

# CAPM Exam Preparation

**AZURITE PROJECT TRAINING AND CONSULTING**

Education for working professionals



# Certified Associate in Project Management [CAPM]

## Description

The Certified Associate in Project Management [CAPM] is a globally recognized certification for Young Project Managers. This certification is provided by Project Management Institute [PMI]. The CAPM certification increases the job prospects of the participant. It would accelerate the career growth of Young Project Managers. CAPM certified project managers would stand out to employers and will get on the fast track to opportunity.

## Course Overview

This course takes the participant through the phases of a project, using the Process Groups and integrative framework adapted by the Project Management Institute (PMI®). During the course the participant will learn the following:

- how all project activities are interrelated within the PMI Model
- when and how to use the defined tools and techniques
- understand specific PMI definitions, acronyms and terminology
- feel comfortable with the examination format and typical question styles
- gain essential skills necessary to work as a project team

This Course package includes:

- 400-page CAPM Preparation Material aligned to PMBOK 6 with Process Chart Worksheet
- Permanent access to video recording of live online sessions
- Chapter Quizzes and Full-Length Tests
- 23 Contact Hours of Project Management Education
- Assistance in filling up exam form with PMI

After the successful completion of the training the participant will

- Be able to apply the information in their project work environment
- Be able to apply for the CAPM exam using the provided PMI PDU's
- Be able to successfully pass the CAPM exam in the first attempt
- Be able to apply for new jobs/roles based on the CAPM credentials

## Course Delivery

This course is delivered in an effective plus efficient live online one to one interactive mode. The benefits of this mode of delivery are as below:

- Participant can attend the course from any part of the world
- The entire course is delivered live in short sessions of 90 minutes each. This increases retention of material covered
- Participant can choose the session slots on any day of the week subject to faculty availability
- Participant can record individual sessions to their system for later repeat viewing
- One to one mode ensures that discussions with faculty are customized as per participant's work experience
- Refer to faculty profile to view the faculty experience and testimonials from past participants

## Commercials

The cost of this online faculty led training is Rupees 8500 plus GST per participant

## Terms of Service

1. The participant needs to have laptop or desktop, internet connection and headphone/earphone. Webcam is not required.
2. The participant will schedule their online sessions using the Calendly link  
<https://calendly.com/azuriteproject/>
3. The participant should schedule a session at least 6 hours in advance. The participant can schedule multiple sessions in a day
4. The participant should join a scheduled session on time or cancel well in advance for valid reasons

5. To attend the live session, the participant would use the zoom link  
<https://us02web.zoom.us/j/357619003>
6. The minimum duration of this course will be 2 weeks. The maximum duration of this course will be 15 weeks.
7. Participant need not pay to start the course. This is done to help participant check comfort level with online medium before deciding to proceed
8. Participant needs to pay 100% of the commercials after the completion of the first online session.

### Course Contents

Serial No	Topic	Description	Trends	Tailoring	Agile	Completion Criteria	Duration in hours
1	Introduction	About PMI and CAPM exam Exam-Taking Tips Course Overview Process Chart					0.5
2	Project Management Basics	What is a project? Project Stakeholders Organizational Structure Product Life Cycle, Project Life Cycle, Project Management Life Cycle Environment in which projects operate Role of Project Manager				Chapter Questions	2
3	Agile Practice	Agile Manifesto Agile Principles Scrum				Chapter Questions	2
4	Project Integration Management	Overview of Project Integration Develop Project Charter Develop Project Management Plan Direct and Manage Project Work Manage Project Knowledge Monitor and Control Project Work	Applicable	Applicable	Applicable	Chapter Quiz and Questions; Process Chart	1.5

Serial No	Topic	Description	Trends	Tailoring	Agile	Completion Criteria	Duration in hours
		Perform Integrated Change Control Close Project or Phase					
5	Project Scope Management	Overview of Project Scope Plan Scope Management Collect Requirements Define Scope Create WBS Validate Scope Control Scope	Applicable	Applicable	Applicable	Chapter Quiz and Questions; Process Chart	1.5
6	Project Schedule Management	Overview of Project Schedule Plan Schedule Management Define Activities Sequence Activities Estimating Activity Durations Develop Schedule Control Schedule	Applicable	Applicable	Applicable	Task Network Diagram Exercises; Chapter Quiz and Questions; Process Chart	2.5
7	Project Cost Management	Overview of Project Cost Plan Cost Management Estimate Costs Determine Budget Control Costs	Applicable	Applicable	Applicable	Earned Value Formulas Exercises; Chapter Quiz and Questions; Process Chart;	1.5
8	Project Quality Management	Overview of Project Quality Plan Quality Management Manage Quality Control Quality	Applicable	Applicable	Applicable	Chapter Quiz and Questions; Process Chart	1.5
9	Project Resource Management	Overview of Project Resource Plan Resource Management Estimate Activity Resources Acquire Resources Develop Team	Applicable	Applicable	Applicable	Conflict Management Exercises; Chapter Quiz and Questions;	1.5

Serial No	Topic	Description	Trends	Tailoring	Agile	Completion Criteria	Duration in hours
		Manage Team Control Resources				Process Chart	
10	Project Communication Management	Overview of Project Communication Plan Communications Management Manage Communications Monitor Communications	Applicable	Applicable	Applicable	Chapter Quiz and Questions; Process Chart	1.5
11	Project Risk Management	Overview of Project Risk Plan Risk Management Identify Risks Perform Qualitative Risk Analysis Perform Quantitative Risk Analysis Plan Risk Responses Implement Risk Responses Monitor Risks	Applicable	Applicable	Applicable	Risk Response Exercises; Chapter Quiz and Questions; Process Chart	2
12	Project Procurement Management	Overview of Project Procurement Plan Procurement Management Conduct Procurements Control Procurements	Applicable	Applicable	Applicable	Chapter Quiz and Questions; Process Chart	1.5
13	Project Stakeholder Management	Overview of Project Stakeholder Identify Stakeholders Plan Stakeholder Management Manage Stakeholder Engagement Monitor Stakeholder Engagement	Applicable	Applicable	Applicable	Chapter Quiz and Questions; Process Chart	1.5
14	Closure	Professional Responsibility Review of all Chapters Post Session Activities Full length Tests Assigned					2
<b>Total Duration</b>							<b>23 hours</b>

The above-mentioned duration for each topic is indicative only. Some topics may take longer and some shorter