

CAPM Exam Preparation Training - Online

Description

The Certified Associate in Project Management [CAPM] is a globally recognized certification for Young Project Managers. This certification is provided by Project Management Institute [PMI].

Benefits of certification

The CAPM certification increases the job prospects of the candidate. It would accelerate the career growth of Young Project Managers. CAPM certified project managers would stand out to employers and will get on the fast track to opportunity.

Training Overview

The study strategy takes participants through the phases of a project, using the Process Groups and integrative framework adapted by the Project Management Institute (PMI®). In the training the participants will learn the following:

- how all project activities are interrelated within the PMI Model
- when and how to use the defined tools and techniques
- understand specific PMI definitions, acronyms and terminology
- feel comfortable with the examination format and typical question styles
- gain essential skills necessary to work as a project team

The Course package includes:

- Material for all knowledge areas
- Process Chart Worksheet

Expected Outcome

After the successful completion of the training the candidates will

- Be able to apply the information in their project work environment
- Be able to apply for the CAPM exam using the provided PMI PDU's
- Be able to successfully pass the CAPM exam in the first attempt
- Be able to apply for new jobs/roles based on the CAPM credentials

Commercials

The cost of the online faculty led training is Rupees 9000 per candidate.

Course Schedule

Sessions 1 and 2:

- Introduction
 - About PMI and CAPM exam
 - Exam-Taking Tips
 - Course Overview
 - Process Chart
- Project Management Basics
 - What is a project?
 - Project Stakeholders
 - Organizational Structure
 - Product Life Cycle, Project Life Cycle,
 - Project Management
 - Life Cycle
 - Environment in which projects operate
 - Role of Project Manager
 - Concentrated Review and Quiz
- Project Integration Management
 - Overview of Project Integration
 - Develop Project Charter
 - Develop Project Management Plan
 - Direct and Manage Project Work
 - Manage Project Knowledge
 - Monitor and Control Project Work
 - Perform Integrated Change Control
 - Close Project or Phase
 - Trends/Tailoring/Agile considerations
 - Concentrated Review and Quiz
- Project Scope Management
 - Overview of Project Scope Management
 - Plan Scope Management
 - Collect Requirements
 - Define Scope
 - Create WBS
 - Validate Scope
 - Control Scope
 - Trends/Tailoring/Agile considerations
 - Concentrated Review and Quiz

Sessions 3 and 4:

- Project Schedule Management
 - Overview of Project Schedule Management
 - Plan Schedule Management
 - Define Activities
 - Sequence Activities
 - Estimating Activity Durations
 - Develop Schedule
 - Control Schedule
 - Trends/Tailoring/Agile considerations
 - Concentrated Review and Quiz
 - Homework : Practice the Process Chart & Task Network Diagram

- Project Cost Management
 - Overview of Project Cost Management
 - Plan Cost Management
 - Estimate Costs
 - Determine Budget
 - Control Costs
 - Trends/Tailoring/Agile considerations
 - Concentrated Review and Quiz
 - Homework : Practice the Process Chart & Earned Value Formulae

Sessions 5 and 6:

- Project Quality Management
 - Overview of Project Quality Management
 - Plan Quality Management
 - Manage Quality
 - Control Quality
 - Trends/Tailoring/Agile considerations
 - Concentrated Review and Quiz
 - Homework : Practice the Process Chart

- Project Resource Management
 - Overview of Project Human Resource Management
 - Plan Resource Management
 - Estimate Activity Resources
 - Acquire Resources

- Develop Team
 - Manage Team
 - Control Resources
 - Trends/Tailoring/Agile considerations
 - Concentrated Review and Quiz
 - Project Communication Management
 - Overview of Project Communication Management
 - Plan Communications Management
 - Manage Communications
 - Monitor Communications
 - Trends/Tailoring/Agile considerations
 - Concentrated Review and Quiz
 - Homework : Practice the Process Chart
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Sessions 7 and 8:

- Project Risk Management
 - Overview of Project Risk Management
 - Plan Risk Management
 - Identify Risks
 - Perform Qualitative Risk Analysis
 - Perform Quantitative Risk Analysis
 - Plan Risk Responses
 - Implement Risk Responses
 - Monitor Risks
 - Trends/Tailoring/Agile considerations
 - Concentrated Review and Quiz
 - Homework : Practice the Process Chart
- Project Procurement Management
 - Overview of Project Procurement Management
 - Plan Procurement Management
 - Conduct Procurements
 - Control Procurements
 - Trends/Tailoring/Agile considerations
 - Concentrated Review and Quiz
 - Homework : Practice the Process Chart & Procurement Formulae

Sessions 9 and 10:

- Project Stakeholder Management
 - Overview of Project Stakeholder Management
 - Identify Stakeholders
 - Plan Stakeholder Management
 - Manage Stakeholder Engagement
 - Monitor Stakeholder Engagement
 - Trends/Tailoring/Agile considerations
 - Concentrated Review and Quiz
- Professional Responsibility
- Review
 - Structured Concentrated Review of all Chapters
 - Post Session Activities

Each online Session would be for 2.5 hours.

Training Duration: 5 weeks to 10 weeks (depending on number of sessions per week)

Recommended number of sessions per week: 1 to 2