

# CAPM® Course Outline

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## 1 Lesson 1: Introduction to CAPM® certification Prep Course

- Introduction
- Agenda
- What is CAPM® and PMI®
- Pre-requisite for CAPM® Exam
- About the CAPM® Exam
- CAPM® Exam Syllabus
- About Simplilearn CAPM® Preparation Tutorial
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## 2 Lesson 2: Project Management Framework

- Introduction
- Agenda
- Definition of a Project
- What is Project Management
- What is Program Management
- What is Portfolio Management
- Project Management Office (PMO)
- The Triple Constraints
- Stakeholder Management
- Organization Structure
- Project Life Cycle vs. Product Life Cycle
- Quiz

## 3 Lesson 3: Project Management Process

- Introduction
- Agenda
- Project Life Cycle vs Project Management Process
- The Five Project Management Process Groups
- Process Groups, Knowledge Areas and Project Management process Mapping
- What happens in Each Process Groups
- Quiz

## 4 Lesson 4: Project Integration Management

- Introduction
- Agenda
- What is Project Integration Management
- The Key role of Project Manager, Project Team and Project Sponsor
- Project Selection Methods
- The Integration Management Knowledge Area
  1. Develop Project Charter
  2. Develop Project Management Plan

- 3. Direct and Manage Project Execution
- 4. Monitor & Control Project work
- 5. Perform Integrated Change Control
- 6. Close Project or Phase
- Quiz

## 5 Lesson 5 : Project Scope Management

- Introduction
- Agenda
- What is Project Scope Management
- Product Scope vs. Project Scope
- The Key terms in Project Scope Management
- The Project Scope Management Processes
  1. Collect Requirements
  2. Define Scope
  3. Create WBS
  4. Verify Scope
  5. Control Scope
- Quiz

## 6 Lesson 6: Project Time Management

- Introduction
- Agenda
- What is Project Time Management
- What is Project Schedule
- The Key terms in Project Time Management
- The Project Time Management Processes
  1. Define Activities
  2. Sequence Activities
  3. Estimate Activity Resources
  4. Estimate Activity Durations
  5. Develop Schedule
  6. Control Schedule
- Schedule Network Analysis Techniques
- Quiz

## 7 Lesson 7: Project Cost Management

- Introduction
- Agenda
- What is Project Cost Management
- Difference Between Cost Estimating and Cost Budgeting
- Control Account
- The Project Cost Management Processes
  1. Estimate Costs
  2. Determine Budget
  3. Control Costs
- Earned Value Management
- Project Selection Methods
- Quiz

## **8 Lesson 8: Project Quality Management**

- Introduction
- Agenda
- What is Quality?
- What is Quality Management?
- Cost of Quality
- The Project Quality Management Processes
  1. Plan Quality
  2. Perform Quality Assurance
  3. Perform Quality Control
- Seven Basic tools of Quality
- Introduction to Six Sigma
- Quiz

## **9 Lesson 9 : Project Human Resource Management**

- Introduction
- Agenda
- What is Human Resource Management
- Roles and Responsibilities of the Project Sponsor
- Functional Manager vs. Project Manager
- The Project Human Resource Management Processes
- Develop Human Resource Plan
  1. Acquire Project Team
  2. Develop Project Team
  3. Manage Project Team
- Conflict Management
- Powers of Project Manager
- Motivation Theory
- Quiz

## **10 Lesson 10: Project Communication Management**

- Introduction
- Agenda
- What is Communication
- Communication Methods, Technology and Channels
- Basic Communication Model
- The Communication Management Knowledge Area
  1. Identify Stakeholders
  2. Plan Communications
  3. Distribute Information
  4. Manage Stakeholder Expectations
- Report Performance
- Quiz

## 11 Lesson 11: Project Risk Management

- Introduction
- Agenda
- What is Risk
- How is risk calculated
- Risk Categorization
- Decision Tree
- Risk Reserve
- The Risk Management Knowledge Area
  1. Plan Risk Management
  2. Identify Risk
  3. Perform Qualitative Risk Analysis
  4. Perform Quantitative Risk Analysis
  5. Plan Risk Responses
- Quiz

## 12 Lesson 12: Project Procurement Management

- Introduction
- Agenda
- What is a Contract
- Centralized vs. Decentralized contracting
- Different Types of Contract
- Key terms in Procurement Management
- The Procurement Management Knowledge Area
  1. Plan Procurements
  2. Conduct Procurements
  3. Administer Procurements
  4. Close Procurements
- Quiz