

# CAPM® Exam Prep - authorized training preparing for the exam



## Training recipients

Training participants for the Certified Associate in Project Management (CAPM)® certification is intended for individuals who are gaining greater responsibility or have the ability to manage projects that may take on a role. CAPM® certification is for practitioners who are involved in or just starting out in project management, as well as project team members who have control over the scope of project management. Certification of ten typical application practices followed by the project manager at the additional level, as outlined in the CAPM® content description. The course was based on the alternative PMI examination taking into account the Project Management Body of Knowledge (PMBOK® Guide) – 7th edition.



## Benefits

CAPM® certified individuals bring specialized skills to a project team with PMI best practices. People who have no project experience but are involved in project management can also be audited with this auditable certificate. This knowledge can be put into practice by developing project management capabilities. CAPM certificate holders are entitled to use the labour market.

Additional Participants will earn 23 PDUs – PDUs are units required to obtain/maintain PMI certificates



## Training program

Module I: PM Basics

1. Life cycle and processes occurring in the project:
  - Program and portfolio

- Design and operational activities
  - Adaptive and predictive approach
  - Project elements – risk, issues and restrictions
  - Scope of the project
  - Design as a driver of change
  - Ethics in project management
2. Project planning:
- Cost, quality and scope – triangle of constraints
  - Project plan vs project product
  - Elements of plan – milestones and project tasks
  - Resource planning
  - Risk in planning process
  - Closing or transfer of the project
3. Project roles and responsibilities:
- Project Manager vs Project Sponsor
  - Project Team vs Project Sponsor
  - Role and tasks of a Project Manager
  - Leadership vs management
  - Social skills – emotional intelligence and active listening in project management
4. Project delivery:
- Management strategy application ( risk, change etc.)
  - Project initiation and benefits planning
5. Problem solving techniques:
- Effective meetings
  - Problem solving tools – Focus groups, brainstorming, standup meetings

#### Module II: Predictive methods

1. When to use?:
- Organization structure vs managing method
  - Project management tasks allocation
  - Project components and their differences
2. Developing Project Management Plan:
- Critical path method
  - Calculating plan deviations
  - WBS
  - Work packages
  - Quality Management Plan
  - Project Integration Plan
3. Documentation in predictive projects:
- Artefacts in predictive projects
  - Cost and schedule deviations

#### Module III: Agile methods

1. When to use agile:
  - Pros and cons of Agile and Predictive methods
  - Agile in organization – key success factors
  - Organization assets necessary to implement agile
2. Agile planning:
  - Estimation methods
  - Transfer from WBS to iterative planning
  - Project monitoring in Agile and predictive environments
3. Monitoring and Control:
  - Artifacts used in Agile projects
4. Agile methods:
  - Scrum
  - Kanban
  - XP
5. Agile project execution:
  - User stories and dev tasks
  - Prioritization methods in agile

#### Module IV: Project business analysis

1. Business analysis roles and responsibilities:
  - Stakeholders (process owner, process manager, product owner, etc.)
  - Stakeholder management
  - Internal and external project roles
2. Stakeholder communication management:
  - Selection of communication channels
  - Role of communication on multi layered projects
3. Requirements collection:
  - Selection of proper tools
  - Requirements collection in various project environments
  - Requirements matrix and Product Backlog
4. Product Maps:
  - How to use product map in project
  - Product map components
5. Requirements validation during project execution:
  - Acceptance criteria
  - Definition of Done



#### Expected preparation of the participant

To proceed to the training, you must be familiar with the basic concept and have experience in project

management.



## Training Includes

The training price includes:

- Access to authorized training materials

Note: The price does not include the exam and PMBOK® Guide.



## Language

- Training: english
- Materials: english
- Exam: english

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## Examination description

Exam conditions, requirements and process can be found under:

<https://www.pmi.org/certifications/certified-associate-capm>