

Certified Associate in Project Management (CAPM®) Certification: Fourth Edition

Course length: 5 days

Course Description

Course Objective: You will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI®) to manage projects successfully.

Target Student: This course is designed for persons in a variety of job roles who currently contribute to project teams in various ways, including providing subject matter expertise (e.g., marketing, finance, customer care, processing, fulfillment) and serving as project team sponsors, facilitators, liaisons, or coordinators, but who do not function as project managers and who have little or no formal exposure to or training in standardized project management terminology and processes.

Prerequisites: To ensure your success, we recommend you first take the following courses or have equivalent knowledge:

- Microsoft Word 2000, 2002, 2003 or Microsoft Office Word 2007, Level 1
- Project Management Fundamentals: Second Edition

Course Objectives

Upon successful completion of this course, students will be able to:

- Describe project management fundamentals.
- Identify project management processes.
- Initiate a project.
- Manage project scope.
- Estimate project time.
- Develop project schedules.
- Analyze project cost.
- Measure project quality.
- Organize human resources for a project.
- Devise effective communication methods for resources involved in the project.
- Analyze risks and plan risk responses.
- Process project procurements.
- Integrate project workflow.

Course Content

Lesson 1: Understanding Project Management Fundamentals

Topic 1A: Define Project Management Basics

Topic 1B: Examine Organizational Influences on Project Management

Topic 1C: Examine the Project Management Context

Lesson 2: Identifying Project Management Processes

Topic 2A: Examine the Project Life Cycle

Topic 2B: Recognize Process Groups

Lesson 3: Initiating a Project

Topic 3A: Examine Project Selection

Topic 3B: Prepare a Project Statement of Work



Topic 3C: Create a Project Charter
Topic 3D: Identify the Elements of a Project Management Plan

Lesson 4: Managing Project Scope

Topic 4A: Document Stakeholder Requirements
Topic 4B: Create a Scope Statement
Topic 4C: Develop a Work Breakdown Structure
Topic 4D: Review Deliverables and Work Results
Topic 4E: Control the Project Scope

Lesson 5: Estimating Project Time

Topic 5A: Create an Activity List
Topic 5B: Create a Project Schedule Network Diagram
Topic 5C: Estimate Activity Resources
Topic 5D: Estimate Duration for Project Activities

Lesson 6: Developing and Controlling a Project Schedule

Topic 6A: Draft a Project Schedule
Topic 6B: Identify the Critical Path
Topic 6C: Optimize the Project Schedule
Topic 6D: Establish a Schedule Baseline
Topic 6E: Control the Project Schedule

Lesson 7: Analyzing Project Cost

Topic 7A: Estimate Project Costs
Topic 7B: Establish the Cost Baseline
Topic 7C: Reconcile Funding and Costs
Topic 7D: Control Project Costs

Lesson 8: Measuring Project Quality

Topic 8A: Create a Quality Management Plan
Topic 8B: Execute a Quality Assurance Plan
Topic 8C: Perform Quality Control

Lesson 9: Organizing Human Resources for a Project

Topic 9A: Document the Project Roles, Responsibilities, and Reporting Relationships
Topic 9B: Acquire the Project Team
Topic 9C: Develop the Project Team
Topic 9D: Manage the Project Team

Lesson 10: Devising Effective Communication Methods

Topic 10A: Identify Project Stakeholders
Topic 10B: Create a Communications Management Plan
Topic 10C: Distribute Project Information
Topic 10D: Manage Stakeholder Relationships and Expectations
Topic 10E: Report on Project Performance

Lesson 11: Analyzing Project Risks

Topic 11A: Examine a Risk Management Plan
Topic 11B: Identify Project Risks and Triggers
Topic 11C: Perform Qualitative Risk Analysis
Topic 11D: Perform Quantitative Risk Analysis
Topic 11E: Develop a Risk Response Plan
Topic 11F: Monitor and Control Project Risks



Lesson 12: Processing Project Procurements

- Topic 12A: Plan Project Procurements
- Topic 12B: Prepare a Procurement Statement of Work
- Topic 12C: Prepare a Procurement Document
- Topic 12D: Examine the Conduct Procurements Process
- Topic 12E: Obtain Responses from Sellers
- Topic 12F: Determine Project Sellers
- Topic 12G: Administer Project Procurements
- Topic 12H: Close Project Procurements

Lesson 13: Integrating Project Workflow

- Topic 13A: Identify the Direct and Manage Project Execution Process
- Topic 13B: Identify the Monitor and Control Project Work Process
- Topic 13C: Develop an Integrated Change Control System
- Topic 13D: Utilize the Integrated Change Control System
- Topic 13E: Close the Project or Phase Administratively
- Appendix A: Code of Ethics and Professional Conduct
- Appendix B: Interpersonal Skills Required for a Project Manager
- Appendix C: Updates to the PMBOK® Fourth Edition Guide
- Appendix D: Project Management Processes

