

PMP® and CAPM® Exam Preparatory Course

Course Description

The PMI® Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) certification provides you with a globally recognised project management credential. This is one of the best ways to advance your career.

The course is designed to assist people preparing to sit the Project Management Institute's (PMI®) Project Management Professional (PMP®) or the Certified Associate in Project Management (CAPM®) exam.

The course will guide delegates through the required knowledge and learning needed to pass the exam. It is designed to clarify all nine knowledge areas of Project Management as specified in the Project Management Body of Knowledge (PMBOK 4th Edition). This course has practical exercises and questions that will help you understand Project Management theory and what to expect in the exam!



Some of the Skills you'll gain

- How to study and create a study plan
- Tips to help you understand how the PMP® / CAPM® questions are written
- Tips for shortening your study time
- Tips for taking the exam
- Reasons why people fail the exam and how to make sure you don't do the same

Outcomes:

- Individual assessment and evaluation to Line Manager
- Competency level achieved
- Proposed Study Plan for PMP Examination
- Assistance in compiling verification information

Course Level

Advanced

**Course structured
to prepare for a
100% pass
on the
PMP® / CAPM®
exam!**

PMI Accreditation:
40 Contact Hours and Certificate
of Attendance

Course Duration: 5 Days

Course Content

- The process of project management
- The framework of project management
- Integration management
- Scope management
- Time management
- Cost management

- Quality management
- Human resources management
- Communications management
- Risk management
- Procurement management
- Professional responsibilities

Project Scope Management

A diverse, yet fundamental set of project management topics including project planning, work breakdown structures, project life cycle, project charters, scope statements and verification, scope management plans and the management of scope changes.

Project Time Management

This section is focused on the PERT, critical path and precedence diagramming methods of planning, the differences between these techniques and the appropriate circumstances in which to use them.

Project Cost Management

This section addresses cost management from a Project Manager's perspective. The cost module addresses a broad range of cost issues, for example: S curves, cost estimating and capital budgeting.

Project Human Resource Management

This focuses on organizational structures, roles & responsibilities of the Project Manager, team building & conflict resolution.

Project Professional Responsibility Management

This focuses on project ethics, which includes the various cultural norms found within business in different countries.

Project Quality Management

This section focuses heavily on customer satisfaction and continuous improvement through the use of quality tools.

Project Communications Management

This will include both formal and informal communication on projects, verbal vs written communication, conflict resolution etc.

Project Risk Management

This will include risk management planning, risk identification, qualitative & quantitative risk analysis, risk monitoring & control.

Project Procurement Management

This section deals with categories of contracts and the risks inherent in specific contract types for both the buyer and the seller.

Project Integration Management

This section addresses the critical project management functions that ensure co-ordination of the various elements of a project.

Course Benefits

Few people can walk into the PMP® certification exam without preparation and pass. Most examinees prepare rigorously for the exam, which covers a wide range of Project Management-related topics, updated regularly to cover the latest concepts. In addition, the exam uses specific process-oriented terminology not addressed in general Project Management texts and courses.

To pass the certification exam, participants must be current and fluent in a wide range of topics, know PMI® terminology and context, and be able to apply that knowledge.

This course condenses the learning time required to prepare for the PMP® certification exam. It summarizes the critical points from all of the PMI® recommended test preparation texts (approximately 4300 pages) and fully addresses all the topic areas covered in the exam. It prepares delegates to pass by reminding them of what they know, educating them on what they don't know, and putting the whole into the appropriate context.

Over & Above Training ...

We offer the following additional and very valuable services to all of our delegates preparing for the PMP®/CAPM® exam:

- Exam support by expert mentors
- Hands-on interactive exercises
- Practice exam questions
- A self-paced study format

The cost of taking the exam and the procedure to do so will be discussed within the course.

	PMP®	CAPM®
Full Name	Project Management Professionals	Certified Associate in Project Management
Project Role	Leads and directs project teams	Contributes to project team
Eligibility Requirements	High school diploma/ global equivalent 5 years project management experience 35 hours project management education OR Bachelors degree/global equivalent 3 years project management education	High school diploma/ global equivalent AND 1,500 hours experience OR 23 hours pm education
Steps to Obtaining Credential	application process + multiple-choice exam	application process + multiple-choice exam
Exam Information	4 hours; 200 questions	3 hours; 150 questions

Specialised Management Group is a Globally Registered Education Provider and this course has been accredited by the Project Management Institute (PMI®), benchmarked with the very best universities worldwide. The Project Management Institute® is the world's leading association for the project management profession. PMI® credentials are globally recognised and prove your level of education and experience in project management. PMI®'s certification validates your knowledge of project management processes and terminology. This will allow you to gain boost your employability across all industries and increase earning power.

