



Certified Associate in Project Management

CAPM[®]

Training Course

Certification provided by



Why Bakkah?

Bakkah is a leading company that owns two subsidiaries: Consulting Company and Learning Company. With a team of highly experienced and certified professionals, we will help you capitalize on opportunities driven by proven business practices.

We help you obtain professional certificates that will take your career to the next level. Our Learning products focus on building and boosting capabilities by offering the best and latest internationally accredited training courses in various fields, including: Project Management, Human Resource, Business Analysis, Information Technology, Quality Management, Supply Chain Management and Logistics.

We are keen to use and keep up with the latest global learning methods and processes. Since our training courses are flexible and aligned with the global changes, this will ensure an ongoing learning process and build high-quality capabilities.



Bakkah in Numbers





Course Objective









- The Certified Associate in Project Management (CAPM)® training course is recognized as a global standard in Project Management profession.
- In CAPM® training course, you will gain skills and knowledge in the domain of Project Management.
- Through this training you will learn essential PMBOK® Guide (6th Edition) terminologies, basic tools and techniques.



Course Methodology

Online Training

-  5 Days – Online Training
-  Exam Simulation
-  Practice test
-  Group Activity (Break-out Session) after each lesson
-  Access to additional References – Glossary/ Recommended Reading/ Syllabus
-  Material language will be in English



Targeted Audience



CAPM® training course is designed for the entry level, project coordinators, analysts who want to have the basic project management skills and apply a standards-based approach to project management.



Course Outline



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



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

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

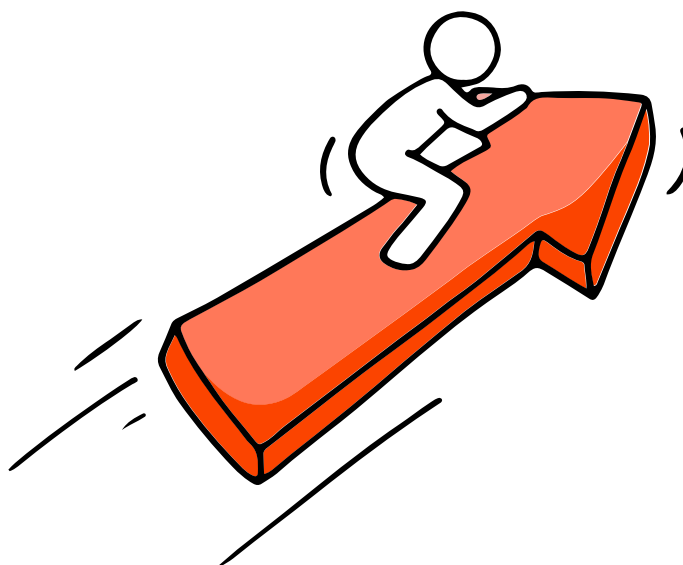
- Plan Procurement Management
- Conduct Procurements
- Control Procurements

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





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