CAPM® Certification Training – Online Course Agenda

Chapters
1. Introduction to CAPM® Course Certification
What are PMI and CAPM®
Application Requirements for the CAPM® Exam
Guidelines to Fill Up the CAPM® Application
About the CAPM® Exam
CAPM® Exam Syllabus
About this Tutorial
2. Introduction to Project Management
Definition of a Project
Project Characteristics and Drivers
Definition of Project Management
Role of a Project Manager
Definition of a Process
Project Flow
What is project management?
What is program management?
What is portfolio management?
Project management office (PMO)
Project Management Process Groups
Process Group Interactions
Project Lifecycles
Project Framework
Agile Mindset
Program Management
Portfolio Management
Relationship between Portfolios, Programs and Projects
3. Project Environment
Why do projects fail?
Enabling project success
Organization Structure
Project Lifecycle vs. Product Lifecycle
Project Management Office (PMO)
4. Role of the Project Manager
The role of a project manager
Project Management Skills
Stakeholder

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Stakeholder Management
Promoting Stakeholder Collaboration
Code of Ethics
Aspirational and Mandatory Standards
Ensuring Individual Integrity
Enhancing Professional Competence
5. Project Integration Management
What is Project Integration Management
Project Selection Methods
The integration management knowledge area   - Develop Project Charter   - Develop Project Management Plan   - Direct and Manage Project Work   - Manage Project Knowledge   - Monitor & Control Project Work   - Perform Integrated Change Control   - Close Project or Phase
6. Project Scope Management
What is Project Scope Management
Work Breakdown Structure
Key Terms
Product scope vs Project scope
Group Creativity and Decision making techniques
The project scope management processes   - Plan scope management   - Collect Requirements   - Define Scope   - Create WBS   - Validate Scope   - Control Scope
7. Project Schedule Management
What is Project Schedule Management
What is a Project Schedule?
Gantt Chart and Network Diagram
Key Terms
The project time management processes   Plan Schedule Management

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- Define Activities
- Sequence Activities
- Estimate Activity Durations
- Develop Schedule
- Control Schedule

Schedule Network Analysis techniques

8. Project Cost Management

What is Project Cost Management?

Cost Management Plan

Control Account

Earned Value Management

The project cost management processes
- Plan Cost Management
- Estimate Costs
- Determine Budget
- Control Costs

9. Project Quality Management

What is Quality?

What is Project Quality Management?

Cost of quality

The project quality management processes
- Plan Quality Management
- Manage Quality
- Control Quality

Seven basic tools of quality

10. Project Resource Management

What is Project Resource Management?

Functional manager vs Project manager

The project resource management processes
- Plan Resource Management
- Estimate Activity Resources
- Acquire Resources
- Develop Team
- Manage Team
- Control Resource

Conflict management

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Powers of project manager
Organization theories

11. Project Communications Management

What is Communication?
Communication methods, technology & channels
Basic communication model
The project communications management knowledge area • Plan Communications Management • Manage Communications • Monitor Communications

12. Project Risk Management

What is Risk?
How is risk calculated?
Risk categorization
Decision tree
Risk reserve
The risk management knowledge area • Plan Risk Management • Identify Risks • Perform Qualitative Risk Analysis • Perform Quantitative Risk Analysis • Plan Risk Responses • Implement Risk Response • Monitor Risks

13. Project Procurement Management

What is a Contract?
Centralized vs decentralized contracting
Types of Contract
Key Terms
The procurement management knowledge area • Plan Procurements Management • Conduct Procurements • Control Procurements

14. Project Stakeholder Management

Stakeholders
Classification Models for Stakeholder Analysis

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Stakeholder Engagement Assessment Matrix
Stakeholder Management Skills
The project stakeholder management processes • Identify stakeholders • Plan stakeholder engagement • Manage stakeholder engagement • Monitor stakeholder engagement

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