

# Certified Associate In Project Management (Capm®) Preparatory Training

## 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 with the knowledge to enable you to prepare and take the PMI Certification examination to achieve your 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. 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 deliver the training and preparation required to put you in a position to be ready to 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 as summarized from the PMBOK® as well as the execution of a case study in a small group environment and practical presentations of the outcomes from the small group exercises.



## 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: **5 Days Full time OR 12 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