CAPM®

Certification Training Course

Syllabus

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1. Introduction to Project Management (6%)

- Understand the five project management process groups and the processes within each group
- Recognize the relationships among project, program, portfolio, and operational management
- Define a typical project lifecycle
- Understand the function and importance of tailoring for different projects

2. Project Environment (6%)

- Identify the factors and assets that may impact the outcome of a project
- Distinguish between organizational systems
- Understand the purpose and activities of a Project Management Office
- Recognize the hierarchy of projects, programs, and portfolios

3. Role of the Project Manager (7%)

- State the primary functions of a project manager
- Understand a project manager's sphere of influence
- Identify the major elements included in the PMI triangle
- Recognize the difference between leadership and management

4. Project Integration Management (9%)

- Understand the seven project management processes in the project integration management knowledge area
- Identify the input, tools, techniques, and outputs defined in the seven processes in project integration management
- Understand the purpose of project integration management and the project manager's role within it
- Identify concepts and procedures related to project change considerations
- Identify tailoring considerations in project integration management and recognize key documents
- Identify methods for project integration and knowledge management

5. Project Scope Management (9%)

- Understand the six project management processes in the project scope management knowledge area
- Identify the Input, tools, techniques, and outputs defined in the six processes in project scope management

- Identify key concepts and tailoring consideration for project scope management, and key roles in scope management
- Identify the purpose and elements of a Work Breakdown Structure (WBS) for both Product and Project scope
- Understand project scope management for agile/adaptive projects, including the use of prototypes

6. Project Schedule Management (9%)

- Define the six project management processes in the project schedule management knowledge area
- Identify the Input, tools, techniques, and outputs defined in the six processes in project schedule management
- Solve simple network diagrams problems and perform basic scheduling calculations
- Identify considerations for agile/adaptive environments in project schedule Management

7. Project Cost Management (8%)

- Understand the four project management processes in the project cost management knowledge area
- Identify the Input, tools, techniques, and outputs defined in the four processes in project cost management
- Identify key concepts in project cost management, including tailoring and special considerations for agile/adaptive environments
- Understand and apply basic forecasting and earned value methods for project cost management

8. Project Quality Management (7%)

- Understand the three project management processes in the project quality management knowledge area
- Identify the Input, tools, techniques, and outputs defined in the three quality management processes
- Understand the reasons for and approaches to adapting quality management in different project environments
- Identify quality tools and approaches for continuous improvement

9. Project Resource Management (8%)

- Define the six project management processes in the project resource management knowledge area
- Identify the Input, tools, techniques, and outputs defined in the six processes in project resource management
- Identify key concepts and trends in project resource management, including tailoring and special considerations for agile/adaptive environments
- Identify techniques for developing a team, managing conflict, and resolving resource-related problems
- Understand the components of a resource management plan and data representation techniques for managing project resources

10. Project Communication Management (10%)

- Understand the three project management processes in the project communication management knowledge area
- Identify the Input, tools, techniques, and outputs defined in the three project communication management processes
- Identify key concepts and approaches in project communication management, including tailoring and special considerations for agile/adaptive environments
- Recognize the dimensions of communication and components of a communications management plan
- Identify communications skills and methods for project communication management

11. Project Risk Management (8%)

- Understand the seven project management processes in the project risk management knowledge area
- Identify the Input, tools, techniques, and outputs defined in project risk management
- Identify the key documents in project risk management
- Perform simple risk calculations
- Recognize when and how to adjust risk based on the project environment

12. Project Procurement Management (4%)

- Understand the three processes in the project procurement management knowledge area
- Identify the Input, tools, techniques and outputs defined in the three project procurement processes
- Identify key concepts and tailoring considerations for project procurement management, including trends and emerging practices
- Identify various types of contracts, agreements, and source selection methods

13. Project Stakeholder Management (9%)

- Understand the four project management processes in the project stakeholder management knowledge area
- Identify the Input, tools, techniques, and outputs defined in the four project stakeholder management processes
- Recognize key stakeholders' roles and needs
- Identify the key concepts and benefits of stakeholder management

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