

CAPM/PMP CERTIFICATION EXAM PREPARATION WORKSHOP



Real Experience. Real Results.

For project managers that want to write the Certified Associate in Project Management (CAPM) certification exam. Also provides summary review for the PMP certification. Participants receive 23 hours of PMI approved educational training credits (to meet educational requirements for new CAPM applications).

Duration: 23 hour Program

Location:

Price:

PDU: 23 PDU

Workshop Code: OPMT 0203

What the Workshop Provides

Certification from the Project Management Institute (PMI) is the industry standard for demonstrating competence and a solid foundation of project management skills. This workshop prepares participants to write the PMI Certified Associate in Project Management (CAPM) certification exam, and also provides summary review for the Project Management Professional (PMP) certification exam. The program further provides 23 hour educational credits, to meet the educational requirements for new CAPM applications.

Program Features

All official exam topics are covered using the PMI framework. The program features:

- Comprehensive review of all PMBOK subject matter
- Review of all PMI Knowledge Areas.
- 1000 page Reference Binder covering all PMP exam topics organized by subject, knowledge area, and hundreds of review questions with answers for each topic
- No. 1 Best Seller Exam Prep Study Guide Text
- Exam Simulation Software to gauge your readiness to take the exam.

Workshop Format

This hands-on workshop includes instruction and discussion that reinforce the learning of the tools and techniques presented in the workshop.

Every participant receives:

- 23 hours of instruction
- Comprehensive PM reference binder
- Certificate of completion
- Certification Exam Study Guide Text

Topics Covered

- 1. Project Management Basics Review**
 - Definition of a project
 - Definition of project management
 - The Project Management Institute
 - The PMBOK
 - PMI certification process
- 2. The Project Management Framework**
 - Project management methodology
 - Project processes and phases
 - Process groups
 - Project phases
 - Key terms
 - Project stakeholders
 - Application of principles and techniques
- 3. Project Integration Management**
 - Integration management framework
 - Developing project plans
 - Project constraints
 - Project plan execution
 - Change control
- 4. Project Scope Management**
 - Initiation
 - Project requirements
 - Project goals
 - Scope planning
 - Scope statement
 - Work breakdown structure (WBS)
 - Scope verification
 - Scope change control management
 - The project plan
- 5. Project Time Management**
 - Scheduling terms
 - Scheduling techniques
 - Network scheduling
 - Activity definition and sequencing
 - Resource requirements
 - Estimating activity durations
 - Schedule development
 - Critical path method (CPM)
 - Schedule control strategies
- 6. Project Cost Management**
 - Cost management terms
 - Estimating techniques
 - Classes of estimates
 - Resource requirements
 - Cost estimating
 - Creating budgets
 - Monitoring costs
 - Cost control strategies
 - Earned value
- 7. Human Resource Management**
 - Human resource planning
 - Project organization structure
 - Skill and competency requirements
 - Staffing resources
 - Team formation and development
 - Motivation, managing conflict, negotiation
 - Project leadership
- 8. Project Risk Management**
 - Risk management process
 - Risk management plan
 - Risk identification
 - Risk assessment techniques
 - Risk probability analysis
 - Decision and rating techniques
 - Risk response, monitoring and control
 - Risk reporting
- 9. Project Quality Management**
 - Quality management framework
 - Quality planning
 - Quality assurance
 - Quality standards
 - Quality control
- 10. Project Procurement Management**
 - Procurement process
 - Procurement planning
 - Solicitation process and planning
 - Procurement documents
 - Sourcing goods and services
 - Selecting contractors and suppliers
 - Contract negotiation
 - Contract administration
 - Contract close-out
- 11. Project Communications Management**
 - Communications planning
 - Managing communications
 - Controlling communications
 - Progress reporting
- 12. Project Stakeholder Management**
 - Identifying stakeholders
 - Planning stakeholder management
 - Managing stakeholder engagement
 - Controlling stakeholder engagement
- 13. Professional Responsibility & PMP Exam Prep**
 - PMI Code of Ethics & Professional Conduct
 - Review of PMP certification process
 - Strategies for taking the PMP exam
 - Practices exam questions

Information
or
To Register

<http://www.bcit.ca/study/courses/opmt0203>