

**Certified Associate in
Project Management
(CAPM®)**

**Certification Exam
Preparation**

Certified Associate in Project Management (CAPM®) Certification Exam Preparation

Class Length: 5 Days

Contact Hours : 25

Category: Project Management

Program Objectives:

By the end of the program, participants will be able to:

After the completion of the 5-Day Accelerated CAPM® Certification Exam Preparation Seminar / Workshop training program, the participants would have:

- Understood the Project Management Framework
- Learnt about the Project Phases, Project Life Cycle, Project Stakeholders, key general management skills, economic and environmental influences that can impact a Project.
- Learnt about the Project Management Knowledge areas of Scope, Time and Cost
- Learnt about the supporting Project Management Knowledge areas of Quality, Human Resources, Communications, Risk and Procurement.
- Learnt about Project integration Management and Professional Responsibilities of the Project Manager
- Got an overview of the CAPM® certification examination preparation process.

Course Synopsis

The seminar / workshop will cover the PMI®'s **PMBOK® Guide** process groups comprising of Initiation, Planning, Execution, Monitoring & Control and Closing. Covering the entire project life cycle, this course is built around best practices currently used in today's fast-paced business environment. The latest insights from the Project Management Institute's A Guide to the Project Management Body of Knowledge (**PMBOK® Guide** – Fourth Edition), which incorporates information critical to project success, are highlighted.

The participants secure solid understanding of project management methods with this comprehensive course and are ready to take the CAPM® Certification Exam. Gain practical experience in proven project management techniques and discover a wealth of valuable, flexible tools that you can use immediately to



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ensure the success of any project in any type of organization. *Managing Projects* gives you the foundation, techniques and tools to manage each stage of the project life cycle, work within organizational and cost constraints, set goals tied directly to stakeholder needs, get the most from your project management team, and utilize state-of-the-art project management tools to get the work done on time and within budget.

Program Outline/Seminar Contents:

Project Fundamentals

- Introduction
- Expectation setting and clarifications
- Introduction to CAPM® Certification
- Introduction to Project Management
- The Project Management Context
- Project Management Process
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Human Resources Management
- Project Communications Management
- Project Quality Management
- Project Risk Management
- Project Procurement Management
- Professional Responsibility
- Mock Test
- Test Evaluation and Feedback



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