

# CAPM CERTIFICATION EXAM PREPARATION WORKSHOP



For project managers that want to write the Certified Associate in Project Management (CAPM) certification exam. Also provides 23 hours of PMI approved educational training required for new CAPM applications.

**Duration:** 3 Day Workshop  
**Location:**  
**Price:**  
**PDU:** 23 PDU  
**Workshop Code:** PM 402

## What the Workshop Provides

CAPM® Certification from the Project Management Institute is the industry standard for demonstrating competence and a solid foundation of project management skills. This workshop prepares participants to write the PMI Certified Associate in Project Management (CAPM) certification exam and provides the 23 hour educational credits required for new applications.

## Program Features

All official exam topics are covered using the PMI framework. The program features:

- Comprehensive review of all PMBOK subject matter
- Review of all PMI Knowledge Areas.
- 1000 page Reference Binder covering all PMP exam topics organized by subject, knowledge area, and hundreds of review questions with answers for each topic
- No. 1 Best Seller CAPM/PMP Prep Study Guide Text
- Exam Simulation Software to gauge your readiness to take the exam. Simulates the actual exam.

Participants evaluate their existing knowledge, determine what knowledge is missing, and create a study plan to fill the gaps.

## Instructors from Industry

Each instructor is an experienced PMP senior project manager professional from industry. They bring a wealth of practical experience to every workshop.

## Program Description

- 1. Project Management Basics Review**  
Definition of a project  
Definition of project management  
The Project Management Institute  
The PMBOK  
PMI certification process
- 2. The Project Management Framework**  
Project management methodology  
Project processes and phases  
Process groups  
Project phases  
Key terms  
Project stakeholders  
Application of principles and techniques
- 3. Project Integration Management**  
Integration management framework  
Developing project plans  
Project constraints  
Project plan execution  
Change control
- 4. Project Scope Management**  
Initiation  
Project requirements  
Project goals  
Scope planning  
Scope statement  
Work breakdown structure (WBS)  
Scope verification  
Scope change control management  
The project plan
- 5. Project Time Management**  
Scheduling terms  
Scheduling techniques  
Network scheduling  
Activity definition and sequencing  
Resource requirements  
Estimating activity durations  
Schedule development  
Critical path method (CPM)  
Schedule control strategies
- 6. Project Cost Management**  
Cost management terms  
Estimating techniques  
Classes of estimates  
Resource requirements  
Cost estimating  
Creating budgets  
Monitoring costs  
Cost control strategies  
Earned value
- 7. Human Resource Management**  
Human resource planning  
Project organization structure  
Skill and competency requirements  
Staffing resources  
Team formation and development  
Motivation, managing conflict, negotiation  
Project leadership
- 8. Project Risk Management**  
Risk management process  
Risk management plan  
Risk identification  
Risk assessment techniques  
Risk probability analysis  
Decision and rating techniques  
Risk response, monitoring and control  
Risk reporting
- 9. Project Quality Management**  
Quality management framework  
Quality planning  
Quality assurance  
Quality standards  
Quality control
- 10. Project Procurement Management**  
Procurement process  
Procurement planning  
Solicitation process and planning  
Procurement documents  
Sourcing goods and services  
Selecting contractors and suppliers  
Contract negotiation  
Contract administration  
Contract close-out
- 11. Project Communications Management**  
Communications planning  
Managing communications  
Controlling communications  
Progress reporting
- 12. Project Stakeholder Management**  
Identifying stakeholders  
Planning stakeholder management  
Managing stakeholder engagement  
Controlling stakeholder engagement
- 13. Professional Responsibility & CAPM Exam Prep**  
PMI Code of Ethics & Professional Conduct  
Review of CAPM certification process  
Strategies for taking the CAPM exam  
Practices exam questions

## More Information



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