Intellectual POINT
EXCELLENCE THROUGH EDUCATION

Certified Associate in Project Management (CAPM) Training Course

Certified Associate in Project Management (CAPM) provides a foundational understanding of project management principles and terminology for aspiring project managers.

BUS-200

Course Outcomes

Professional, practical, & hands-on live instructor-led training

Further your skills and graduate as a certified professional, with the skills, experience, and job-search know how to get your career started.

Start Today

Potential Career Tracks

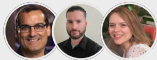Project Coordinator   Junior Project Manager

Project Analyst   Operations Manager

Program Assistant   Business Analyst

Taught by Industry Veterans & **World Class Instructors**

Introduction to Certified Associate in Project Management (CAPM)

▶ Course Overview

Intellectual Point's Certified Associate in Project Management (CAPM) Training Course is crafted to equip you with the essential project management skills and knowledge that align with global standards. This course is meticulously structured to prepare you for the CAPM certification exam, ensuring you comprehend the core project management processes, principles, and methodologies as outlined by the Project Management Institute (PMI). Whether you're a budding project manager or a professional seeking to establish a foundational understanding of project management, this course provides comprehensive coverage from project initiation to closure.

Throughout the training, you will delve into project management frameworks, integration, scope, time, cost, quality, human resource management, along with risk, procurement, and stakeholder management. The curriculum incorporates practical examples and exercises to reinforce learning and ensure you can apply project management methodologies effectively in real-world scenarios. By the course completion, you will not only be ready to take the CAPM exam but also possess the necessary skills to contribute confidently to your organization's project management objectives.

⚡ Obtainable Skills

Project Integration Management   Scope Management   Time and Cost Management

Quality Management Techniques   HR Management for Projects   Risk Management

Procurement Management   Stakeholder Engagement   CAPM Exam Preparedness

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Course Insights

👤 Audience Profile

This CAPM Training Course is ideal for early-career professionals and recent graduates who have limited project management experience but are eager to build foundational skills in this field. It is particularly suitable for individuals such as project coordinators, business analysts, operations managers, or professionals in related roles aspiring to transition into project management. The course is also tailored for those who may be working in projects without formal training, looking for a structured methodology to enhance their work efficiency and career trajectory. This program appeals to professionals who wish to validate skills through the CAPM certification.

📖 Course Outcomes

By the end of this course, participants will:

1 Gain a thorough understanding of the PMI project management framework and methodologies.

2 Develop the ability to manage project scope, schedule, and resources effectively.

3 Enhance skills to identify and manage project risks and quality issues.

4 Apply best practices in stakeholder communication and procurement management.

5 Achieve the necessary competencies and knowledge to excel in the CAPM certification exam.

Module by Module Learning *Outline*

Module 1: Introduction to Project Management and PMI Framework

Learning Objectives:

- Understand the foundational concepts of project management.
- Familiarize with the Project Management Institute (PMI) standards and framework.

Topics Covered

Overview of Project Management:

- Definition and characteristics of projects.
- The role of project management in organizations.

MI Framework and Processes:

- Introduction to PMI and its global standards.
- Lifecycle phases: Initiation, planning, execution, monitoring, and closure.

Module 2: Integration and Scope Management

Learning Objectives:

- Comprehend the principles of project integration management.
- Master techniques for effective scope management.

Topics Covered

Project Integration Management:

- Importance of project integration.
- Key processes: Project charter, project management plan development.

Project Scope Management:

- Defining project scope and scope creep.
- Techniques for scope validation and control.

Module 3: Time and Cost Management

Learning Objectives:

- Develop skills to manage project timelines and budgets.
- Understand scheduling tools and cost estimation techniques.

Topics Covered

Time Management:

- Techniques for effective project scheduling.
- Critical path method and Gantt charts.

Cost Management:

- Budget planning and cost estimation.
- Monitoring project costs and addressing variances.

Module 4: Quality and Human Resource Management

Learning Objectives:

- Implement quality management principles in projects.
- Learn to manage and lead project teams effectively.

Topics Covered

Quality Management:

- Quality planning, assurance, and control processes.
- Tools and techniques for quality improvement.

Human Resource Management:

- Strategies for building and managing a project team.
- Conflict resolution and motivational techniques.

Module 5: Risk, Procurement, and Stakeholder Management

Learning Objectives:

- Identify, analyze, and respond to project risks.
- Understand procurement processes and stakeholder engagement strategies.

Topics Covered

Risk Management:

- Risk identification and analysis techniques.
- Risk response planning and monitoring.

Procurement Management:

- Procurement planning and contract types.
- Supplier evaluation and selection.

Module 6: CAPM Exam Preparation

Learning Objectives:

- Prepare effectively for the CAPM certification exam.
- Review key concepts and practice exam techniques.

Topics Covered

Exam Structure and Content:

- Overview of the CAPM exam format and content areas.
- Study strategies and resources for exam preparation.

Practice Exams and Question Drills:

- Simulated CAPM practice exams for self assessment.
- Techniques for handling exam questions and time management.