

PMI Certified Associate in Project Management® (CAPM®) Exam Prep Course Outline

Duration: 5 Days (40 Hours Total)

Format: Live Online

Session Length: 8 hours per day (09:00 – 18:00)

Total Contact Hours: 40 hours (fulfills PMI's CAPM® education requirement)

Certification: Prepares for the PMI CAPM® Exam

Day 1: Project Management Fundamentals & Environment

(09:00 – 18:00)

Module 1: Introduction to CAPM® & Project Management

- CAPM® certification value, exam structure, and EMEX course overview
- Foundational project management principles (per *PMBOK® Guide 7th Edition*)
- Project, program, portfolio, and operations management
- Role of a project associate and project manager

Module 2: Project Environment & Life Cycles

- Organizational influences and project governance
- Project stakeholders and governance frameworks
- Project life cycles (predictive, agile, hybrid)
- Project management processes and tailoring

Day 2: Project Planning & Scope Management

(09:00 – 18:00)

Module 3: Scope Definition and Planning

- Requirements gathering techniques
- Defining project scope and deliverables
- Work Breakdown Structure (WBS) development
- Scope validation and control processes

Module 4: Schedule and Resource Planning

- Activity sequencing and dependencies
- Estimating techniques (analogous, parametric, three-point)
- Developing project schedules (network diagrams, critical path)
- Resource planning and allocation basics

Day 3: Cost, Quality, and Risk Management

(09:00 – 18:00)

Module 5: Cost Estimation and Budgeting

- Cost estimation methods
- Budget development and baseline control
- Introduction to earned value management (EVM)

Module 6: Quality and Risk Management

- Quality planning, assurance, and control
- Risk identification and analysis (qualitative/quantitative)
- Risk response planning (mitigation, avoidance, transfer)
- Monitoring and controlling risks

Day 4: Stakeholders, Communication & Agile

(09:00 – 18:00)

Module 7: Stakeholder Engagement & Communication

- Stakeholder identification and analysis
- Communication planning (channels, frequency, methods)
- Managing stakeholder expectations
- Conflict resolution techniques

Module 8: Agile Principles & Hybrid Approaches

- Agile mindset and values (per *Agile Practice Guide*)
- Key agile methodologies (Scrum, Kanban)
- Hybrid project management approaches
- Tailoring practices for project context

Day 5: Integration, Ethics & Exam Preparation

(09:00 – 18:00)

Module 9: Project Integration & Ethics

- Project charter and business case fundamentals
- Change management processes
- Project closure procedures
- PMI Code of Ethics and Professional Conduct

Module 10: CAPM® Exam Review & Strategy

- Comprehensive review of all knowledge domains
- Exam-taking techniques and time management
- Practice questions and mock exam simulations
- Q&A and study plan guidance

CAPM® Exam Prerequisites

To be eligible for the CAPM® exam, candidates must meet ****ONE**** of the following:

- Option 1:

- Secondary degree (high school diploma or equivalent)
- **23 contact hours** of project management education (fulfilled by this course)

- Option 2:

- No degree requirement
- **23 contact hours** of project management education (fulfilled by this course)