

Certified Associate in Project Management (CAPM)

1 - Understanding Project Management Fundamentals

- Define Project Management Basics
- Examine Organizational Influences on Project Management
- Examine the Project Management Context

2 - Identifying Project Management Processes

- Examine the Project Life Cycle
- Recognize Process Groups

3 - Initiating a Project

- Examine Project Selection
- Prepare a Project Statement of Work
- Create a Project Charter
- Identify the Elements of a Project Management Plan

4 - Managing Project Scope

- Document Stakeholder Requirements
- Create a Scope Statement
- Develop a Work Breakdown Structure
- Review Deliverables and Work Results
- Control the Project Scope

5 - Estimating Project Time

- Create an Activity List
- Create a Project Schedule Network Diagram
- Estimate Activity Resources
- Estimate Duration for Project Activities

6 - Developing a Project Schedule

- Draft a Project Schedule
- Identify the Critical Path
- Optimize the Project Schedule
- Establish a Schedule Baseline
- Control the Project Schedule

7 - Analyzing Project Cost

- Estimate Project Costs
- Establish the Cost Baseline

- Reconcile Funding and Costs
- Control Project Costs

8 - Measuring Project Quality

- Create a Quality Management Plan
- Execute a Quality Assurance Plan
- Perform Quality Control

9 - Organizing Human Resources for a Project

- Document the Project Roles, Responsibilities, and Reporting Relationships
- Acquire the Project Team
- Develop the Project Team
- Manage the Project Team

10 - Devising Effective Communication Methods

- Identify Project Stakeholders
- Create a Communications Management Plan
- Distribute Project Information
- Manage Stakeholder Relationships and Expectations
- Report on Project Performance

11 - Analyzing Project Risks

- Create a Risk Management Plan
- Identify Project Risks and Triggers
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Develop a Risk Response Plan
- Monitor and Control Project Risks

12 - Processing Project Procurements

- Plan Project Procurements
- Prepare a Procurement Statement of Work
- Prepare a Procurement Document
- Examine the Conduct Procurements Process
- Obtain Responses from Sellers
- Determine Project Sellers
- Administer Project Procurements
- Close Project Procurements

13 - Integrating Project Workflow

- Identify the Direct and Manage Project Execution Process
- Identify the Monitor and Control Project Work Process

- Develop an Integrated Change Control System
- Utilize the Integrated Change Control System
- Close the Project or Phase Administratively