

Certified Associate In Project Management (Capm®) Exam Prep Boot Camp

Course Overview

The PMI Certification as an Associate in Project Management will indicate to employers that the bearer has been tested and found competent in the project management processes, knowledge areas, tools and techniques and theoretical knowledge to perform in project teams or lead small projects. The aim of this course is to prepare you to take the PMI Certification examination to achieve the CAPM® Certification.

The course content is based on the best practice standard of the Project Management Institute (PMI), the Project Management Body of Knowledge (PMBOK®) fifth edition as well as the ISO Standard for Project Management.

Course Audience

The course audience will consist of people that are involved in Project Management, either as part of a project team or even a project leader on certain portions of work packages and have completed their study phase and require a final preparation session. You might also be a project manager on small scale projects but not possess the necessary practical experience to qualify for the PMP Certification but still want to obtain an internationally recognized certification. **The course will focus on revision and crucial preparation required before you take the CAPM® exam.**

Course Structure

The course is class room based, presented in a group setting and will focus on all the required theory focussing on group revision and discussions of the theoretical knowledge required to take the exam.



Course Topics

General concept and definitions
Organizational influences on projects
Project and Product Lifecycles
Project and Operational relationships
The Project manager and team responsibilities
The PMBOK® process groups
The 10 PMBOK® knowledge areas
The inputs, tools & techniques and outputs of all the knowledge area processes
Professional Responsibility
Individual Practical Exercises
Small Group Case Studies

Learning Outcomes

Students completing this course will be lectured in the following aspects:
General concepts such as organizational influences, project selection tools and definitions
Rolls and responsibilities of the Project Manager and team
The detail of the 47 Sub processes of each knowledge area of PMBOK®
Inputs to all of the Sub processes
Tools and Techniques of all the Sub processes
Outputs of all the Sub processes
Practice sessions on typical exam questions
Group analysis and discussions on the typical exam questions
Professional responsibility and Ethics

Course Logistics

Duration: **3 Days Full time OR 6 Weeks of 4 hour sessions after hours**

Location: Amrec Training Centre, Waterford Park, Corner of Glover and Rabie Streets, Centurion, Pretoria

Student file and reference manual supplied

Lunch, morning and afternoon tea supplied