective project management professional
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- The opportunity to gain the widely recognised Pitman Training Certificate

#### Course duration:

8 hours



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