

## **The Certified Associate of Project Management (CAPM) Exam Prep Course Course Summary**

### **Description**

"As project management grows in scope, importance and recognition, so do the related career and credential options available to individuals. The Certified Associate of Project Management (CAPM) is designed for project team members and entry level project managers, as well as qualified undergraduate and graduate students who desire a credential to recognize their value to project team performance. A CAPM credential can benefit professionals from all disciplines by demonstrating clear direction to their work and by gaining knowledge of project management processes and terminology. Imagine the productivity and effectiveness of a team of people who understand project processes, speak a common language and use standard project terminology."

As the practice of project management becomes more pervasive within all industries, demand has grown for credentialing opportunities that recognize those working on projects. The ongoing success and demand of Project Management Professional (PMP®) certification from the Project Management Institute (PMI®) geared toward experienced project managers has prompted PMI to recently develop the Certified Associate in Project Management (CAPM®) certification for project team members and entry-level project managers to validate their basic knowledge of project management. This is an internationally recognized certificate which ensures common language, terminology, processes and methodology in projects. This document identifies the value and the approach to obtain CAPM certification.

### **Topics**

- Project Integration Management
- Project Scope Management
- Project Procurement Management
- Project Quality
- Project Human Resource Management
- Project Communication Management
- Project Time Management
- Project Cost Management
- Project Risk Management
- CAPM Exam Information and Study Hints

### **Audience**

Project team members and project support: The CAPM improves communications with colleagues by testing project management terminology and processes, and also elevates contributions to projects. Entry-level project management practitioners: The CAPM differentiates you from your peers by demonstrating your command of project management terms and processes. Undergraduate/graduate students with an interest in project management who want to better contribute to projects' success by improving their project management knowledge and skills.

### **Prerequisites**

To earn the CAPM credential, CAPM candidates need to have completed a high school diploma (or global equivalent) and either 1,500 hours working on a project team OR 23 contact hours of formal project management education, and then pass a comprehensive 150-question computer-based examination.

### **Duration**

Three days

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically

## The Certified Associate of Project Management (CAPM) Exam Prep Course Course Outline

### **I. Session I:**

- A. Class Structure
- B. How to fill in your experience form,
- C. Personal Study Plan
- D. PM Framework
- E. Scope and Communications

### **II. Session II:**

- A. Time
- B. Risk
- C. Quality

### **III. Session III:**

- A. Human Resources
- B. Cost
- C. Procurement
- D. Integration and Exam strategies