

# Intensive 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

### 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**

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### Module 3 – Stakeholder Management

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

### Module 4 – Project Integration Management

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

### Module 5 - Project Scope Management

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

### 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

### Module 7 – Project Cost Management

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

**Day 1**

***PMBOK®  
Guide  
Ch. 2.2.1  
Ch. 13***

***PMBOK®  
Guide  
Ch. 4***

**Day 2**

50  
Questions

***PMBOK®  
Guide  
Ch. 5***

***PMBOK®  
Guide  
Ch. 6***

***PMBOK®  
Guide  
Ch. 7***

## Intensive Course Plan CAPM (2013 version)

<p><b>Module 8 – Project Quality Management</b></p> <ul style="list-style-type: none"> <li>• Quality Planning</li> <li>• Quality Assurance</li> <li>• Quality Control</li> </ul>	<p><b>Day 3</b></p>	<p><b>PMBOK® Guide Ch. 8</b></p>		
<p><b>Module 9 – Project Human Resource Management</b></p> <ul style="list-style-type: none"> <li>• Human Resource Planning</li> <li>• Build Project Team</li> <li>• Develop Project Team</li> <li>• Motivation theories</li> <li>• Manage Project Team</li> </ul>			<p>50 Questions</p>	<p><b>PMBOK® Guide Ch. 9</b></p>
<p><b>Module 10 – Project Communications Management</b></p> <ul style="list-style-type: none"> <li>• Communication theory</li> <li>• Plan Communications Management</li> <li>• Manage Communications</li> <li>• Control communications</li> </ul>				
<p><b>Module 11 – Project Risk Management</b></p> <ul style="list-style-type: none"> <li>• Risk Management Planning</li> <li>• Risk Identification</li> <li>• Qualitative Risk Management</li> <li>• Quantitative Risk Management</li> <li>• Risk Response Planning</li> <li>• Risk Monitoring and Control</li> <li>• Issue management</li> </ul>	<p><b>Day 4</b></p>	<p><b>PMBOK® Guide Ch. 11</b></p>		
<p><b>Module 12 – Project Procurement Management</b></p> <ul style="list-style-type: none"> <li>• Procurement Planning             <ul style="list-style-type: none"> <li>○ Plan Purchases and Acquisitions</li> <li>○ Plan Contracting</li> </ul> </li> <li>• Conduct Procurements             <ul style="list-style-type: none"> <li>○ Request Seller Responses</li> <li>○ Select Sellers</li> </ul> </li> <li>• Contract Administration</li> <li>• Contract Closure</li> <li>• Negotiation &amp; Contract Law</li> </ul>			<p>50 Questions</p>	<p><b>PMBOK® Guide Ch. 12</b></p>



## Intensive Course Plan CAPM (2013 version)

<b>Module 13 – Exam Preparation and Revision</b> <ul style="list-style-type: none"><li>• PMI-isms</li><li>• Revision</li><li>• Exam Techniques</li></ul>		
<b>Module 14 – Exam Practice and Support</b> <ul style="list-style-type: none"><li>• 100 Question Trial Exam</li><li>• <b>PM Final</b> on-line exam simulator</li></ul>	<b>After Course</b>	



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