

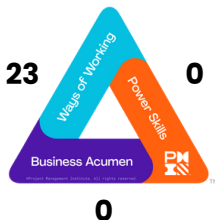
# CAPM® Exam Preparation

PMI® accredited training that effectively prepares you to pass the prestigious Certified Associate in Project Management® (CAPM®) exam, which is the **ticket to a career as a project manager** and an **internationally-recognized proof of knowledge** of the best practices recommended to successfully execute **traditional, agile and hybrid projects**.

CAPM® certification confirms mastery of the key concepts and tools for a project manager and enables you to **function effectively in a professional project team** as well as **lead your first projects independently**. The CAPM® certification is especially important in the eyes of future employers – organizations which develop dynamically with high-quality project management.

The program includes 23 hours of intensive project management education in accordance with PMI® standards. It contains multiple **exam question examples**, allowing participants to familiarize themselves with the exam structure and build confidence before the test.

## PMI Talent Triangle



**Duration:** 3 days  
= 23 h

**23** PDU's

**Level:** Basic

**Form:** lecture, analysis of exam questions

**Certificate:** PMI®ATP

## Training objectives

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

# Training program

## Day 1: Fundamentals and Business Analysis

### Lesson 1 – Course Overview

- Projects
- The CAPM® credential
- The Project Management Institute—PMI®
- About This Course

### Lesson 2 – Project Management Fundamentals – Understanding the Profession

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

### Lesson 3 – Organizing for Project Performance – Setting Up Your Team for Success

- Stakeholders
- Project Sponsor Role
- Project Manager Role
- Project Team

### Lesson 4 – Development Approach and Life Cycle – Figuring Out Your Team’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 – Business Analysis Frameworks – 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 – Starting a Project – 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 – Predictive, Plan-Based Project Methodology – Understanding the Traditional Approach to Project Management

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

### Lesson 8 – Adaptive Approaches – 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 – Project Work and Delivery – 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 – Conclusion

## 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 PMP® certification

## 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.

## 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.

## More information

- After completing the training, participants receive a PMI® Authorized Training Partner certificate and 23 Contact Hours required for CAPM® application
- The trainer conducting the training is a PMI®- 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

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