



The Pros Know:
People. Projects. Processes.
Training. Management. Integration.



Ultimate CAPM Exam Prep Course Syllabus

This formal classroom version of the ULTIMATE CAPM Exam Prep Course provides each certification candidate with a high-quality, facilitator-led course of study designed to fully prepare them to pass their CAPM Exam. This course provides certification candidates the opportunity to effectively organize and plan completion of their Exam preparation in just FOUR days of intensive training.

Course materials:

- 770-page Workbook
- 8 Audio CDs
- 4 Instructional DVDs
- CAPM Exam Simulator Software
- 4 Wall Poster Illustrations of PMBOK
- 1 Road Map to CAPM Success

Course instruction:

- 4 days with PMI PMP Certified Instructor - included
- Knowledge and skills necessary to prepare and pass PMI CAPM Exam - included
- Real-world examples and exercises by experienced instructor - included
- Q&A throughout duration of class - included

Day One:

PM Fundamentals

- Course description
- How to understand the PMBOK Guide

Initiating the Project - (Learning how to apply the following processes)

- Develop Project Charter
- Develop Preliminary Scope Statement

Planning the Project – (Learning how to apply the following processes)

- Scope Planning
- Scope Definition
- Create WBS
- Activity Definition
- Activity Resource Estimating

Day Two:

Planning the Project – (How to apply the following processes)

- Activity Duration Estimating
- Activity Sequencing
- Cost Estimating
- Cost Budgeting
- Risk Management
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response Planning
- Human Resource Planning
- Quality Planning
- Communications Planning
- Plan Purchases and Acquisitions
- Plan Contracting



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Day Three:

Planning the Project – (How to apply the following processes)

- Schedule Development
- Develop Project Management Plan

Executing the Project – (How to apply these processes)

- Direct and Manage Project Execution
- Acquiring the Project Team
- Developing the Project Team
- Information Distribution
- Quality Assurance
- Request Seller Responses
- Seller Selection

Monitoring and Controlling the Project – (How to apply these processes)

- Scope Verification
- Monitor and Control Project Work
- Integrated Change Control
- Quality Control
- Schedule Control

Day Four:

Monitoring and Controlling the Project – continued

- Cost Control
- Risk Monitoring and Control
- Scope Control
- Contract Administration
- Managing the Project Team
- Performance Reporting
- Manage Stakeholders

Closing the Project

- Contract Closure
- Close Project

Other Information

- Professional Responsibility for project managers
- Mastering the CAPM Exam
- Review

During the class, each process is discussed using the following methodology:

- Introduction to the process, knowledge goals
- Discussion of the purpose that the process serves in the project life cycle
- Specific inputs, tools and outputs from the process
- Practical application for the process (this is where the course will be individually customized for the audience by using examples that are relevant to the industry or industries that the students manage projects in)
- Chapter Quiz
- Review of “Must Know Concepts” for the process