Certified Associate in Project Management (CAPM)

12 – 14 July 2020

ONLINE COURSE

Certified by:

PMI **Project Management Institute.**

ProjacsAcademy.com

Introduction

Today's ever-changing business environment requires new approaches to Project Management, which has become an important tool for dealing with time-to-market, resources, limitations, downsizing and global competition. As markets and project organizations become more dynamic, administrative and technical skills alone are no-longer sufficient to deal with the complexities of modern project undertakings. In recent years, the Project Management Professional Certification "CAPM" from the Project Management Institute "PMI" has become the most sought after certification in the world of project management professionals for the newly graduates.

Objectives

- Understand the nature and tricks of the CAPM Exam.
- Understand the new concept of Project Management created by PMI.
- Understand the whole areas of knowledge in the PMBOK® the latest version, which includes: Integration Management, Scope management, Time Management, Cost Management, Quality Management, Human Resource Management, Communications Management Risk Management, and Procurement Management and correlate them with the processes groups of project management in addition to the Professional and Social Responsibility.
- Practice for the Exam.
- Determine the gap areas you have.
- Develop Confidence.
- Tips for the Exam

Who Should Attend?

Associate Project Managers who are or will be involved in the areas of engineering, production, data processing, research and development, construction, corporate planning, finance and marketing. This course is of particular importance to university fresh graduates, project management practitioners and supervisors in government and industry who are concerned with effectively managing ventures and projects where cost, schedule and performance of programs must meet rigid requirements.

Course Outlines

Course Introduction
- Nature of the CAPM Exam
- History of the CAPM Certification and Exam
- Latest Developments in the Exam process
- Test procedure
- Application Process and Requirements
- The nature and Type of Questions
- *Recertification and the Professional Development Program*

Framework of Project Management
- Introduction
- The Project Management Context
- Project Management Process Groups

Project Integration Management
- Develop Project Charter
- Develop Project Management Plan
- Direct and Manage Project Execution
- Monitor and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase

Project Management Professional Responsibility
- Responsibility of the Project Manager
- Ethical Practices in Project Management

Project Scope Management
- Collect Requirements
- Define Scope
- Create WBS
- Verify Scope
- Control Scope

Project Time Management
- Define Activities
- Sequence Activities
- Estimate Activity Resources
- Estimate Activity Durations
- Develop Schedule
- Control Schedule

Project Cost Management
- Estimate Costs
- Define Budget
- Control Cost

Project Quality Management
- Plan Quality
- Perform Quality Assurance
- Perform Quality Control

Project Human Resource Management
- Plan Human Resource
- Acquire Project Team
- Develop Project Team
- Manage Project Team

Project Communications Management
- Identify Stakeholders
- Plan Communications
- Distribute Information
- Manage Stakeholders Expectations
- Report Performance

Project Risk Management
- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk responses
- Monitor & Control Risks

Project Procurement Management
- Plan Procurements
- Conduct Procurements
- Administer Procurements
- Close Procurements

Tips for the Exam.

Training Method

- Live group instruction through the online platform.
- Use of real-world examples, case studies and exercises.
- Interactive participation and discussion.
- Powerpoint presentation, and online activities.
- Self-assessment tests and group think exercises.
- Mini-individual presentation and sharing feedback.

Duration

Three-Day Program

Schedule

Daily Schedule*:
- Session 1   09:00AM - 10:00AM
- Break   10:00AM - 10:15AM
- Session 2   10:15AM - 11:15AM
- Break   11:15AM - 11:30AM
- Session 3   11:30AM - 12:30PM
- Q & A   12:30PM - 01:00PM

* Mecca time
* Course agenda can be adjusted according to client's preference

Course Fees*

- **700 USD**
  *VAT is Excluded If Applicable