PM EXPERTS, INC.
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CAPMÂ® Exam Preparation

Description

Main training objectives

- Effective preparation for CAPMÂ® certification
- Competency preparation for the role of project manager
- Explanation of the necessary terminology and tools recommended by PMIÂ®
- Guidance through sample exam questions
- Presentation of practical tips for completing questions
- Discussion of the CAPMÂ® certification process with a Q&A session

This training is recommended for

- Junior project managers who want to gain the knowledge necessary to successfully manage projects and obtain their first international certification
- Members of project teams who wish to gain a good understanding of their role in the project and contribute effectively to project success
- Students who want to improve their level of knowledge, broaden their horizons and increase their chances of success in the demanding international work market
- Individuals looking to change their career direction and acquire the necessary tools to advance as project managers
- Project managers who want to validate their project management skills but are not yet eligible for PMPÂ® certification

Training program

Day 1: Fundamentals and Business Analysis

Lesson 1 â□□ Course Overview

- Projects
- The CAPMÂ® credential
- The Project Management Instituteâ□□ PMIÂ®

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- About This Course

Lesson 2 â□□ Project Management Fundamentals â□□ Understanding the Profession

- What Is a Project?
- Project Management Challenges
- Project or Operational Work?
- Programs and Portfolios
- The Project Environment

Lesson 3 â□□ Organizing for Project Performance â□□ Setting Up Your Team for Success

- Stakeholders
- Project Sponsor Role
- Project Manager Role
- Project management team

Lesson 4 â□□ Development Approach and Life Cycle â□□ Figuring Out Your Teamâ□□ s Way of Working

- Fundamentals of the Project Life Cycle
- Tailoring the Project Life Cycle and Development Approach
- Project Activities, Deliverables, and Milestones

Lesson 5 â□□ Business Analysis Frameworks â□□ Aligning Solutions to Business Objectives

- The Importance of Business Analysis
- The Business Analyst Role
- Requirements as the Focus of Business Analysis
- Stakeholders and the Business Analyst
- Influence of Project Approaches on Business Analysis

Lesson 6 â□□ Starting a Project â□□ Understanding the Activities Associated With Starting a Project

- Understanding the Business Case
- Creating a Project Charter
- Establishing Communications
- Selecting and Tailoring the Project Approach

Day 2: Predictive and Adaptive Planning

Lesson 7 â□□ Predictive, Plan-Based Project Methodology â□□ Understanding the Traditional Approach to Project Management

- Tailoring a Predictive Life Cycle
- Developing a Project Management Planâ□□ Scope and Schedule (Includes Resource and Cost Estimations)
- Developing a Project Management Planâ□□ Quality
- Developing a Project Management Planâ□□ Uncertainty and Risk
- Project Integration

Lesson 8 â□□ Adaptive Approaches â□□ Planning Change-Based Approaches to Projects

- Foundation and Considerations for Adaptive Projects
- Typical Steps in an Adaptive Project
- Requirements in Adaptive Approaches
- Plan Releases and Iterations
- Adaptive Approaches or Frameworks

Day 3: Project Execution and Delivery

Lesson 9 â□□ Project Work and Delivery â□□ Executing, Monitoring, Tracking, and Optimizing Work Through Delivery and Closing

- Engaging Stakeholders
- Monitoring and Controlling Processes
- Detecting and Solving Problems
- Measuring Performance
- Applying Project Controls and Forecasting
- Validating Requirements Through Project Delivery
- Closing and Transitioning

Lesson 10 â□□ Conclusion

More information

- After completing the training, participants receive a PMIÂ® Authorized Training Partner certificate and 23 Contact Hours required for CAPMÂ® application
- The trainer conducting the training is a PMIÂ®-accredited professional with extensive experience, who enriches the theoretical content with examples from real projects
- The training is conducted in cameral groups allowing free discussion, we also offer contact with the trainer after the training is over
- **Pay once, benefit twice!** Participants can repeat participation in the training on the next scheduled date without any additional fees

Languages and locations

Training sessions are conducted in English, both online and in person. Regardless of the chosen form, we guarantee high quality teaching and a strong focus on practical aspects of project management. We also offer customized private training, tailoring the location and program to meet company needs.

Delivery guarantee

Training is confirmed 14 days in advance. If the minimum number of participants is not met, the training may be postponed or canceled. Participants who have already paid can choose a new date, a different topic, or a refund.