

CAPM Certification Training

GoSkills online course syllabus

Wednesday, May 15, 2024

Skill level

Beginner

Lessons

40

Pre-requisites

None

Video duration

3h 28m

Estimated study time

26h for all materials

Instructor

Ray Sheen

CAPM® and the PMBOK®

1

CAPM® Credential

The CAPM® is a credential for those entering the project management field or participating on project teams. It demonstrates knowledge of the foundations of project management.

2

CAPM® Application

The application process for the CAPM® credential is submitted through PMI who then oversees the administration of the exam. There are knowledge and experience requirements associated with the CAPM® application.

3

CAPM® Examination

The CAPM® exam is a proctored exam of 150 multiple choice questions. The exam covers all aspects of the PMBOK® Guide.

4

PMI® Code of Conduct

The PMI® Code of Ethics and Professional Conduct sets a standard for the profession of project management of what is right and honourable to do.

5

CAPM® Exam Content Outline

The PMI has provided a guide for all the topics that will be tested on the CAPM® Exam.

6

PMBOK® Guide

The PMI has created a Body of Knowledge for project management. This comprehensive guide divides the knowledge into five process groups and 10 knowledge areas. The CAPM® Exam is based upon the information in the PMBOK® Guide.

7

PMBOK® Guide Processes

The *PMBOK® Guide* has organized project management into 49 processes that are grouped in 5 process groups and 10 knowledge areas.

8

PMBOK® Guide Glossary

The *PMBOK® Guide* Glossary provides hundreds of definitions of terms and acronyms used throughout project management and the *PMBOK® Guide*.

PMBOK® Context

- 9 Project Management Foundations**
Projects, programs and portfolios are terms that describe an increasing complexity of project related work. Project management addresses how to manage a single unique project not necessarily programs or portfolios.
- 10 Project and Operational Activities**
Operational activities manage and operate the business processes. Projects interact with operational activities by creating and changing operational processes, products, and services.
- 11 The Project Lifecycle**
The project life cycle provides a general overview of the phases that a project goes through. The lifecycle for a traditional project is quite different than that for an Adaptive project.
- 12 Project Manager**
The project manager leads the project team. They orchestrate the project activities to achieve the project goal. This requires the application of leadership skills, technical knowledge or project management skills, and business and strategic skills.
- 13 Project Teams and Team Leadership**
Project manager's role and authority is based in part upon the team structure and team leadership requirements.
- 14 PMO and Project Governance**
The project management office (PMO) is the organizational response for managing the business process of project management. PMO's are normally responsible for project governance.
- 15 Project Management Plan and Project Documents**
There are two fundamental categories of artifacts that are created by project management processes in order to aid the project team with the management of the project. One is the project management plan, an integration of management plans from the knowledge areas. The second is a family of logs, registers, reports, and other artifacts collectively known as project documents.
- 16 Organizational Process Assets and Environmental Factors**
Organizational process assets are the business systems, processes and procedures that are used while managing the project. Enterprise Environmental factors are the constraints and impacts that the business and industry places on the project.

PMBOK® Processes and Process Groups

- 17 Project Initiation Process Group**
The two initiating project management processes define the boundaries of the project and authorize the project manager to start work.
- 18 Project Planning Process Group – Part 1**
The project management planning processes integrate with each other to create all components of the project plan. There are 24 project management planning processes. Part 1.
- 19 Project Planning Process Group – Part 2**
The project management planning processes integrate with each other to create all components of the project plan. There are 24 project management planning processes. Part 2.

- 20 **Project Planning Process Group – Part 3**
The project management planning processes integrate with each other to create all components of the project plan. There are 24 project management planning processes. Part 3.
- 21 **Project Planning Process Group – Part 4**
The project management planning processes integrate with each other to create all components of the project plan. There are 24 project management planning processes. Part 4.
- 22 **Project Planning Process Group – Part 5**
The project management planning processes integrate with each other to create all components of the project plan. There are 24 project management planning processes. Part 5.
- 23 **Project Planning Process Group – Part 6**
The project management planning processes integrate with each other to create all components of the project plan. There are 24 project management planning processes. Part 6.
- 24 **Project Execution Process Group – Part 1**
The project management executing processes are managing the majority of the work of the project. There are ten project management executing processes. Part 1.
- 25 **Project Execution Process Group – Part 2**
The project management executing processes are managing the majority of the work of the project. There are ten project management executing processes. Part 2.
- 26 **Project Execution Process Group – Part 3**
The project management executing processes are managing the majority of the work of the project. There are ten project management executing processes. Part 3.
- 27 **Monitoring and Controlling Process Group – Part 1**
The monitoring and controlling processes track the project progress and implement changes and corrective actions when needed. There are twelve monitoring and controlling processes. Part 1.
- 28 **Monitoring and Controlling Process Group – Part 2**
The monitoring and controlling processes track the project progress and implement changes and corrective actions when needed. There are twelve monitoring and controlling processes. Part 2.
- 29 **Monitoring and Controlling Process Group – Part 3**
The monitoring and controlling processes track the project progress and implement changes and corrective actions when needed. There are twelve monitoring and controlling processes. Part 3.
- 30 **Closing Process Group**
The Closing process shuts down a project; either because it has completed or because it has been aborted. There is one closing process.

PMBOK® Knowledge Areas

- 31 **Project Integration Management**
Integrating processes span the other knowledge areas and provide overall project management direction.

- 32** **Project Scope Management**
The project scope is the sum of all the work that must be done on the project. Scope management is focused on defining and controlling what must be done on the project and what does not need to be done.
- 33** **Project Time Management**
Time management processes create and manage the project schedule of activities and milestones.
- 34** **Project Cost Management**
Project Cost Management processes are used to manage and control costs on projects.
- 35** **Project Quality Management**
The Project Quality Management processes are used to implement an organization's quality management system within a project.
- 36** **Project Resource Management**
The Resource Management processes provide guidance for managing the project team and the management and deployment of physical resources to support the project activities.
- 37** **Project Communication Management**
Communication is at the heart of project management. These processes provide guidance on project communication.
- 38** **Project Risk Management**
Risk management processes guide the project manager and project team in the identification, analysis, response and control of risk.
- 39** **Project Procurement Management**
The Project Procurement Management processes address the contractual issues associated with any purchases made by the project and if the project is done under contract for a customer, these processes address those items also.
- 40** **Project Stakeholder Management**
Project Stakeholder Management is concerned with communicating with project stakeholders in order to understand and meet their needs.