

Indus IT Training

Course: CAPM – Training Curriculum – Skill Level Beginner – Advanced

Duration: Six Weekends - Sat & Sun: 9.00am – 1.00pm - Approx. 50hrs

The Certified Associate in Project Management (CAPM) Certification Program

Session -1

Getting Started

- ✚ Introductions
- ✚ Course Objectives
- ✚ Course Delivery Strategy
- ✚ Test Preparation Strategy

1. Introduction to Project Management

- ❖ Project Management Framework
- ❖ Project v/s Program v/s Portfolio
- ❖ Processes & Knowledge Areas
- ❖ Project Manager Skills
- ❖ Project Team Members & Roles
- ❖ Triple Constraint

2. Project Integration Management

- What is a Project Plan
- Developing the Project Plan
- Exercises

Location: 1033 Sterling Road, Ste. 204, Herndon-VA-20170. USA.

Ph: 703-574-3268 Ext: 7019 / Fax: 703-935-8849 / training@industraining.net

(Intersection of Sterling Road & Elden Street in Herndon)

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Session -2

3. Project Scope Management

- ✚ Understanding Scope Management
- ✚ Project Scope v/s Product Scope
- ✚ Scope Definition and Management
- ✚ Exercises

4. Project Time Management

- Activity Mapping and Sequencing
- Developing & Creating Project Schedule
- Controlling Project Schedule
- Exercises

5. Project Cost Management

- ❖ Cost Estimation & Budgeting
- ❖ Cost Control & Monitoring
- ❖ Exercises

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Session – 3

6. Project Quality Management

- ✚ QA v/s QM
- ✚ Planning Quality
- ✚ Implementing Quality Control
- ✚ Exercises

7. Human Resource Management

- Organizational Planning
- Managing Staff Acquisitions
- Leading Project Teams
- Exercises

8. Project Communications Management

- ❖ Communications Planning
- ❖ Creating & Managing Communications Plan
- ❖ Administrative Closure
- ❖ Exercises

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