

Instructor-Led Course Outline: Certified Associate in Project Management

Course Title: Certified Associate in Project Management (CAPM) Exam Prep

Duration: 3 Days (Instructor-Led)

Total Course Hours: 23 hours

Course Description

The Certified Associate in Project Management (CAPM) Exam Prep Course offers a comprehensive and interactive experience to prepare participants for the CAPM exam. This instructor-led course covers the fundamentals of project management, predictive methodologies, agile frameworks, and business analysis. The interactive, live instruction allows for hands-on learning, group discussions, and real-time Q&A to build skills essential for project management success.

Key Learning Objectives:

- Develop crucial project management skills for delivering projects on time and within budget
 - Learn practical applications of project management principles in the workplace
 - Fulfill the 23-hour study requirement for CAPM certification eligibility
 - Gain confidence and preparation for passing the CAPM exam
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Course Modules Overview

Module 1: Course Overview

- Introduction to the CAPM preparation course
- Understanding the structure of project management and how this course aligns with PMI's guidelines
- Key learning objectives and exam strategies

Module 2: Projects and Project Management

- Overview of project management principles and processes
- Understanding the significance of projects in a business context
- Discussion of project phases, key terminologies, and common challenges

Module 3: Organizing for Project Performance

- Exploration of project team roles and responsibilities

- Stakeholder engagement and communication strategies
- Ethics in project management and leadership
- Practical exercises to understand team dynamics and performance

Module 4: Business Analysis Framework

- Introduction to business analysis within project management
- Understanding the business analyst's role in requirements gathering
- Stakeholder collaboration techniques
- Application of business analysis frameworks to real-world scenarios

Module 5: Business Analysis Domains

- In-depth look at the processes and techniques in business analysis
- Exploring business models and approaches to defining project requirements
- Interactive discussions on improving business outcomes through analysis

Module 6: Life Cycles, Development Approaches, and Common Elements

- Overview of project and product life cycles
- Detailed discussion of development methodologies (e.g., predictive, iterative, incremental)
- Key performance areas including scope, schedule, and risk management
- Practical applications and case studies for project planning and execution

Module 7: Predictive Methodologies

- Understanding and applying predictive methodologies for project planning and control
- Techniques for team development, task management, and risk identification
- Examining scenarios to practice predictive planning in a project environment

Module 8: Project Work and Delivery

- Managing project communication, quality, risk, and stakeholder engagement
- Practical exercises to enhance decision-making and risk mitigation
- Review of case studies to improve understanding of project delivery

Module 9: Adaptive Approaches

- Introduction to adaptive methodologies (e.g., Agile) for managing dynamic projects
- Understanding team roles and processes in adaptive environments
- Techniques for delivering value incrementally while managing changing requirements
- Case studies to apply adaptive approaches in projects

Module 10: Measurement Tracking and Managing Uncertainty

- Principles of tracking project performance and managing uncertainties

- Techniques to monitor and adjust project metrics
 - Risk identification and proactive management strategies
 - Scenario-based learning to address real-world project challenges
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CAPM Exam Preparation

- Overview of the CAPM exam structure, format, and types of questions
 - Practice questions, quizzes, and exam-taking strategies
 - Final review of key topics and preparation tips for exam success
 - Interactive Q&A and group discussions to clarify exam concepts
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Materials Provided:

- CAPM® Exam Prep Study Guide
- Practice exams and quizzes
- PMI CAPM Handbook

Prerequisites:

- High school diploma or global equivalent
 - 23 hours of project management education (fulfilled through this course)
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