

Certified Associate in Project Management (CAPM)[®] Preparation Course

Overview

The Certified Associate in Project Management Preparation course was designed for individuals who are interested in studying the Project Management Institute's "Guide to the Project Management Body of Knowledge" (PMBOK)[®] framework in a classroom environment under the guidance of an experienced facilitator. The course is conducted over 4 days and provides students with the knowledge and understanding of the PMBOK so they may go on and successfully take the CAPM exam.

Course Outcome

The CAPM Preparation course provides students with indepth knowledge and understanding of the PMBOK. Upon completion of the course students should be comfortable working as part of a project or managing a project as a project manager using the PMBOK. Students will also be ready to undertake the CAPM exam should they choose.

Who should attend?

This course is suitable for:

- Project Managers
- Team Managers
- Team Members
- PMO staff
- Project support staff
- Senior Managers overseeing project/program teams
- Plus anyone interested in project/program work

Entry Requirements

This is an open course with no pre-requisite qualifications. Any experience in project teams would be beneficial. Students should note that while there are no pre-requisites for taking this course, the Project Management Institute does have pre-requisites for taking the CAPM exam. Please contact our office for further information.

What are the PMBOK and CAPM?

The PMBOK is the Project Management Institute's publication, "A Guide to the Project Management Body of Knowledge". It is the internationally recognised publication that has been guiding project managers for decades. The CAPM certification is the Project Management Institute's certification for new and experienced project managers. The CAPM certification is based on the PMBOK guide.

Course Content

The course is based on the “Guide to the Project Management Body of Knowledge” publication (4th edition). The course covers the Process Groups and Knowledge Areas along with all the Tools and Techniques that are core to the PMBOK. Participants will apply the theory against a case study during the course to help build confidence in their use of the framework. Students will also attempt several hundred sample exam questions to help them prepare for the CAPM exam.

Participants will work through the project lifecycle from initiating a project through to closing a project. During this journey they will consider all key aspects of the PMBOK guide along with other project management theory including:

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| 1. Initiating a project | 8. Time management |
| 2. Planning a project | 9. Risk management |
| 3. Executing a project | 10. Cost management |
| 4. Monitoring & controlling a project | 11. Human resources management |
| 5. Closing a project | 12. Quality management |
| 6. Scope management | 13. Procurement management |
| 7. Communications management | 14. Integration management |

Assessment

There is no formal assessment at the close of this course. This course is designed as a CAPM Exam preparation course. Students will arrange directly with PMI to sit the exam. All students will receive a certificate of attendance.

Course fee includes

- 4 days of instructor lead learning
- The “Guide to the Project Management Body of Knowledge” textbook
- Blue Maple study materials
- A3 Process Groups and Knowledge Areas study sheet
- A3 Tips and Tricks study guide
- Exam application assistance where required
- Over 300 hundred sample practice exam questions
- All catering for the event