CREDO SYSTEMZ
Simplifying IT

Certified Associate in Project Management (CAPM) Training Topics

Chapter 1: Overview of Project Management

➢ Five project management process groups and the processes within each group
➢ Understand the relationships among project, program, portfolio, and operational management
➢ Typical project lifecycle
➢ Understand the function and importance of tailoring for different projects

Chapter 2: Introduction to Project Environment

➢ Identify the factors and assets that may impact the outcome of a project
➢ Organizational systems
➢ Understanding the activities of a Project Management Office
➢ Hierarchy of projects, programs and portfolios

Chapter 3: Understanding the role of the Project Manager

➢ State the primary functions of a project manager
➢ Understand a project manager's sphere of influence
➢ Identify the major elements included in the PMI triangle
➢ Difference between leadership and management

Chapter 4: Understanding Project Integration Management

➢ Overview of the seven project management processes in the project integration management
➢ Identify in the seven processes in project integration management - input, tools, techniques and outputs
➢ Project integration management
➢ Identify concepts and procedures related to project change management, key documents

Chapter 5: Understanding Project Scope Management

➢ Six project management processes in the project scope management knowledge.

- ➤ Six processes in project scope management - Identify the Input, tools, techniques and outputs.

- ➤ Identify key concepts and tailoring consideration for project scope management,
- ➤ Key roles in scope management
- ➤ Work Breakdown Structure (WBS) for both Product and Project scope

- ➤ Understand project scope management for - agile/adaptive projects, prototypes

Chapter 6: Knowledge of Project Schedule Management

- ➤ Six project management processes in the project schedule management.
- ➤ Six processes in project schedule management- Identify the Input, tools, techniques and outputs defined.
- ➤ Solve simple network diagrams problems
- ➤ Basic scheduling calculations
- ➤ Agile/adaptive environments

Chapter 7: Concepts of Project Cost Management

- ➤ Four project management processes in the project cost management.
- ➤ Identify the Input, tools, techniques and outputs
- ➤ Concept of project cost management
- ➤ Agile/adaptive environments
- ➤ Basics of forecasting
- ➤ Earned value methods for project cost management

Chapter 8: Project Quality Management

- ➤ Three project management processes
- ➤ Identify the Input, tools, techniques and outputs
- ➤ Understand the reasons for and approaches to adapting
- ➤ Identify quality tools
- ➤ Approaches for continuous improvement

Chapter 9: Project Resource Management

- ➤ Six project management processes
- ➤ Identify the Input, tools, techniques and outputs

- ➤ Concepts of project resource management
- ➤ Agile/adaptive environments

- ➤ Understanding the concepts of developing a team, managing conflict, and resolving resource-related problems
- ➤ Overview of plan and data representation techniques for managing project resources

Chapter 10: Project Communication Management

- ➤ Three project management processes
- ➤ Identify the Input, tools, techniques and outputs
- ➤ Overview of project communication management
- ➤ Understanding the agile/adaptive environments
- ➤ Overview dimensions of communication
- ➤ Components of a communications management plan
- ➤ Knowledge of communications skills and methods

Chapter 11: Project Risk Management

- ➤ Seven project management processes in the project risk management
- ➤ Identify the Input, tools, techniques and outputs
- ➤ Key documents in project risk management
- ➤ Perform simple risk calculations
- ➤ Understanding when and how to adjust risk based on the project environment

Chapter 12: Project Procurement Management

- ➤ Three processes in the project procurement management
- ➤ Identify the Input, tools, techniques and outputs
- ➤ Overview of project procurement management
- ➤ Understanding various types of contracts, agreements, and source selection methods

Chapter 13: Project Stakeholder Management

- ➤ Four project management processes in the project stakeholder management
- ➤ Identify the Input, tools, techniques and outputs defined in the four project stakeholder management processes

- ➢ Understanding key stakeholders roles and needs
- ➢ Benefits of stakeholder management