

Certified Associate in Project Management (CAPM)

Length: 3 Days

Class Overview Designed to prepare you for the CAPM exam, this course focuses on key concepts in each of the processes.

COURSE CONTENT

PROJECT MANAGEMENT FRAMEWORK

- What is a project?
- What is Project Management?
- Project management Context
- Project Life Cycle and Organization
 - The project Life Cycle
 - Project stakeholders
 - Organizational Influences

PROJECT MANAGEMENT PROCESSES FOR A PROJECT

- Project Management processes
- Project Management Process Groups
- Process Interactions
- Project management Process Mapping

PROJECT INTEGRATION

- Develop Project Charter
- Develop Preliminary Project Scope Statement
- Develop Project Management Plan
- Direct and Manage Project Execution

- Monitor and Control Project Work
- Integrated Change Control
- Close Project

PROJECT SCOPE MANAGEMENT

- Scope Planning
- Scope Definition
- Create WBS
- Scope Verification
- Scope Control

PROJECT TIME MANAGEMENT

- Activity Definition
- Activity Sequencing
- Activity Resource Estimating
- Activity Duration Estimating
- Schedule Development
- Schedule Control

PROJECT COST MANAGEMENT

- Cost Estimating
- Cost Budgeting
- Cost Control

PROJECT QUALITY MANAGEMENT

- Quality Planning
- Perform Quality Assurance
- Perform Quality Control

PROJECT HUMAN RESOURCE

- Human Resource Planning
- Acquire Project Team
- Develop Project Team
- Manage Project Team

PROJECT COMMUNICATION MANAGEMENT

- Communications Planning
- Information Distributing
- Performance reporting
- Manage stakeholders

PROJECT RISK MANAGEMENT

- Risk Management Planning
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response Planning
- Risk Monitoring and Controlling

PROJECT PROCUREMENT MANAGEMENT

- Plan Purchases and Acquisitions
- Plan Contracting
- Request Seller Responses
- Select Sellers
- Contract Administration
- Contract Closure