

CAPM®/PMP® Exam Preparation

Vendor Course Code: PMEXPREP

Course Length: 2 days

Overview:

A Bit About The Course

The PMP®/CAPM® Certificate is the most recognised and respected credential in the field of project management. This workshop is dedicated to helping students earn their certificate by preparing them to pass the PMP®/CAPM® exam. It focuses on key concepts in each of the process and knowledge areas, including the recently added professional responsibility section. The course begins with an introduction to the exam and why it exists. Students are then given a practice test, and the facilitator adapts the duration of each section of the course accordingly based on the needs of the workshop participants.

Skills Gained:

Discover How To

- Experience no surprises when they take the exam.
- Gain exposure and awareness of the broad range of project management terms, conditions, and business situation that mirror the scenarios presented on the exam.
- Understand personal baseline knowledge, comfort level, and what areas will require additional study.
- Know the intellectual, physical, and emotional effort required to pass the PMP®/CAPM® Exam.

Project Management Knowledge Areas

- Integration Management
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resource Management
- Communications Management
- Risk Management
- Procurement Management

Credit Points

PDU: 14 credits

Key Topics:

Becoming a PMP®/CAPM®

- Benefits of PMP®/CAPM® certification
- Review of the certification process

Project Management Framework

- Project phases
- Project life cycles
- Areas of knowledge
- Project stakeholders
- Process Groups

Project Integration Management

- Project plan development
- Project plan execution
- Overall change control

Project Scope Management

- Project initiation definition
- Work breakdown structure (WBS)
- Scope verification
- Scope change control

Project Time Management

- Schedule network development
- Resource loading and levelling
- CPM and PERT

Project Cost Management

- Definitions, types of costs
- Economic analysis
- Cost estimating and budgeting
- Cost control
- Earned value

Project Quality Management

- Quality planning
- Quality assurance
- Quality control
- Statistical process control

Project Human Resource Management

- Motivation and leadership
- Team development

Project Communications Management

- Communications planning
- Information distribution
- Performance reporting

Project Risk Management

- Risk Planning
- Risk identification
- Qualitative and quantitative risk management
- Risk response development and control
- Monte Carlo simulation

Project Procurement Management

- Procurement planning
- Solicitation and source selection
- Contract administration and close-out

Professional Responsibility

- PMI® Code of Conduct
- Professional responsibility performance domain
- Legal, ethical and professional behaviours
- International cultural sensitivities

Final Review**Who Should Attend**

This course is for participants needing to prepare for the Project Management Institute's CAPM® or PMP® certification exam to successfully pass the exam.

Also, for those that attended any Project Management Certification program in the past and need a "refresher" course before taking the CAPM® or PMP® exam.

Target Audience:**Prerequisites:**

Substantial experience working in a project- or program-oriented environment. Review PMI®'s A Guide to the Project Management Body of Knowledge (PMBOK®Guide) prior to the workshop.