

# CAPM<sup>®</sup> Certification Training

## Module 1: Introduction to Project Management

- Fundamentals of project management
- Definition of project, program, and portfolio
- Role of a project manager
- Overview of project lifecycle
- Introduction to Project Management Institute standards

## Module 2: Project Management Principles & Framework

- Project management principles and performance domains
- Predictive (Waterfall) vs Agile approaches
- Project environment and organizational structures
- Governance and compliance basics
- Tailoring project management approaches

## Module 3: Project Integration Management

- Project charter development
- Project management plan components
- Directing and managing project work
- Monitoring and controlling project work
- Change control process

## Module 4: Scope Management

- Collecting requirements
- Defining project scope
- Work Breakdown Structure (WBS)
- Scope validation and control
- Preventing scope creep

## Module 5: Schedule Management

- Activity definition and sequencing
- Estimating durations
- Developing project schedules
- Critical Path Method (CPM) basics
- Schedule control techniques

## **Module 6: Cost Management**

- Cost estimation techniques
- Budget development
- Cost baseline
- Earned Value Management (EVM) basics
- Cost control

## **Module 7: Quality Management**

- Quality planning, assurance, and control
- Basic quality tools
- Continuous improvement concepts
- Cost of quality
- Quality standards and compliance

## **Module 8: Resource Management**

- Resource planning and estimation
- Team development and management
- Roles and responsibilities
- Conflict management basics
- Motivation and leadership concepts

## **Module 9: Communication Management**

- Communication planning
- Information distribution
- Stakeholder communication strategies
- Reporting and documentation
- Effective communication channels

## **Module 10: Risk Management**

- Risk identification
- Qualitative risk analysis
- Risk response planning
- Risk monitoring and control
- Introduction to risk registers

## **Module 11: Procurement Management**

- Procurement planning
- Types of contracts
- Vendor selection basics

- Procurement execution
- Contract closure

### **Module 12: Stakeholder Management**

- Stakeholder identification
- Stakeholder analysis and mapping
- Engagement strategies
- Managing expectations
- Stakeholder communication

### **Module 13: Agile & Hybrid Project Management**

- Introduction to Agile principles
- Scrum basics (roles, events, artifacts)
- Hybrid project approaches
- Adaptive planning and delivery
- Agile vs Predictive comparison

### **Module 14: Exam Preparation & Practice**

- CAPM exam structure and format
- Key concepts revision
- Practice questions and mock tests
- Exam-taking strategies
- Time management techniques