



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

## **Course Introduction:**

The Certified Associate in Project Management (CAPM) Certification Training is an intensive course tailored to provide aspiring project managers with the essential knowledge and skills for effective project management. This course prepares you for the CAPM certification exam by delving into the critical concepts, processes, and terminology as outlined by the Project Management Institute (PMI). Through a series of modules, you will develop a robust understanding of project management principles and practices applicable in real-world scenarios.

## **Day 1 – Project Management Fundamentals (Domain 1 – Part A)**

### **Theme: Foundations, Scope, Ethics, Life Cycles**

- Introduction to CAPM & PMI Framework
- CAPM exam structure, domains, and percentage weights
- Overview of diverse project environments
- Task 1: Project Management Processes
- Differences between projects and operations
- Understanding projects as vehicles for change
- Reviewing and critiquing project scope
- Applying PMI Code of Ethics & Professional Conduct to scenarios
- Task 2: Planning Basics
- Distinguishing Project Management Plan from Product Management Plan
- Utilizing a risk register in various situations
- Exploring Project Life Cycles and Core Concepts
- Differentiating between projects, programs, and portfolios
- Comparing predictive and adaptive approaches

## **Day 2 – Project Management Fundamentals (Domain 1 – Part B)**

### **Theme: Planning, Roles, Resources, Closure**

- Issues, Risks, Assumptions, and Constraints
- Definitions and distinctions with practical examples
- Project Planning Essentials
- Planning for cost, quality, risk, and schedule
- Understanding milestone versus task duration
- Resource determination
- Stakeholder Engagement
- Application of a stakeholder register in various contexts
- Stakeholder analysis techniques
- Task 3: Roles & Responsibilities
- Roles of PM, Sponsor, and Team
- PM as initiator, negotiator, coach, and facilitator
- Contrast between leadership and management
- Emotional Intelligence in project leadership
- Closure and Transitions
- Formal closure processes and benefits realization

## **Day 3 – Predictive, Plan-Based Methodologies (Domain 2 – 17%)**

### **Theme: Traditional Project Management Tools & Controls**

- Task 1: Predictive Approach
- Determining when to use predictive methods
- Suitability in different organizational structures (virtual, colocation, matrix)
- Typical activities in predictive processes
- Task 2: Project Scheduling & Controls
- Development of Work Breakdown Structure (WBS) and Work Packages



- Application of Critical Path Method (CPM)
- Techniques for schedule variance and control
- Quality and integration management plans
- Task 3: Project Controls in Predictive Projects
- Artifacts specific to predictive projects
- Analysis of cost and schedule variance

## **Day 4 – Agile Frameworks & Adaptive Approaches (Domain 3 – 20%)**

### **Theme: Agile Practices, Iterations, Tracking**

- Task 1: Agile/Adaptive Approaches
- Determining when to use adaptive approaches
- Organizational suitability (matrix, hierarchical, colocation)
- Evaluating pros and cons of adaptive versus predictive approaches
- Role of OPAs & EEFs in adaptive environments
- Task 2: Planning Iterations
- Understanding logical units of iterations and inputs for scope
- Translating WBS into iterations and tracking adaptive projects
- Task 3: Project Controls in Adaptive Projects
- Key artifacts and task prioritization in adaptive projects
- Task 4: Components of Adaptive Plans
- Comparing Scrum, XP, SAFe, and Kanban
- Task 5: Task Management in Adaptive
- Establishing success criteria in adaptive projects



## **Day 5 – Business Analysis Frameworks (Domain 4 – 27%) & Integration**

### **Theme: BA Role, Requirements, Communication, Roadmaps**

- Task 1: BA Roles & Responsibilities
  - Differentiating internal versus external stakeholders
  - Comparing BA, PM, and Product Owner/Product Manager roles
- Task 2: Stakeholder Communication
  - Selecting appropriate channels and tools for communication
  - Understanding the importance of BA communication
- Task 3: Requirements Gathering
  - Exploring approaches: interviews, workshops, surveys, lessons learned
  - Utilizing Requirements Traceability Matrix (RTM) and Product backlog
- Task 4: Product Roadmaps
  - Linking roadmaps to releases and prioritizing business value
- Task 5: Methodologies Influence on BA
  - BA role in predictive versus adaptive approaches
- Task 6: Validate Requirements
  - Defining acceptance criteria and conducting delivery readiness checks
- Final Wrap-Up & Integration
  - Connecting Domains 1–4 with practice exam questions and review
  - Q&A and next steps for CAPM exam preparation

### **Conclusion and Exam Preparation**

- Exam Preparation Strategies: Offering review tips and techniques for the CAPM certification exam.
- Practice Questions and Mock Exams: Providing practice questions simulating the CAPM exam environment.
- Final Review and Course Closure: Recapping key concepts and discussing the next steps



in your project management journey.

This comprehensive training will empower you with the knowledge and confidence needed to successfully pass the CAPM certification exam and advance your career in project management.