



**Corporate Education**

www.Bay3000.com

1-800-880-0855

## PM003 – CAPM ® Exam Preparation (4 Day)

### Course Description

This comprehensive course will cover the nine knowledge areas and five process groups covered in the Project Management Body of Knowledge Guide (PMBOK® Guide 4<sup>th</sup> Edition). In addition, the workshop will offer over 500 practice questions, and practical exercises. The participants are guided through on key concepts, terms and, principles necessary for successfully passing the CAPM® exam to gain insightful knowledge.

### Course Objectives

Upon completion of this course you will gain an understanding of:

#### Project Integration Management

- Develop Project Charter
- Develop Project Management Plan
- Direct & Manage Project Execution
- Monitor & Control Project Work
- Perform Integrated Change Control
- Close Project or Phase

#### Project Scope Management

- Collect Requirements
- Define Scope
- Create WBS
- Verify Scope
- Control Scope

#### Project Time Management

- Define Activities
- Sequence Activities
- Estimate Activity Resources
- Estimate Activity Durations
- Develop Schedule
- Control Schedule

#### Project Cost Management

- Estimate Costs
- Determine Budget
- Control Costs

#### Project Quality Management

- Plan Quality
- Perform Quality Assurance
- Perform Quality Control

#### Project Human Resource Management

- Develop Human Resource Plan
- Acquire Project Team
- Develop Project Team
- Manage Project Team

#### Project Communications Management

- Identify Stakeholders
- Plan Communications
- Distribute Information
- Manage Stakeholders Expectations
- Report Performance

#### Project Risk Management

- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Monitor & Control Risks

#### Project Procurement Management

- Plan Procurements
- Conduct Procurements
- Administer Procurements
- Close Procurements

#### PMP® Exam Information & Study

- Certification Requirements
- PMP® Exam Format
- Fees
- Study Tips
- Practice Tests & Exercises

