Certified Associate in Project Management (CAPM)® Course - Sixth Edition

Overview

Students will learn to apply project management processes acknowledged by the Project Management Institute, Inc. (PMI®) to successfully plan and execute projects.

Target Audience

This course is for people who have on the job experience doing project management activities and running projects, regardless of their job title. It is for those who wish to become certified project managers, or those that want to build or reinforce a foundation in project management. This course is ideal for a person who wants to grow and formalize their project management skills on an industry neutral, global standard, the Project Management Institute, A Guide to the Project Management Body of Knowledge, (PMBOK Guide) – Sixth Edition, Project Management Institute, Inc. 2017. (This course is ideal for a leader or manager wanting to take their career and salary to the next level in earning the globally recognized CAPM® credential. Certified Associate in Project Management (CAPM)®, Project Management Institute, Inc. (PMI®), and PMBOK® Guide are all registered marks of the Project Management Institute, Inc.

Course Objectives

Upon successful completion of this course, students will be able to do the following: Obtain an understanding of how project management affects business, create a charter, identify stakeholders, create a project management plan, create a schedule, create a budget, create a risk register, and create various management plans. They will be able to analyze project risks, address project related procurement, execute the plan, and monitor and control it as needed. They will know how to close the project, including project and contract closeout.

Course Outline

Register Online

Schedule

Class Length: 4 Days

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G2R = “Guaranteed to Run” | OLL = “Online LIVE”
ILT = “Instructor-Led-Training”

Contact Us
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clic.newhorizons.com
Project Management Introduction

CAPM® Exam Details
Project Management Introduction Overview
Defining Projects
The Importance of Project Management
Project, Program, Portfolio and Operations Management
Key Components
Project Management Process Groups
Project Management Knowledge Areas
Project Data, Information, and Reports
Tailoring
Project Management Business Documents
Success Measurements
CAPM® Test-Worthy Topics
Practice Questions

The Environment in Which Projects Operate

The Environment in Which Projects Operate Overview
Enterprise Environmental Factors
Organizational Process Assets
Organizational Systems
Governance Frameworks
Management Elements
Organizational Structure Types
Project Management Office
CAPM® Test-Worthy Topics
Practice Questions

The Role of the Project Manager

The Role of the Project Manager Overview
The Project Manager’s Sphere of Influence
Project Management Competencies
Comparison of Leadership and Management
Leadership Styles
Performing Integration
CAPM® Test-Worthy Topics
Practice Questions

Initiating Processes

Initiating Process Group Overview
Develop Project Charter
Identify Stakeholders
CAPM® Test-Worthy Topics
Practice Questions
Planning Processes

Planning Process Group Overview
Section A: Management Plans
- Develop Project Management Plan
- Subsidiary Management Plans
- Plan Scope Management
- Plan Schedule Management
- Plan Cost Management
- Plan Quality Management
- Plan Resource Management
- Plan Communications Management
- Plan Risk Management
- Plan Procurement Management
- Plan Stakeholder Engagement
- Change Management Plan and Configuration Management Plan

CAPM® Test-Worthy Topics
Practice Questions

Section B: Scope, Schedule, and Cost Processes
- Collect Requirements
- Define Scope
- Create WBS
- Define Activities
- Sequence Activities
- Estimate Activity Resources
- Estimate Activity Durations
- Develop Schedule
- Overview: Cost Planning Processes
- Estimate Costs
- Determine Budget

CAPM® Test-Worthy Topics
Practice Questions

Section C: Risk Processes
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses

CAPM® Test-Worthy Topics
Practice Questions

Executing Processes

Executing Processes Overview
Direct and Manage Project Work
Manage Project Knowledge
Manage Quality
Acquire Resources
Develop Team
Manage Team
Manage Communications
Implement Risk Responses
Conduct Procurements
Manage Stakeholder Engagement

CAPM® Test-Worthy Topics
Practice Questions
Monitoring and Controlling Processes

Monitoring and Controlling Process Group Overview
Monitor and Control Project Work
Perform Integrated Change Control
Validate Scope
Control Change
Control Schedule
Control Costs
Control Quality
Control Resources
Monitor Communications
Monitor Risks
Control Procurements
Monitor Stakeholder Engagement
CAPM® Test-Worthy Topics
Practice Questions

Closing Processes

Closing Process Group Overview
Close Project or Phase
CAPM® Test-Worthy Topics
Practice Questions