

# Wizards Training

**CAPM Training Course Curriculum**

**Duration:** 2 weekends - with 4.5 hours each day

## The Certified Associate in Project Management (CAPM) Certification Program

### Session -1

#### Getting Started

- ✚ Introductions
- ✚ Course Objectives
- ✚ Course Delivery Strategy
- ✚ Test Preparation Strategy

#### 1. Introduction to Project Management

- ❖ Project Management Framework
- ❖ Project v/s Program v/s Portfolio
- ❖ Processes & Knowledge Areas
- ❖ Project Manager Skills
- ❖ Project Team Members & Roles
- ❖ Triple Constraint

#### 2. Project Integration Management

- What is a Project Plan
- Developing the Project Plan
- Exercises

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## Session -2

### 3. Project Scope Management

- ✦ Understanding Scope Management
- ✦ Project Scope v/s Product Scope
- ✦ Scope Definition and Management
- ✦ Exercises

### 4. Project Time Management

- Activity Mapping and Sequencing
- Developing & Creating Project Schedule
- Controlling Project Schedule
- Exercises

### 5. Project Cost Management

- ❖ Cost Estimation & Budgeting
- ❖ Cost Control & Monitoring
- ❖ Exercises

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## Session – 3

### 6. Project Quality Management

- ✚ QA v/s QM
- ✚ Planning Quality
- ✚ Implementing Quality Control
- ✚ Exercises

### 7. Human Resource Management

- Organizational Planning
- Managing Staff Acquisitions
- Leading Project Teams
- Exercises

### 8. Project Communications Management

- ❖ Communications Planning
- ❖ Creating & Managing Communications Plan
- ❖ Administrative Closure
- ❖ Exercises

Training Location: 1033 Sterling Road, Ste. 205, Herndon-VA-20170. USA.  
Ph: 703-263-7278 Fax: 703-935-8849 training @wizardsedu.com  
(Intersection of Sterling Road & Elden Street of Dulles on Elden Street)

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## Session – 4

### 9. Project Risk Management

- ✦ Risk Management Planning
- ✦ Risk Analysis & Response Strategies
- ✦ Creating Risk Plan
- ✦ Controlling & Monitoring Risk Plan
- ✦ Exercises

### 10. Project Procurement Management

- ❖ Understanding Project Procurement Requirements
- ❖ Creating a Procurement Plan
- ❖ Contract Administration and Closing
- ❖ Exercises

### 11. Code of Professional Conduct

- Responsibilities to the Profession
- Responsibilities to the Customer & Public
- Exercises