



TRAINING THAT DEVELOPS  
*REAL CAPABILITY*



Preparing for CAPM®

PM009

## Preparing for CAPM®

The Project Management Institute (PMI®) sponsors a Project Management Credentialing Program. The purpose and goal of this is the development, maintenance, evaluation, promotion, and administration of a rigorous education, experience and examination-based, professional certification credential of the highest calibre. It is called the Certified Associate in Project Management (CAPM®).

The CAPM® Credential Program supports the international community of Project Management Professionals and is designed to objectively assess and measure professional knowledge. The accreditation is deemed appropriate for those that are either entering project management as a profession or looking for a recognisable project management qualification.

PREPARING FOR CAPM® gives you the foundation, knowledge, techniques and tools to pass the CAPM® exam. This is a course that is based on the PMI® Project Management Body of Knowledge (PMBOK®) with hands-on exercises of project management best practice and typical exam styled questions.

## Duration & Price

Duration: 3 days

Delivery mode: This programme is available In-Company

## Dates & Locations

*In-Company training programmes are customised for your organisations specific needs. Most In-Company training is now delivered virtually.*

## In-Company Training

Please [contact us](#) for more information on our In-Company training options

## What's covered?

Course Programme:

The course is broken into the following areas:

- Project Fundamentals of Project Management and the examination of project management best practice.
- Project Framework Module. The objective of this session is to introduce the main principles behind the PMI's project management standard – The Project Management Body of Knowledge (PMBOK®) - and lay the foundations for the structure and content of the project knowledge areas.
- Project Integration Management Module which examines the areas of project management planning as well as change management.
- Project Scope Management Module concentrates on the development of scope and how to determine and manage the scope baseline.
- Project Time Management Module looks at the development, optimisation and management of a timeline. Participants will get a view on estimation processes and the tools and technique that can help.
- Project Cost Management Module is largely concerned with understanding and managing the cost baseline. Earned Value is a PMI® tool and technique that will be examined in detail.
- Project Risk Management Module will focus on the management of information from assumptions right through to strategic response plans. Both qualitative and quantitative analysis will be presented.
- Project Quality Management Module is about how to assure that quality is part of the project and an examination of the quality control tools and techniques.
- Project Communication Management Module. It is often stated that 90% of project management is about communication and this section will examine how to effectively plan for communication through the acknowledgement of stakeholder responsibilities.
- Project Procurement Management Module examines the variances of contracting and how to establish an effective contract process
- Project Human Resource Module is concerned with what is involved in developing a good human resource plan.
- Project Stakeholder Management Module reviews how stakeholders should be integrated into a project and how to manage the engagement that stakeholders expect

These sessions cover each project management knowledge area to provide participants with 'a-need-to-know' for the CAPM® exam.

With each session there is a mock paper based exam that allows participants to measure their performance when answering specific exam-type questions. It also provides participants with an easy guide to what areas might need to be further addressed prior to the exam itself.

## Who should participate?

This is an exam preparation course that is beneficial for those who are targeting on undergoing the CAPM® exam. However, it may also be of particular benefit to those who are beginning to work in a project environment and want to understand 'best practice' project management with a view on undergoing the exam in the near future.

## What will I learn?

Participants achieve the following learning outcomes from the programme;

- Identify best practice project management according to the Project Management Body of Knowledge (PMBOK)
- Understand the criteria and what it takes to pass the CAPM® exam
- Identify the knowledge required to pass the CAPM® exam
- Understand the different areas of project management from a best practice viewpoint
- Answer specific CAPM® exam type questions
- Understand exam technique and the most effective way of studying for the CAPM® exam

### In-House Courses

For In-House courses, the tutor will contact you in advance to discuss the course programme in more detail in order to tailor it specifically for your organisation.

### Course Manual and Materials

Delegates will receive the following:

- A very comprehensive course manual
- A copy of the "Guide to Project Management Book of Knowledge (PMBOK)" by PMI (Project Management Institute)
- A complimentary soft copy of book "CAPM® Exam Questions & Answers Preparation Guide: 450 knowledge questions with detailed solutions and rationale Based on PMBOK® Guide 6th Edition (2019)" by Liam Dillon
- Access to Online simulator with over 500 sample questions

## Tutors



**Liam Dillon**  
[View Profile](#)

## What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on [CourseCheck.com](https://www.coursecheck.com), an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.



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# TRAINING THAT DEVELOPS *REAL CAPABILITY*

SQT provide a unique combination of high quality, accredited, practical training delivered by leading industry experts and supported by the most up to date learning technology and tools

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