



Mentored Email™ 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

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Ch. 1

Ch. 3

20 Questions

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

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Ch. 2.2.1
Ch. 13

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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

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Module 5 - Project Scope Management

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

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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

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Module 9 – Project Human Resource Management

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

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Module 10 – Project Communications Management

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

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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

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Module 12 – Project Procurement Management

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

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Module 13 – Exam Preparation and Revision

- PMI-isms
- Revision
- Exam Techniques
- 100 Question Trial Exam

100 Questions

Module 14 – Exam Practice and Support

- PM final on-line exam simulator



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