

Program Title:	CAPM (Certified Associate in Project Management)
Program ID:	#1064404
Program Cost:	\$4,295
Duration:	37.5 hours

Program Description

The CAPM course is a training offering for professionals who are qualified to sit for PMI's (Project Management Institute's) CAPM® Exam. It includes the following class:

- 1. Advanced Project Management Class:** an intensive 5 Day course designed to provide students with all the training necessary to pass PMI's (Project Management Institute) CAPM® Exam, along with a clear understanding of how those concepts translate to the 'real world' of being a project manager. Class project will include a custom approach centering on one of many project types.

Who should take this program?

This course is intended for professionals who are eligible for the CAPM Exam and have the desire to learn the valuable project management tools taught in this course. It is intended for prospective students wanting to translate their experience to the PMI methods and gain critical certifications that provide advantage in the competitive job market.

Why WGA?

WGA has distinguished itself in the market as a training provider that brings real-world experience to the classroom. WGA develops its own proprietary training materials with dedicated curriculum developers and instructors who are also practicing consultants. All instructors of this material have at least 20 years of senior experience managing projects. They have the ability to not only teach but to coach each student as the classes progress. WGA uses quality assurance and quality control as tools of continuous improvement in the training offerings we provide.

Class: Advanced Project Management Training

5 Day CAPM® Class Curriculum

Day 1

1. Introduction and CAPM Exam overview

Learning objectives:

- Learn about the PMI application process
 - Overview the CAPM Exam details
 - Learn exam-taking tools and techniques
 - How to enroll in the CAPM Exam
 - Identify exam preparation key methodologies
- Students take Baseline Assessment test

2. The Project Management Framework

Learning objectives:

- Understand definition of project and project management
 - Understand the 9 project management knowledge areas
 - Define process and a project life cycle
 - Identify and define project stakeholders
 - Specify influences of organizational structures on project management
 - Highlight the skills required for a project manager
 - Define the Project Manager's responsibilities
 - Identify social-economic environmental influences to projects
 - Define the 5 process groups of project management
- Exam Practice Questions and Solutions Class Discussion
 - Summary of concepts and approaches to questions for the CAPM Exam

3. Project Integration Management

Learning objectives:

- Define the project manager's role as integrator
 - Control "gold plating" through work authorization
 - Understand the value of documenting lessons learned
 - Define the elements and importance of the Project Charter
 - Create a Project Management Plan
 - Define the Execution of the Project Management Plan
 - Know the use of baselines to monitor the progress of the project
 - Define integrated change control
 - Understand project closure
- Exam Practice Questions and Solutions Class Discussion
 - Summary of concepts and approaches to questions for the CAPM Exam

Day 2

1. Project Scope Management

Learning objectives:

- Identify project constraints
- Development of a Scope Management Plan
- Development of a Project Scope Statement
- Development of a Work Breakdown Structure (WBS)
- Implementing scope verification
- Controlling scope creep
- Exam Practice Questions and Solutions Class Discussion
- Summary of concepts and approaches to questions for the CAPM Exam
- Project Simulation: Case Study

2. Project Time Management

Learning objectives:

- Methods for developing a schedule
- Developing network diagrams and understanding dependencies
- Duration estimation
- Calculating the critical path(s) for the project
- Calculating total float and free float of activities
- Crashing and fast tracking a project and resource leveling
- Developing a Schedule Management Plan
- Controlling a schedule
- Exam Practice Questions and Solutions Class Discussion
- Summary of concepts and approaches to questions for the CAPM Exam
- Project Simulation: Case Study

Day 3

3. Project Cost Management

Learning objectives:

- Resource Planning
- Cost estimating through analogous estimating, bottom up estimating, parametric estimating and computerized estimating tools
- Earned value analysis
- Order of Magnitude, Budget and Definitive estimates
- Calculating Present Value, Net Present Value, Internal Rate of Return, Payback Period, Benefit Cost Ratio and Opportunity Cost
- Variable Cost, Fixed Costs, Direct Cost and Indirect Cost
- Project Life Cycle Costing
- Value Engineering
- Controlling cost
- Exam Practice Questions and Solutions Class Discussion
- Summary of concepts and approaches to questions for the CAPM Exam
- Project Simulation: Case Study

4. Project Quality Management

Learning objectives:

- Responsibility for quality
 - Impacts of poor quality
 - Tools used for Quality Management Planning
 - Developing a Quality Management Plan
 - Implementing Quality Assurance
 - Quality Control through Fishbone Diagram, Pareto Diagram, and Control Chart
- Exam Practice Questions and Solutions Class Discussion
 - Summary of concepts and approaches to questions for the CAPM Exam

Day 4

5. Project Human Resources Management

Learning objectives:

- Roles and responsibilities for Project Manager, Team Members, Project Sponsor and Senior Management
 - Organizational planning
 - Staff acquisition
 - Developing a responsibility chart
 - Team building
 - Leadership skills
 - Human resource constraints
 - Conflict management and resolution
- Exam Practice Questions and Solutions Class Discussion
 - Summary of concepts and approaches to questions for the CAPM Exam
 - Team Building Class Exercise

6. Project Communication Management

Learning objectives:

- Developing a communications plan
 - Communication methods
 - Communication blockers
 - Performance reporting
 - Administrative closure
- Exam Practice Questions and Solutions Class Discussion
 - Summary of concepts and approaches to questions for the CAPM Exam

Day 5

7. Project Risk Management

Learning objectives:

- Developing a Risk Management Plan
- Techniques for identifying and categorizing risks
- Qualitative and Quantitative risk analysis
- Using a decision tree
- Developing risk response strategies and plan

- Risk monitoring and control
- Exam Practice Questions and Solutions Class Discussion
- Summary of concepts and approaches to questions for the CAPM Exam
- Project Simulation: Case Study

8. Project Procurement Management

Learning objectives:

- Procurement planning
- Advantages and disadvantages of contract type selection
- Solicitation planning and execution
- Source selection
- Contract negotiation and administration
- Contract change control and close-out
- Exam Practice Questions and Solutions Class Discussion
- Summary of concepts and approaches to questions for the CAPM Exam

9. Stakeholder Management

- Identify Stakeholders
- Plan Stakeholder Management
- Manage Stakeholder Engagement
- Control Stakeholder Engagement

10. PMI's Code of Ethics and Professional Conduct for Project Management Professionals

Learning objective:

- Thorough understanding PMI's expectations of conduct
- Exam Practice Questions and Solutions Class Discussion
- Summary of concepts and approaches to questions for the CAPM Exam

11. Students take Verification Assessment Test

12. Graduation/Certificate of Completion

Follow-on Assistance

- 1. Students receive Assessment test scores and personalized study recommendations.**
- 2. Instructors are available via e-mail for questions/clarification/coaching until they take the CAPM® exam.**