

# Intensive Course Plan

## CAPM 5 (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

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Ch. 3

### Module 2 – Ethics & Leadership

- PMI Code of Ethics and Professional Conduct
- Characteristics of a Project Manager
- Interpersonal Skills
  - Leadership
  - Influencing
  - Decision Making & Problem solving
  - Political and cultural awareness
  - Coaching
  - Cultural Diversity

**Appendix X3**

### Module 3 – Stakeholder Management

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

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Ch. 13

### 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

#### Day 2

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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

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Questions

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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

**Day 3**

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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

**Day 4**

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Questions

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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 – 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 4**

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#### Module 14 – Management Skills

- Leadership -v- Management
- Motivation theories
- Social, Economic and Environmental Influences
- Competency
- General Management Skills & Expertise
  - Other management disciplines

**Day 5**

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Questions

#### Module 15 – Exam Preparation and Revision

- PMI-isms
- Revision
- Exam Techniques



## Intensive Course Plan CAPM 5 (2013 version)

### Module 16 – Exam Practice and Support

- 100 Question Trial Exam
- **PM Final** on-line exam simulator

**After  
Course**



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