PM 344 – Project Management PMP/CAPM Certification Prep
Course Outline

Revised: 2020

PMBoK Guide Knowledge Areas Covered:

- Integration Management
- Scope Management
- Schedule Management
- Cost Management
- Quality Management
- Resource Management
- Communications Management
- Risk Management
- Procurement Management
- Stakeholder Management

Course Description:

This course is designed to prepare candidates for both the PMP® and CAPM® certifications. Participants will gain a comprehensive understanding of project management principles, processes, and techniques as outlined in the PMBOK® Guide. Through interactive lessons, case studies, and practice exams, participants will be equipped with the knowledge and tools necessary to successfully pass their PMP® or CAPM® certification exam.

Course Learning Outcomes:

Upon successful completion of the course, the student will be able to:

- Understand the PMP® and CAPM® exam structure and content.
- Master the key concepts in project management including integration, scope, time, cost, quality, human resources, communications, risk, procurement, and stakeholder management.
- Apply project management tools and techniques to real-world scenarios.
- Prepare for both the PMP® and CAPM® exams with confidence by understanding the requirements and best practices.
- Pass the PMP® or CAPM® exam using effective study methods and strategies.

Course Topics:

PM 340 – Project Management PMP/CAPM Certification Prep
Course Outline

1. Introduction to PMP® and CAPM® Certification

- Overview of PMP® and CAPM® certifications
- Understanding the PMP® and CAPM® Exam Content Outline (ECO)
- Key differences between PMP® and CAPM® certifications
- Overview of the PMBOK® Guide

2. Domain 1: People

- **Managing Conflict:**
    - Identifying sources and stages of conflict
    - Conflict resolution techniques
- **Leading a Team:**
    - Vision, mission, and leadership styles
    - Motivating, inspiring, and influencing teams
- **Supporting Team Performance:**
    - Providing feedback and managing performance
- **Empowering Team Members and Stakeholders:**
    - Delegating authority and accountability
    - Encouraging autonomy and accountability
- **Mentoring Stakeholders and Teams:**
    - Mentoring approaches
    - Developing leadership and coaching skills

3. Domain 2: Process

- **Executing Projects with Urgency:**
    - Delivering value incrementally
    - Aligning project goals with business needs
- **Managing Communications:**
    - Developing communication plans and strategies
    - Managing stakeholders' expectations through communication
- **Risk Management:**
    - Identifying, assessing, and responding to risks
    - Implementing risk mitigation strategies
- **Planning and Managing Scope:**
    - Defining project scope and deliverables
    - Monitoring and controlling scope creep
- **Monitoring and Controlling Projects:**
    - Tracking project progress and performance

- o Managing project deviations and corrective actions
- **Managing Project Changes:**
  - o Change management processes
  - o Assessing and controlling changes
- **Managing Procurement:**
  - o Procurement management strategies
  - o Supplier relationships and contracts

4. Domain 3: Business Environment

- **Project Compliance:**
  - o Understanding regulatory and legal compliance
  - o Identifying project compliance requirements
- **Evaluating Project Benefits and Value:**
  - o Measuring and tracking project benefits
  - o Communicating value to stakeholders
- **Evaluating External Changes:**
  - o Assessing external factors (e.g., market, geopolitical) that impact the project
- **Supporting Organizational Change:**
  - o Navigating organizational culture changes
  - o Assessing the impact of project deliverables on the organization

5. PMP/CAPM Practice Exam

- Timed practice exam based on PMP® and CAPM® formats
- Review of practice exam questions and correct answers
- Test-taking strategies and exam tips

6. Review and Wrap-Up

- Key takeaways from the course
- Final review of critical PMP®/CAPM® topics
- Next steps for continued exam preparation
- Resources for further study and exam practice

Assessment:

PM 340 – Project Management PMP/CAPM Certification Prep
Course Outline

- In-course quizzes, case studies, and interactive discussions
- Final practice exam based on PMP®/CAPM® exam format

Other Details
- Includes 35 PMI approved contact hours