

The Certified Associate
in Project Management

CAPM[®]

Training Course

Certification provided by



› Why Bakkah?

Bakkah Learning is a leading company in the training field, with a team of carefully acquired experts in different spectrums of business to support learners in their journey to achieve professionalism and better opportunities in life.



CONTENT

- Designed by Experts
- Aligned with today's business world topics



PARTNERSHIPS

- Exclusive Partnerships with International Accreditation Bodies like PMI



24/7 TECHNICAL SUPPORT

- Ready to answer your inquiries and handle your requests.



FLEXIBLE DELIVERY METHODS

- Live Online
- Self Study

About the Course

- The CAPM (Certified Associate in Project Management) course, accredited by PMI, provides foundational project management knowledge and skills. Covering key concepts, processes, and best practices, it prepares individuals for entry-level project management roles and ensures they meet rigorous industry standards.

> Why Earn a CAPM Certificate?





Pathway to advanced certifications like PMP (Project Management Professional).

06



Who Needs this certificate?

01

Anyone who wants to start project management.

02

Anyone who wants to learn Project Management concepts.

03

Project Management Coordinators

04

Project Managers & Professionals who wish to earn the certificate.

05

Project Analysts

06

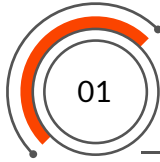
CAPM Candidates



Course Objectives:

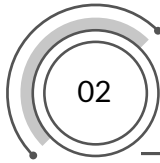


By the end of the CAPM (Certified Associate in Project Management) course, participants will be able to:



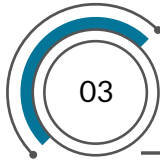
01

Understand key project management principles, concepts, and terminology.



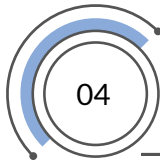
02

Apply the five project management process groups (Initiating, Planning, Executing, Monitoring and Controlling, and Closing) to project management scenarios.



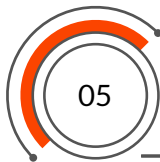
03

Demonstrate knowledge of the ten project management knowledge areas and their interactions.



04

Create a project charter and develop a project management plan.



05

Define project scope, collect requirements, and manage scope changes.

Exam Details

CAPM® Certification Exam:

Once you complete studying the CAPM® materials and the quality training tests, you will be ready to take the proctored exam online via **PearsonVUE**. You can start the exam at any time and anywhere that best fits you. On the other hand, we recommend that you follow the exam guidelines and ensure them before starting the exam.

Exam CAPM Prerequisite

- Secondary Degree (high school diploma, associate's degree, or the global equivalent)
- 23 hours of Project Management education completed by the time you start the exam

PMI CAPM certification Exam Format

- Number of CAPM Exam Scored Questions: 135 questions
- Number of CAPM Pretest (Un-scored) Questions: 15 question
- Total Examination Questions: 150 question
- Allotted Examination Time: 3 Hours
- The exam will be from **PearsonVUE**

Exam CAPM Recommendations

With 24/7 testing options to accommodate your schedule, just make sure you follow the below points:

- Schedule your PMP online exam or center-based exam the soonest as appointments are limited and filled fast.
- Get ready with a computer and a webcam
- Get a stable internet connection
- Sit in a quiet place where you can spend a few uninterrupted hours

Course Outlines

Introduction to Project Management

- ✓ Project management
- ✓ Benefits of project management
- ✓ Project Constraints

The Project's Environment

- ✓ Project Influences
- ✓ Enterprise Environmental Factors
- ✓ Organizational Process Assets
- ✓ Organizational Structures Types
- ✓ Project Management Office (PMO)

The Role of Project Manager

- ✓ The Project Manager's Sphere of Influence
- ✓ Project Manager Competencies
- ✓ Leadership & Management

Process Groups & Knowledge Areas

- ✓ Project Management Processes Groups
- ✓ Project Life Cycle
- ✓ Key definitions
- ✓ Project & Development Lifecycle

Course Outlines

Project Scope Management

- ✔ Plan Scope Management
- ✔ Collect Requirements
- ✔ Define Scope
- ✔ Create Work Breakdown Structure (WBS)
- ✔ Validate Scope
- ✔ Control Scope

Project Schedule Management

- ✔ Plan Schedule Management
- ✔ Define Activities
- ✔ Sequence Activities
- ✔ Estimate Activity Durations
- ✔ Develop Schedule
- ✔ Control Schedule

Project Cost Management

- ✔ Plan Cost Management
- ✔ Estimate Costs
- ✔ Determine Budget
- ✔ Control Costs

Project Quality Management

- ✔ Plan Quality Management
- ✔ Manage Quality
- ✔ Control Quality
- ✔ Seven Basic Tools of Quality

Course Outlines

Project Resource Management

- ✓ Plan Resource Management
- ✓ Estimate Activity Resources
- ✓ Acquire Resources
- ✓ Develop Team
- ✓ Manage Team
- ✓ Control Resources

Project Communications Management

- ✓ Plan Communications Management
- ✓ Manage Communications
- ✓ Monitor Communications

Project Risk Management

- ✓ Plan Risk Management
- ✓ Identify Risks
- ✓ Perform Qualitative Risk Analysis
- ✓ Perform Quantitative Risk Analysis
- ✓ Plan Risk Responses
- ✓ Implement Risk Responses
- ✓ Monitor Risks

Project Procurement Management

- ✓ Plan Procurement Management
- ✓ Conduct Procurements
- ✓ Control Procurements

Course Outlines

Project Stakeholder Management

- ✓ Identify Stakeholders
- ✓ Plan Stakeholder Engagement
- ✓ Manage Stakeholder Engagement
- ✓ Monitor Stakeholder Engagement

Project Integration Management

- ✓ Develop project charter
- ✓ Develop project management plan
- ✓ Direct and manage project execution
- ✓ Manage project knowledge
- ✓ Monitor and control project work
- ✓ Integrated change control
- ✓ Close project



www.bakkah.com