PMI – Certified Associate Project Manager (CAPM)®

Description

The CAPM – Certified Associate Project Manager (CAPM)® training is specifically designed for professionals who wish to acquire a solid foundation of knowledge in project management and obtain an internationally recognized certification. This training is ideal for individuals looking to enter the field of project management or enhance their existing skills.

Our CAPM training program is designed to provide you with essential knowledge in project management, thoroughly preparing you for the CAPM certification exam.

ITTA is an Authorized Training Partner – ATP by the Project Management Institute® (PMI).

We offer training programs that provide "Professional Development Units" (PDUs). By accumulating and tracking these PDUs throughout your certification cycle, you can maintain your certification with PMI (Project Management Institute).

Classroom Registration Price (CHF)
3800
Virtual Classroom Registration Price (CHF)
3550
Course Content
Module 1: Introduction to project management

- Fundamental elements (e.g. project, project management, programme, tailoring)
- Project environment
- Project manager role

Module 2: Integration

- Integration ensures that all relevant elements for an efficient and effective project management are identified, defined, combine, unified and coordinated. It starts with the first process of a project (Develop Project Charter) and ends with the last process (Close project or phase).

Module 3: Scope

- Scope covers many different processes, from collecting requirements, defining scope and creating a breakdown structure to identify all required works to deliver only but all the expected product.

Module 4: Schedule

- Schedule management includes all process to ensure that the project can be completed and product delivered on time.

Module 5: Cost

- Cost management includes all processes to plan, estimate, budget, finance, fund, manage, and control costs so that project can be completed within the approvced budget.

Module 6: Quality

- Quality management ensures that stakeholders are satisfied with the project's product and processes.
- It also supports continual process improvement activities to be ever more efficient and to meet stakeholders objectives.

Module 7: Resource

- Resource management ensures that all required resources to successfully carry out all project's activities are identified, acquired and managed. We need the right resource at right time and right place.

Module 8: Communications

- This knowledge area try to ensure that information required to execute an activity or to make a decision is received on time by the right person, and that this information is well understood and used.

Module 9: Risk

- Risk management ensures that uncertainties, potentially having negative or positive impact on the project's objectives, are identified, analyzed, and are getting the most appropriate responses.

Module 10: Procurement

- When a product, service, or results need to be purchased or acquired from outside the project team, interests of both parties are to be protected. Investment to get the best result and product, service, or results must meet the expected and agreed level of quality.

Module 11: Stakeholders

- People, groups, or organizations that could impact or be impacted by the project should be satisfied. Therefore they need to be carefully indentified, their expectations and impacts analyzed, their engagement defined, managed, and controlled.

Module 12: Preparation for the examination
Lab / Exercises

- Lab 1: Develop a project charter
- Lab 2: Collect requirements
- Lab 3: Define the scope of the product
- Lab 4: Estimate some activities
- Lab 5: Calculate the critical path
- Lab 6: Present a performance report based on the Earned Value Management technique (EVM)
- Lab 7: Present some quality gurus theory (Deming, Juran, Crosby, ...)
- Lab 8: Identify and analyze some risks

Documentation

- Printed slides to review and take notes
- Official publication "PMBoK® Guide, sixth edition"
- CAPM Exam Preparation guide

Exam
To pass your CAPM® examination based on the new PMBoK® Guide, sixth edition, you will need to follow the following process:

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Ensure if you are eligible for the CAPM® credential
  - Have a High school diploma or global equivalent AND 1'500 hours of project management experience OR 23 hours project management education (this training covers this last request)
- Fill out the application form including the list of your experiences and persons of reference in case your file is audited
- Prepare yourself for the exam (simulate exam with several sets of 150 multiple choice questions; duration: 3 hours)
- PMI will need to validate your application form (usually done within 5 working days; 10 when you are audited)
- Proceed to payment
- Receive a voucher (validity 1 year)
- Schedule your exam at a Prometric test center near your location when you are ready

Participant profiles

- Any IT professionals, especially project managers, who wish to obtain their Certified Associate Project Manager credential (CAPM® certification)
- Any project managers who wants to learn project management topics or to formalize their experience in project management

Prerequisites

- No prerequisites

Objectives

- Understand all required processes, their tools and techniques, and their inputs and outputs to successfully manage a project
- Cover the whole lifecycle of a project through practical exercises using a case study
- Become certified as a Certified Associate Project Manager (CAPM® examination)

Niveau
Fondamental
Duration (in Days)
5
Reference
PMI-01-CAPM