

## CAPM (Certified Associate in Project Management) Exam Preparation

### Course Summary

#### Description

This course introduces participants to many of the concepts found on the CAPM certification exam, effective in late Q1, 2023. The course uses the authorized materials written by PMI to map specifically to the newest exam. Participants will earn the necessary 23 contact hours required by PMI to sit for the exam. The CAPM certification is authored and maintained by the Project Management Institute (PMI), a non-profit organization that collects and disseminates project management best practices. The CAPM exam is generally viewed as quite challenging. Course Materials Provided- PMI-Authorized Electronic student manual, hundreds of online sample questions, 70 electronic templates and sample project management documents, online glossary flashcards, and other digital resources.

#### Topics

- Project Management Fundamentals and Core Concepts
- Predictive, Plan-Based Methodologies
- Agile Frameworks/Methodologies
- Business Analysis Frameworks

#### Prerequisites & Audience

PMI requires that CAPM candidates have a secondary degree (high school diploma, associate degree or the global equivalent) and 23 hours of project management education.

#### Duration

Four days

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### Course Outline

#### *I. Project Management Fundamentals and Core Concepts*

- A. CAPM® Exam Details
- B. Project Management Fundamentals and Core Concepts
- C. Demonstrate an understanding of the various project life cycles and processes.
- D. Demonstrate an understanding of project management planning.
- E. Demonstrate an understanding of project roles and responsibilities.
- F. Determine how to follow and execute planned strategies or frameworks (e.g., communication, risks, etc.).
- G. Practice Questions

#### *II. Predictive, Plan-Based Methodologies*

- A. Explain when it is appropriate to use a predictive, plan-based approach.
- B. Demonstrate an understanding of a project management plan schedule.
- C. Determine how to document project controls of predictive, plan-based projects.
- D. Practice Questions

#### *III. Agile Frameworks/Methodologies*

- A. Explain when it is appropriate to use an adaptive approach.
- B. Determine how to plan project iterations.
- C. Determine how to document project controls for an adaptive project.
- D. Explain the components of an adaptive plan.
- E. Determine how to prepare and execute task management steps.
- F. Practice Questions

#### *IV. Business Analysis Frameworks*

- A. Demonstrate an understanding of business analysis (BA) roles and responsibilities.
- B. Determine how to conduct stakeholder communication.
- C. Determine how to gather requirements.
- D. Demonstrate an understanding of product roadmaps.
- E. Determine how project methodologies influence business analysis processes.
- F. Validate requirements through product delivery.
- G. Practice Questions