

Certified Associate in Project Management (CAPM)®

Overview

In this course students will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI)® to manage projects successfully.

Prerequisites

- Project Management Fundamentals

Target Audience

This course is designed for persons in a variety of job roles who currently contribute to project teams in various ways, including providing subject matter expertise (e.g. marketing, finance, customer care, processing, fulfillment) and serving as project team sponsors, facilitators, liaisons, or coordinators, but who do not function as project managers and who have little or no formal exposure to or training in standardized project management terminology and processes.

Course Objectives

Upon successful completion of this course, students will be able to:

- describe project management fundamentals.
- identify project management processes.
- initiate a project.
- manage project scope.
- estimate project time.
- develop project schedules.
- analyze project cost.
- measure project quality.
- organize human resources for a project.
- devise effective communication methods for resources involved in the project.
- analyze risks and plan risk responses.
- process project procurements.
- integrate project workflow.

Course Outline

1 - Understanding Project Management Fundamentals

Define Project Management Basics
Examine Organizational Influences on Project Management
Examine the Project Management Context

2 - Identifying Project Management Processes

Examine the Project Life Cycle
Recognize Process Groups

3 - Initiating a Project

Examine Project Selection
Prepare a Project Statement of Work
Create a Project Charter
Identify the Elements of a Project Management Plan

4 - Managing Project Scope

Document Stakeholder Requirements
Create a Scope Statement
Develop a Work Breakdown Structure
Review Deliverables and Work Results
Control the Project Scope

5 - Estimating Project Time

Create an Activity List
Create a Project Schedule Network Diagram
Estimate Activity Resources
Estimate Duration for Project Activities

6 - Developing a Project Schedule

Draft a Project Schedule
Identify the Critical Path
Optimize the Project Schedule
Establish a Schedule Baseline
Control the Project Schedule

7 - Analyzing Project Cost

Estimate Project Costs
Establish the Cost Baseline
Reconcile Funding and Costs
Control Project Costs

8 - Measuring Project Quality

Create a Quality Management Plan
Execute a Quality Assurance Plan
Perform Quality Control

9 - Organizing Human Resources for a Project

Document the Project Roles, Responsibilities, and Reporting Relationships
Acquire the Project Team
Develop the Project Team
Manage the Project Team

10 - Devising Effective Communication Methods

Identify Project Stakeholders
Create a Communications Management Plan
Distribute Project Information
Manage Stakeholder Relationships and Expectations
Report on Project Performance

11 - Analyzing Project Risks

Create a Risk Management Plan
Identify Project Risks and Triggers
Perform Qualitative Risk Analysis
Perform Quantitative Risk Analysis
Develop a Risk Response Plan
Monitor and Control Project Risks

12 - Processing Project Procurements

Plan Project Procurements
Prepare a Procurement Statement Of Work
Prepare a Procurement Document
Examine the Conduct Procurements Process
Obtain Responses from Sellers
Determine Project Sellers
Administer Project Procurements
Close Project Procurements

13 - Integrating Project Workflow

Identify the Direct and Manage Project Execution Process
Identify the Monitor and Control Project Work Process
Develop an Integrated Change Control System
Utilize the Integrated Change Control System
Close the Project or Phase Administratively

Related Courses, Certifications, Exams

- Project Management Fundamentals
- Certified Associate in Project Management (CAPM®)
- CAPM® - Certified Associate in Project Management (CAPM)®

