



Course: CAPM® Intermediate Module

Contact Hours: 30

Pre-requisites: Complete the Experience Verification Forms as part of the application process, documenting 1,500 hours of experience on a project team. Candidates should complete *one set of forms* per project.

OR

Complete a Project Management Education Form, as part of the application process, documenting all project management education hours (minimum of 23 contact hours) regardless of when accrued. However, if the entire course is not completed at the time of application, the course cannot be used to fulfill this requirement.

Abstract

- To understand PMI's terminology and processes that make for effective project management
- To maximize the chances of a successful 1st time result in the PMI® CAPM® Certification Exam
- To enable candidates to review and discuss the key material which is the focus of the CAPM® exam, experience the types of questions they will likely encounter in the exam and develop confidence in identifying critical elements when reading questions
- To provide a forum for open discussion facilitated by a certified PMP® instructor and receive a PMI® and PMBOK® Guide perspective
- To allow candidates to evaluate their competency level to pass the CAPM® Exam and identify knowledge gaps

Target Audience

Project team members, new project managers, junior project managers, university students, recent graduates, professionals such as attorneys, accountants, auditors, IT specialist, HSE specialist, HR officers and anyone wishing to understand Project Management principles. This course can be also attended by candidates seeking CAPM® certification.

Learning Outcomes

The major outcome of the CAPM course is for the student to demonstrate his/her practical and theoretical understanding of PMI's terminology and processes that make for effective project management, but equally pertinent – **to pass the relevant examination.**

On completion of this course, learners will be able to understand the following areas and the impact each area has on projects:

1. The project management framework/context
 - a. What is a project, program, portfolio
 - b. Project Management Office
 - c. Operations vs. Projects
 - d. Project Life Cycle
 - e. OPA and EEF
 - f. Project Management Information Systems
2. Project Management Process Groups
3. Project Management Knowledge Areas (inputs and outputs)
4. PMI's Project Management Tools and Techniques
5. The professional responsibility of a project manager – code of ethics

Course Content

Learning Outcome 1: What is CAPM and the CAPM Designation

- Overview of PMI and PMBOK
- Structure of CAPM Examination

Learning Outcome 2: The Project Management Processes & the PMBOK® Guide

- Project Management Framework/Context
- What is a project, program, portfolio
- Project Management Office
- Operations vs Projects
- Project Life Cycle

- Skills Required of a Project Manager
- OPA and EEF
- Project Management Information Systems
- Project Management Process Group

Learning Outcome 3: Project Management Knowledge Areas

- Project Integration Management
- Project Scope Management

Learning Outcome 3: Project Management Knowledge Areas continued

- Project Time Management
- Project Cost Management
- Case Studies (Time and Cost Specific)

Learning Outcome 3: Project Management Knowledge Areas continued

- Project Quality Management
- Project Human Resource Management

Learning Outcome 3: Project Management Knowledge Areas continued

- Project Communication Management
- Project Risk Management
- Progress Assessment Examination

Learning Outcome 3: Project Management Knowledge Areas continued

- Project Procurement Management
- Project Stakeholder Management

Learning Outcomes 4 & 5: PMI's Professional Responsibility – Code and Ethics

Case Studies, Exercises and Sample Examination Questions

Simulated Exam of 150 questions