

## **PMP/CAPM (Project Mgt. Professional/Certified Associate Project Manager) Exam Preparation (PMBOK Sixth Edition)**

### **Course Summary**

#### **Description**

This course introduces participants to many of the concepts found on the CAPM and PMP certification exams. The course uses the Guide to the Project Management Body of Knowledge Sixth Edition as the source material and aligns with the certification exams released March, 2018. Participants will earn 35 PDUs upon completing this course. The numbers appearing after each topic (e.g. 1.1, 1.2) refer to the corresponding section of the PMBOK Guide Fifth Edition. The PMP and CAPM certifications are authored and maintained by the Project Management Institute (PMI), a non-profit organization that collects and disseminates project management best practices. Over 750,000 people in 170 countries hold the PMP credential. The PMP exam is generally viewed as notoriously difficult.

The class duration is four days for public classes with 35 contract hours or four to five days for private classes at the client site and based on client preferences with 35 contact hours.

Course materials provided include: PMBOK Guide Sixth Edition, electronic student manual, over 1,000 online sample questions, 70 electronic templates and sample project management documents, over 1,000 online ITTO (Input, Tool & Technique, Output) flashcards, and over 300 online glossary flashcards.

#### **Topics**

- Project Management Introduction
- The Environment in Which Projects Operate
- The Role of the Project Manager
- Initiating Processes
- Planning Processes
- Executing Processes
- Monitoring and Controlling Processes
- Closing Processes

#### **Audience**

This course is for project management professional candidates that are preparing for the CAPM and PMP certification exams.

#### **Prerequisites**

Before taking this course, you must be a PMP candidate with a four-year degree or higher must have 4,500 hours of project management experience in the last eight years. PMP candidates with a high school equivalent must have 7,500 hours of project management experience in the last eight years. CAPM candidates require either 23 contact hours of training or 1,500 hours of project management experience.

#### **Duration**

Four or five days  
35 PDUs

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### Course Outline

- I. Project Management Introduction**
  - A. PMP/CAPM Exam Details
  - B. Project Management Introduction Overview
  - C. Defining Projects (1.2.1)
  - D. The Importance of Project Management (1.2.2)
  - E. Project, Program, Portfolio and Operations Management (1.2.3)
  - F. Key Components (1.2.4)
  - G. Project Management Process Groups
  - H. Project Management Knowledge Areas
  - I. Project Data, Information, and Reports
  - J. Tailoring
  - K. Project Management Business Documents (1.2.6)
  - L. Success Measurements
  - M. PMP/CAPM Test-Worthy Topics
  - N. Practice Questions
- II. The Environment in Which Projects Operate**
  - A. The Environment in Which Projects Operate Overview
  - B. Enterprise Environmental Factors (2.2)
  - C. Organizational Process Assets (2.3)
  - D. Organizational Systems (2.4)
  - E. Governance Frameworks (2.4.2)
  - F. Management Elements (2.4.3)
  - G. Organizational Structure Types (2.4.4)
  - H. Project Management Office
  - I. PMP/CAPM Test-Worthy Topics
  - J. Practice Questions
- III. The Role of the Project Manager**
  - A. The Role of the Project Manager Overview (3.1)
  - B. The Project Manager's Sphere of Influence (3.3)
  - C. Project Management Competencies (3.4)
  - D. Leadership: Politics, Power, and Getting Things Done (3.4)
  - E. Levels of Skills Capability (3.4)
  - F. Competency Model
  - G. Comparison of Leadership and Management (3.4.5)
  - H. Leadership Styles (3.4.5)
  - I. Personality (3.4.5)
  - J. Performing Integration (3.5)
  - K. Navigating Complexity: A Practice Guide
  - L. PMP/CAPM Test-Worthy Topics
  - M. Practice Questions
- IV. Initiating Processes**
  - A. Initiating Process Group Overview
  - B. Develop Project Charter (4.1)
  - C. Identify Stakeholders (13.1)
  - D. PMP/CAPM Test-Worthy Topics
  - E. Practice Questions
- V. Planning Processes**
  - A. Planning Process Group Overview
  - B. Management Plans
    - 1. Develop Project Management Plan (4.2)
    - 2. Subsidiary Management Plans
    - 3. Plan Scope Management (5.1)
    - 4. Plan Schedule Management (6.1)
    - 5. Plan Cost Management (7.1)
    - 6. Plan Quality Management (8.1)
    - 7. Plan Resource Management (9.1)
    - 8. Plan Communications Management (10.1)
    - 9. Plan Risk Management (11.1)
    - 10. Plan Procurement Management (12.1)
    - 11. Plan Stakeholder Engagement (13.2)
    - 12. Change Management Plan and Configuration Management Plan (4.1)
    - 13. PMP/CAPM Test-Worthy Topics
    - 14. Practice Questions
  - C. Scope, Schedule, and Cost Processes
    - 1. Collect Requirements (5.2)
    - 2. Define Scope (5.3)

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### Course Outline (cont'd)

3. Create WBS (5.4)
  4. Define Activities (6.2)
  5. Sequence Activities (6.3)
  6. Estimate Activity Resources (9.2)
  7. Estimate Activity Durations (6.4)
  8. Develop Schedule (6.5)
  9. Overview: Cost Planning Processes
  10. Estimate Costs (7.2)
  11. Determine Budget (7.3)
  12. PMP/CAPM Test-Worthy Topics
  13. Practice Questions
  - D. Risk Processes
    1. Identify Risks (11.2)
    2. Perform Qualitative Risk Analysis (11.3)
    3. Perform Quantitative Risk Analysis (11.4)
    4. Plan Risk Responses (11.5)
    5. PMP/CAPM Test-Worthy Topics
    6. Practice Questions
- VI. Executing Processes**
- A. Executing Processes Overview
  - B. Direct and Manage Project Work (4.3)
  - C. Manage Project Knowledge (4.4)
  - D. Manage Quality (8.2)
  - E. Acquire Resources (9.3)
  - F. Develop Team (9.4)
  - G. Manage Team (9.5)
  - H. Manage Communications (10.2)
  - I. Implement Risk Responses (11.6)
  - J. Conduct Procurements (12.2)
  - K. Manage Stakeholder Engagement (13.3)
  - L. PMP/CAPM Test-Worthy Topics
  - M. Practice Questions
- VII. Monitoring and Controlling Processes**
- A. Monitoring and Controlling Process Group Overview
  - B. Monitor and Control Project Work (4.5)
  - C. Perform Integrated Change Control (4.6)
  - D. Validate Scope (5.5)
  - E. Control Change (5.6)
  - F. Control Schedule (6.6)
  - G. Control Costs (7.4)
  - H. Control Quality (8.3)
  - I. Control Resources (9.6)
  - J. Monitor Communications (10.3)
  - K. Monitor Risks (11.7)
  - L. Control Procurements (12.3)
  - M. Monitor Stakeholder Engagement (13.4)
  - N. PMP/CAPM Test-Worthy Topics
  - O. Practice Questions
- VIII. Closing Processes**
- A. Closing Process Group Overview
  - B. Close Project or Phase (4.7)
  - C. PMP/CAPM Test-Worthy Topics
  - D. Practice Questions