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**PROJECT MANAGEMENT INSTITUTE (PMI)**

# **Certified Associate in Project Management (CAPM) Certification Training**

The CAPM certification verifies a project manager or project team member's knowledge in project management concepts, fundamentals and best practices for starting their career.

## **Course Overview**

Our 5-day, instructor-led Certified Associate in Project Management (CAPM) Certification Training course is intended for project managers early in their career. It will provide core skills such as how to:

- Initiate & manage a project
- Estimate a timeline & develop a schedule
- Organize human resources
- Integrate workflow
- Analyze cost
- Measure quality
- Identify the processes of project management

This course will fully prepare you for the [CAPM® Certification exam](#). There are no prerequisites for this course.

*\*PMP, PMI, Project Management Professional, Project Management Professional (PMP), CAPM, Certified Associate in Project Management (CAPM) and its logos are registered marks of the Project Management Institute.*

## **Course Outline**



## Managing a Project

- Project life cycle
- Project stakeholders

## Project Integration Management

- Project charter
- Project management plan
- Project plan
- Project work
- Closing the project

## Managing the Project Scope

- Plan the project scope
- Collect the project requirements
- Define the project scope
- Creating the work breakdown structure
- Validating the project scope

## Managing Project Time

- Planning schedule management
- Defining the project activities
- Sequencing the proper activities
- Estimating the project resources
- Estimating activity durations
- Developing the project schedule
- Considering the outputs of schedule development
- Controlling the project schedule

## Managing Project Cost

- Planning for project cost management
- Determining the project costs
- Budgeting the project
- Controlling project costs



- Using earned value management

## Managing Project Quality

- Planning for quality
- Performing quality assurance
- Performing quality control

## Managing Project Human Resources

- Planning for human resources
- Acquiring the project team
- Developing the project team
- Managing the project team
- Relating to organizational theories

## Managing Project Communications

- Examining the communication foundation
- Planning for communication
- Managing project communication
- Controlling communication

## Managing Project Risks

- Planning for risk management
- Identifying project risks
- Using qualitative risk analysis
- Preparing for quantitative risk analysis
- Planning for risk responses
- Monitoring and controlling project risks

## Managing Project Procurement

- Planning for procurement
- Conducting procurement
- Selecting a seller
- Controlling project procurement



- Performing contract closure

## Managing Project Stakeholders

- Identifying project stakeholders
- Planning stakeholder management
- Managing stakeholder engagement

## Passing the CAPM Exam

- Learning the code of ethics
- Serving responsibly as a project manager
- Adhering to the respect value

## Being a Fair Project Manager

## Exam Information

### CAPM Certification Exam Details:

- Questions: 150
- This exam is Pass/Fail. Candidates must receive at least a 65% to pass. There is no score given.
- Duration of Test: 3 Hours
- Format of Test: Multiple Choice
- Delivery of Test: The exam is offered on the computer and is taken through the vast global network of Prometric testing centers.

## CAPM Certification Training FAQs

### Who should earn the CAPM certification?

Project Managers and Project Team members in the early stages of their career.

### What is the average salary for someone with a CAPM Certification?

According to [payscale.com](https://www.payscale.com), a professional with the CAPM certification earns an average of \$66,000



annually.

## Does the CAPM Certification expire?

CAPM certification holders need to renew their certification every 5 years but they do not need to earn professional development units in between renewal periods to maintain their certification.

## Is the CAPM Certification worth it?

If you are just starting out your project management career or you aspire to earn a role as a project manager, CAPM is a great starting point. It is also a great starting point for professionals who do not meet the project management hours required by the PMP certification.

If you have already been working as a project manager, then skipping straight to the PMP Certification Training course may be a better move for you.



### Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

## This **CAPM Certification Training** course includes:

- 5 days of instructor-led training
- CAPM Certification Training book
- CAPM course retake guarantee
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class\*
- Tea, coffee and soda available throughout the day\*
- Freshly baked cookies every afternoon\*



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*\*denotes this benefit is only available at participating locations.*

### Project Management Triple Play

Take this CAPM course along with Change Management and PMP to kick start your project management career.

Only \$5,295 for all three courses.