

Course Details – Certified Associate in Project Management Training

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| 1. | Course Title | Certified Associate in Project Management |
| 2. | Type of Course | Technical |
| 3. | Training Methodology | Classroom Visual/ Remote |
| 4. | Skill Area | Project Management |
| 5. | Duration (Days) | 4 days / 32 hours |
| 6. | Level of Certification | Certified Associate in Project Management Certification |
| 7. | Certification Body (If Applicable) | <p>Project Management Institute (PMI) is the world's leading association for those who consider project, program or portfolio management their profession.</p> <p>Through global advocacy, collaboration, education and research, we work to prepare more than three million professionals around the world for the Project Economy: the coming economy in which work, and individuals, are organized around projects.</p> <p>Celebrating our 50th anniversary in 2019, we work in nearly every country around the world to advance careers, improve organizational success and further mature the project management profession through globally-recognized standards, certifications, communities, resources, tools, academic research, publications, professional development courses and networking opportunities.</p> <p>As part of the PMI family, ProjectManagement.com creates online global communities that deliver more resources, better tools, larger networks and broader perspectives.</p> |
| 8. | Course Overview | <p>Regardless of your career stage, the Certified Associate in Project Management (CAPM)® is an asset that will distinguish you in the job market and enhance your credibility and effectiveness working on — or with — project teams.</p> <p>Organizations with standardized practices attain better results, as shown in our 2015 Pulse of the Profession® report. Because the CAPM® recognizes your knowledge of the profession's preeminent global standard, you'll stand out to employers and be poised to move ahead.</p> |

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| | | <p>Project management is a rapidly growing profession. Through 2020, 1.57 million new jobs will be created each year and qualified practitioners are in demand. With the CAPM, you'll be on the fast track to opportunity.</p> |
| 9. | Prerequisites | <p>CAPM® candidates must have a minimum Secondary degree (high school diploma, associate's degree or the global equivalent)</p> <ol style="list-style-type: none"> 1. At least 1,500 hours of professional working experience in a project team, OR 2. At least 23 contact hours of formal project management education (this course provides 28 hours of project management education) |
| 10. | Course Objective | <p>The Certified Associate in Project Management (CAPM)® is a valuable entry-level certification for project practitioners. Designed for those with little or no project experience, the CAPM® demonstrates your understanding of the fundamental knowledge, terminology and processes of effective project management.</p> |
| 11. | Learning Outcome | <p>By attending this course, the CAPM® candidates will have achieved the following:</p> <ul style="list-style-type: none"> • 28 Professional Development Units (PDUs) • 28 hours of formal training towards the CAPM® certification • CAPM® test fee is at USD225 (for PMI member), USD300 (non-member) payable to PMI • CAPM® expires after 5 years after passing, whereby candidates can progress to take the PMP® examination |
| 12. | Course content | <p>Unit 1: Framework</p> <ul style="list-style-type: none"> • 1.1 Certification process to become a CAPM® • 1.2 Define processes, methodologies, and concepts within the 10 knowledge areas and the 5 process groups • 1.3 Define key terms • 1.4 Tailoring project management processes • 1.5 Adaptive/agile versus predictive/waterfall models • 1.6 Describe application of principles and techniques to manage projects • 1.7 Personal expectations correlated to learning objectives • 1.8 Identify need for project management <p>Unit 2: Professional Responsibility</p> <ul style="list-style-type: none"> • 2.1 Legal, ethical, and professional behaviour • 2.2 Relationship of professional responsibility domain and the 10 areas of knowledge in the PMBOK® 6th edition • 2.3 Code of conduct |

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| | <ul style="list-style-type: none"> • 2.4 Cultural sensitivity in international project management <p>Unit 3: PMP® Preparation</p> <ul style="list-style-type: none"> • 3.1 Review of CAPM® certification process • 3.2 Test-taking strategies <p>Unit 4: Project Integration Management</p> <ul style="list-style-type: none"> • 4.1 Develop Project Charter • 4.2 Develop Project Management Plan • 4.3 Direct and Manage Project Work • 4.4 Manage Project Knowledge • 4.5 Monitor and Control Project Work • 4.6 Perform Integrated Change Control • 4.7 Close Project or Phase <p>Unit 5: Project Scope Management</p> <ul style="list-style-type: none"> • 5.1 Plan Scope Management • 5.2 Collect Requirements • 5.3 Define Scope • 5.4 Create WBS • 5.5 Validate Scope • 5.6 Control Scope <p>Unit 6: Project Schedule Management</p> <ul style="list-style-type: none"> • 6.1 Plan Schedule Management • 6.2 Define Activities • 6.3 Sequence Activities • 6.4 Estimate Activity Durations • 6.5 Develop Schedule • 6.6 Control Schedule <p>Unit 7: Project Cost Management</p> <ul style="list-style-type: none"> • 7.1 Plan Cost Management • 7.2 Estimate Costs • 7.3 Determine Budget • 7.4 Control Costs <p>Unit 8: Project Quality Management</p> <ul style="list-style-type: none"> • 8.1 Plan Quality Management • 8.2 Manage Quality • 8.3 Control Quality <p>Unit 9: Project Resource Management</p> <ul style="list-style-type: none"> • 9.1 Plan Resource Management • 9.2 Estimate Activity Resources • 9.3 Acquire Resources • 9.4 Develop Team • 9.5 Manage Team |
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| | | <ul style="list-style-type: none"> • 9.6 Control Resources <p>Unit 10: Project Communications Management</p> <ul style="list-style-type: none"> • 10.1 Plan Communications Management • 10.2 Manage Communications • 10.3 Monitor Communications <p>Unit 11: Project Risk Management</p> <ul style="list-style-type: none"> • 11.1 Plan Risk Management • 11.2 Identify Risks • 11.3 Perform Qualitative Risk Analysis • 11.4 Perform Quantitative Risk Analysis • 11.5 Plan Risk Responses • 11.6 Implement Risk Responses • 11.7 Monitor Risks <p>Unit 12: Project Procurement Management</p> <ul style="list-style-type: none"> • 12.1 Plan Procurement Management • 12.2 Conduct Procurements • 12.3 Control Procurements <p>Unit 13: Project Stakeholder Management</p> <ul style="list-style-type: none"> • 3.1 Identify Stakeholders • 13.2 Plan Stakeholder Engagement • 13.3 Manage Stakeholder Engagement • 13.4 Monitor Stakeholder Engagement |
| 13. | Learning Activities | <ul style="list-style-type: none"> • Lecture • Case Studies • Learning Activities |
| 14. | Target Group | <p>New project managers, project team members and those interested in project management best practices who have yet to attain more than 4,500 hours of project management experience required to take the PMP® examination</p> <p>Industry: IT Industry</p> |