

Blended Course Plan

CAPM (2013 version)

Module 1 – Key Concepts

- Course overview
- What is a project?
- What is Project Management?
- The performing organisation
 - Project Management Office (PMO)
- Structure of the PMBOK
 - PM processes and process groups
 - IPECC
 - Process Interactions
 - Process Mapping
 - Using the PMBOK as a reference
- Project Documentation

Module 2 – Projects in Organisations

- Project Management Context
 - Portfolios
 - Programs
 - Other management disciplines
- Project Lifecycle
 - Project phases
 - Product lifecycle
 - Transition planning
- Project Selection
 - Selection criteria
 - Business case
 - Value
- Organisational Influences
 - Governance, Maturity & OPM3
 - Project Environment
 - Process Assets & Environment Factors
 - Project Management Information System (PMIS)
 - Culture
 - Organisation Structures
 - Assumptions & constraints
 - Standards & regulations, compliance

Day 1

**PMBOK®
Guide
Ch. 1
Ch. 3**

**PMBOK®
Guide
Ch. 2**

Blended Course Plan CAPM (2013 version)

Module 3 – Stakeholder Management

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

Day 1

**PMBOK®
Guide
Ch. 2.2.1
Ch. 13**

Module 4 – Project Integration Management

- Project Initiation
 - Project Charter
- Project Planning
- Project Execution
- Monitoring and Controlling
- Integrated Change Control
- Close Project or Phase

**PMBOK®
Guide
Ch. 4**

Revision and Questions – Workshop #1

Email

25 Questions

Module 4 – Project Integration Management

- Project Initiation
 - Project Charter
- Project Planning
 - Project Management Plan development
- Project Execution
- Monitoring and Controlling
- Integrated Change Control
- Close Project or Phase

Email

**PMBOK®
Guide
Ch. 4**

25 Questions

Module 5 - Project Scope Management

- Requirements
- Scope Planning and Definition
- WBS Development
- Scope Validation
- Scope Control

Email

**PMBOK®
Guide
Ch. 5**

25 Questions

Blended Course Plan CAPM (2013 version)

Module 6 – Project Time Management

- Activity Definition and Sequencing
- Activity Resource and Duration Estimating
- Schedule Development
 - Forward Pass and Backward Pass
 - Float and Total Float
- Schedule Control

Email

**PMBOK®
Guide
Ch. 6**

25 Questions

Module 7 – Project Cost Management

- Cost Estimating
- Cost Budgeting
- Cost Control
- Earned Value Techniques
 - Planned Value
 - Earned Value
 - Actual Costs
- Charts and Reports

Email

**PMBOK®
Guide
Ch. 7**

25 Questions

Module 8 – Project Quality Management

- Quality Planning
- Quality Assurance
- Quality Control

Email

**PMBOK®
Guide
Ch. 8**

25 Questions

Module 9 – Project Human Resource Management

- Human Resource Planning
- Build Project Team
- Develop Project Team
 - Motivation theories
- Manage Project Team

Email

**PMBOK®
Guide
Ch. 9**

25 Questions

Module 10 – Project Communications Management

- Communication theory
- Plan Communications Management
- Manage Communications
- Control communications

Email

**PMBOK®
Guide
Ch. 10**

25 Questions



Blended Course Plan CAPM (2013 version)

Module 11 – Project Risk Management

- Risk Management Planning
- Risk Identification
- Qualitative Risk Management
- Quantitative Risk Management
- Risk Response Planning
- Risk Monitoring and Control
- Issue management

Email

**PMBOK®
Guide
Ch. 11**

25 Questions

Module 12 – Project Procurement Mgmt

- Procurement Planning
 - Plan Purchases and Acquisitions
 - Plan Contracting
- Conduct Procurements
 - Request Seller Responses
 - Select Sellers
- Contract Administration
- Contract Closure
- Negotiation & Contract Law

Day 2
50
Questions

**PMBOK®
Guide
Ch. 12**

Module 15 – Exam Preparation and Revision

- PMI-isms
- Revision
- Exam Techniques

Module 16 – Exam Practice and Support

- 100 Question Trial Exam
- PM final on-line exam simulator

**After
Course**



Project Services Pty Ltd

13 Martin Street
South Melbourne VIC 3205
A.C.N. 074 006 081

Contact Details

Tel. +613 9696 8684
Fax. +613 9686 1404
Email. training@mosaicprojects.com.au
Web. www.mosaicprojects.com.au