Classic Course Plan
CAPM (2013 version)

Module 1 – Key Concepts

- Course overview
- What is a project?
- What is Project Management?
- 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

Day 1

PMBOK® Guide
Ch. 1

Ch. 3

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

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Module 3 – Stakeholder Management

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

Day 1

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Module 4 – Project Integration Management

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

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Module 5 - Project Scope Management

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

Day 2

50 Questions

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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

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Module 7 – Project Cost Management

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

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Module 8 – Project Quality Management • Quality Planning • Quality Assurance • Quality Control	**Day 3** 50 Questions	*PMBOK®* *Guide* **Ch. 8**
Module 9 – Project Human Resource Management • Human Resource Planning • Build Project Team • Develop Project Team • Motivation theories • Manage Project Team		*PMBOK®* *Guide* **Ch. 9**
Module 10 – Project Communications Management • Communication theory • Plan Communications Management • Manage Communications • Control communications		*PMBOK®* *Guide* **Ch. 10**
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	**Day 4** 50 Questions	*PMBOK®* *Guide* **Ch. 11**

Module 12 – Project Procurement Management
• Procurement Planning
   o Plan Purchases and Acquisitions
   o Plan Contracting
• Conduct Procurements
   o Request Seller Responses
   o Select Sellers
• Contract Administration
• Contract Closure
• Negotiation & Contract Law
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Module 13 – Exam Preparation and Revision • PMI-isms • Revision • Exam Techniques		
Module 14 – Exam Practice and Support • 100 Question Trial Exam • **PM Final** on-line exam simulator	**After Course**	

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