



CCPM01 – Certified Associate in Project Management Certification Preparation Programme (CAPM)[®] (Day Lectures)

Description

This programme prepares candidates for the PMI[®] CAPM[®] certification exam including:

- Pre-assessment of eligibility of all candidates prior to course confirmation
- Provision of CV templates, assistance with completion of CV's, quality check, online CV application to PMI[®]
- 3 day Project Management Alignment Course
- 5 x 1 day sessions every 2 weeks covering the 2 Knowledge Areas per session plus
- 1 day Professional Responsibility and Exam Preparation

A CAPM[®] is a project management practitioner who has demonstrated fundamental project management knowledge and experience by supporting projects using project management tools, techniques, and methodologies. While participating as a member of a project team the CAPM[®] typically relies on experienced project management practitioners for guidance, direction, and approval.

Learning Objectives

Successful candidates will become a PMI[®] Certified Associate in project Management (CAPM)[®], which is an internationally recognized certification.

Course Materials

Materials include:

- *PMBOK[®] Guide - Sixth Edition*
- *Agile Practice Guide*
- *PMP[®] Study Guide* by Kim Heldman
- Access to online test questions for 90 days after course completion
- USB with additional resources

Intended Audience

- If you'd like to manage larger projects and gain more responsibility or add project management skills into your current role, then the Certified Associate in Project Management (CAPM)[®] is right for you.

PMBOK[®] Guide Knowledge Areas

- Project Integration Management
- Project Scope Management
- Project Schedule Management
- Project Cost Management
- Project Quality Management
- Project Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Management
- Domain
- Professional Responsibility

PMI[®] Certifications PDUs

Category	PMP [®]	PgMP [®]	PfMP [®]	PMI-PBA [®]	PMI-ACP [®]	PMI-RMP [®]	PMI-SP [®]
Technical	28	28	2	16	0	5	5
Leadership	14	14	14	14	14	14	14
Business & Strategy	14	14	14	14	14	14	14
Total	56	56	30	44	28	33	33

Course Duration

3 months part-time .
3 Days PM Fundamentals plus 5 Day Lectures every 2 weeks plus 1 Exam Preparation Day.

Learning Time

The programme takes approximately 12 weeks on a part time basis to complete, including a minimum of 100 hours of self-study. Day lectures start at 08h00 and finish at 17h00.

Training Medium

Online PM Essentials course, plus 5 days Classroom training

Pre-Requisite Learning

To be eligible to take the exam, the learner must fit one of the following profiles:

Profile 1: Secondary degree (high school diploma, associate's degree or the global equivalent) plus 1,500 hours of project experience

Profile 2: Secondary degree (high school diploma, associate's degree or the global equivalent) plus 23 hours of project management education completed by the time you sit for the exam

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Course Topics

- Knowledge Area Inputs, Tools & Techniques, Outputs
- Process Groups and Knowledge Area Processes
- Process Orientation
- Project Integration Management
- Project Scope Management
- Project Schedule Management
- Project Cost Management
- Project Quality Management
- Project Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Management
- Professional Responsibility

Would you like this training adapted to your needs? Contact us for a proposal.

For course dates, booking and information, contact us on www.pm-ideas.net or +27 (0) 11 706 6684.

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