



CAPM® Exam Review

Course Overview

This 3-½ day course is designed for anyone preparing to sit for the Project Management Institute's Certified Associate in Project Management (CAPM®) exam. This course will allow participants to meet the qualification of 23 hours of classroom instruction to sit for the exam as well as learn where to focus their attention to make the best use of study time. The CAPM Exam Review will cover each of the nine knowledge areas as well as the five process groups covered in the PMBOK® Guide. Through lectures and practical exercises as well as access to computerized practice questions that will simulate the CAPM exam, participants will focus on key concepts, terms, and principles necessary for successfully passing the exam. In addition, participants will become familiar with the format and makeup of the exam.

Key Outcomes

Upon completion of this course, participants will be able to:

- » Explain the CAPM exam process
- » Demonstrate an understanding of project management terms from the PMBOK Guide.
- » Access practice questions
- » Identify tips to have a better feel on what to anticipate with this examination

Course Outline

Project Integration Management

- » Define and describe each of the five project management process groups
- » Develop a project charter
- » Develop a preliminary project scope statement
- » Develop a project management plan
- » Explain the process of directing and managing project execution
- » Describe integrated change control processes
- » Describing the process of closing a project

Project Scope Management

- » Describe the process of scope planning

At-a-Glance:

Course Length:

3.5 days

Course Number & Level:

206.CAP4 – Development

Professional Development Units

(PDUs): 24

Continuing Education Units (CEUs):

2.4

PMBOK® Guide Knowledge Areas**Covered:**

- » Project Integration Management
- » Project Scope Management
- » Project Quality Management
- » Project Cost Management
- » Project Time Management
- » Project Risk Management
- » Project Human Resources Management
- » Project Procurement Management
- » Project Communication Management
- » Process Areas

- » Define scope
- » Explain how to build a WBS
- » Identify ways to verify and control scope

Project Quality Management

- » Describe the processes of quality planning, quality assurance and quality control
- » Define quality terminology
- » Identify quality planning, quality assurance, quality control tools and techniques

Project Time Management

- » Define the relationships involved in activity sequencing
- » Identify methods of estimating activity duration and activity resources
- » Explain schedule development
- » Explain methods of schedule control

Project Cost Management

- » Describe methods of cost estimating, cost budgeting, and budget control

Project Risk Management

- » Identify and describe the six processes of risk management

Project Procurement Management

- » Describe the project procurement management processes
- » Describe the categories and types of contracts
- » Describe contract administration terminology
- » Describe contract closure tools and techniques

Project Human Resource Management

- » Describe the processes of human resource planning
- » Identify tools and techniques for developing and managing a project team

Project Communication Management

- » Describe project communication management processes
- » Describe information distribution: communications theory
- » Identify outputs for performance reporting
- » Explain tools and techniques for managing stakeholders

CAPM Exam Information and Study Hints

- » Certification Requirements
- » CAPM Exam Format
- » Fees
- » Study Hints
- » Practice Tests