

Certified Associate in Project Management (CAPM)

Length: 3 Days

Summary: The Certified Associate in Project Management (CAPM)[®] course demonstrates your understanding of the fundamental knowledge, terminology and processes of effective project management. Considered an essential step for project managers, the CAPM certification is ideal for less-experienced project practitioners who want to demonstrate their commitment to project management, improve their ability to manage larger projects, earn additional responsibility and stand out to potential employers.

Our CAPM exam-preparation courses help you gain the essential skills and knowledge needed to pass the Project Management Institute (PMI)[®] CAPM exam.

COURSE CONTENT

PROJECT MANAGEMENT FRAMEWORK

- What is a project?
- What is Project Management?
- Project management Context
- Project Life Cycle and Organization
- The project Life Cycle
- Project stakeholders
- Organizational Influences

PROJECT MANAGEMENT PROCESSES FOR A PROJECT

- Project Management processes
- Project Management Process Groups
- Process Interactions
- Project management Process Mapping

PROJECT INTEGRATION

- Develop Project Charter
- Develop Preliminary Project Scope Statement
- Develop Project Management Plan
- Direct and Manage Project Execution
- Monitor and Control Project Work
- Integrated Change Control
- Close Project

PROJECT SCOPE MANAGEMENT

- Scope Planning
- Scope Definition
- Create WBS
- Scope Verification
- Scope Control

PROJECT TIME MANAGEMENT

- Activity Definition
- Activity Sequencing
- Activity Resource Estimating
- Activity Duration Estimating
- Schedule Development
- Schedule Control

PROJECT COST MANAGEMENT

- Cost Estimating
- Cost Budgeting
- Cost Control

PROJECT QUALITY MANAGEMENT

- Quality Planning
- Perform Quality Assurance
- Perform Quality Control

PROJECT HUMAN RESOURCE

- Human Resource Planning
- Acquire Project Team
- Develop Project Team
- Manage Project Team

PROJECT COMMUNICATION MANAGEMENT

- Communications Planning
- Information Distributing
- Performance reporting
- Manage stakeholders

PROJECT RISK MANAGEMENT

- Risk Management Planning
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response Planning
- Risk Monitoring and Controlling

PROJECT PROCUREMENT MANAGEMENT

- Plan Purchases and Acquisitions
 - Plan Contracting
 - Request Seller Responses
 - Select Sellers
 - Contract Administration
 - Contract Closure
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