

Certified Associate in Project Management (CAPM)®

PMI's Certified Associate in Project Management (CAPM)® is a valuable entry-level certification for project practitioners. Designed for those with little or no project experience, the CAPM® demonstrates your understanding of the fundamental knowledge, terminology and processes of effective project management.

Course Overview

In the CAPM course students will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI®) to manage projects successfully. Many people have heard about the Project Management Professional (PMP)® certification, but if you're just getting started in the industry, you probably don't have the experience necessary to even apply for the certification. CAPM® is here. This course prepares you for the Certified Associate in Project Management (CAPM)® certification from PMI. You may be a student, new to project management, changing careers, or already serving as a subject matter expert on project teams, the CAPM® can get your career on the right path or take it to the next level. This course follows the elements of project management as defined by A Project Management Body of Knowledge, (PMBOK® Guide) – Fifth Edition.

Who Should Attend

If you're a less experienced project practitioner looking to demonstrate your commitment to project management, improve your ability to manage larger projects and earn additional responsibility, and stand out to potential employers, the CAPM certification is right for you.

Benefits from the course

Among other things CAPM® will equip you with:

- Skills to initiate a project
- Project preparation and planning proficiency
- Executing, monitoring, controlling and completing a project
- Estimating activity costs
- Planning for quality at every stage
- Performing quality assurance
- Hiring, leading and managing a project team
- Foreseeing and planning for the unexpected

Course Content

The Project Management Framework embodies a project life cycle and five major project management Process Groups

- 1 Initiating.
- 2 Planning.
- 3 Executing.
- 4 Monitoring and Controlling.
- 5 Closing.

Mapped to these five process groups are ten project management Knowledge Areas:

- 1 Project Integration Management
- 2 Project Scope Management
- 3 Project Schedule Management
- 4 Project Cost Management
- 5 Project Quality Management
- 6 Project Resource Management
- 7 Project Communications Management
- 8 Project Risk Management
- 9 Project Procurement Management
- 10 Project Stakeholder Management

CAPM Exam Format

150 Questions:

There are 150 questions on the exam, but not every question score is counted towards the last result. 15 of the questions are considered as pre test questions. Hence your final score result will be based on the 135 correct answers.

3 Hours:

There are 3 hours to complete the exam, but before the clock ticking starts, there are 15 minutes prior of the 3 hours given to you and I stress that those 15 minutes, which are not counted in the 3 hours should be very well utilized.

Pass/Fail:

The result will be either pass or fail, and you will not be notified of the actual answers that you score either right or wrong. Rather you will be given a printed sheet but in this sheet besides pass/fail, you will be given a domain score that you have achieved in each of the domains.

Targetted Audience for CAPM

- Freshers
- Management Graduates
- Engineering Graduates
- Diploma Holders
- Commerce Graduates
- Science Graduates
- Project Staff with 0-4 Years Experience
- Software Developers/Engineers
- Project Team Members
- Technology Associates
- Project Managers/Project Leaders
- Management Trainees
- Project Administrators/Coordinators
- Associate Consultants
- Individuals willing to take a step towards PMP® Certification

Eligibility Overview

- A secondary degree (high school diploma or the global equivalent)

AND

- At least 1,500 hours of project experience **OR** • 23 hours of project management education by the time you sit for the exam.

MADRAS MANAGEMENT TRAINING INSTITUTE

P.O.Box : 16136, Building # 25, 3rd & 5th Floors, Flat # 6 - Al Ikka Street, Bin Mahmood, Doha, Qatar, E-Mail : info@mmti-institute.com, Web : www.mmti-institute.com
Tel : +974 44414412, +974 44313254 Mob : +974 66186329 Fax : +973 44988730

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MARVEL MANAGEMENT TRAINING INSTITUTE

P.O.Box : 10667, Office # 42, Wind Tower 4th Floor, Diplomatic Area, Kingdom of Bahrain
Tel : +973 17530775, Mob : +973 33301230, +973 66600550 Fax : +973 17530774
E-Mail : adminbh@mmti-institute.com Web : www.mmti-institute.com