

# **Certified Associate in Project Management (CAPM)<sup>®</sup>**

## **Official Exam Prep (16 Hours)**

### **Course Description**

The Certified Associate in Project Management (CAPM)<sup>®</sup> Official Exam Prep live online training course provides Project Managers with the knowledge and skills needed to demonstrate commitment to project management, improve their ability to manage large projects, and earn additional responsibility. The CAPM<sup>®</sup> certification is an asset that will distinguish you in the job market and enhance your credibility and effectiveness working on, or with, project teams. PMI<sup>®</sup> and CAPM<sup>®</sup> are registered marks of the Project Management Institute, Inc.

### **Skills Learned**

After completing this online training course, students will be able to:

- Prepare to pass the CAPM exam while completing the required 23 contact hours/PDUs
- Decipher PMBOK<sup>®</sup> Guide processes and knowledge areas
- Identify significant steps of the project life cycle
- Examine the PMBOK<sup>®</sup> Guide tools and techniques for exam success
- Evaluate your exam preparedness and create a study plan

### **Who Should Attend**

The Certified Associate in Project Management (CAPM)<sup>®</sup> Certification online training course is intended for entry level project practitioners who want to become project managers, active project managers who would like to eventually pursue their PMP<sup>®</sup>, and anyone who would like to learn the fundamentals and terminology of project management.

### **Prerequisites**

None, but for more information on CAPM<sup>®</sup> Exam requirements, [click here](#).

## Course Outline

01. Exam Overview

02. Project Management Fundamentals

03. Predictive Project Management Overview

- Identify Stakeholders
- Communications
- Building a high performing team
- Emotional Intelligence
- Negotiate Agreements
- Plan and manage scope
- Plan and manage quality
- Assess and manage risks
- Plan and manage schedule
- Plan and manage budget
- Integrate project activities

04. Agile Project Management

- Determine project approach
- Life cycles
- Scrum
- Prioritizing a backlog
- Epics and user stories
- Estimation techniques
- Kanban
- Release Management

05. Practice Exam Review