

COURSE OUTLINE

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)®

Duration: 4 Days

Course Description:

The program is a 4 day, 32 hours. The facilitator will guide you through the common practices and fundamentals of project management to include project delivery approaches i.e. predictive and adaptive lifecycles, project management processes and their respective ITTOs.

A mock exam shall be part of the program. Lastly, the course will present the participants with practical approaches and insights as only an experienced Project Manager can. The course subscribes to PMI's PMBOK and Practice Guides

Course Outlines:

A. PM Fundamentals & Core Concepts

- Projects vs Operations
- Portfolios, Programs, and Projects
- The Project Lifecycle, Predictive & Adaptive Lifecycles
- Role & Responsibilities of the Project Manager, Stakeholders
- Project Management Knowledge Areas
- Project Management Process Groups
- Enterprise Environmental Factors and Organizational Process Assets
- Organizational Structure Types
- Project Manager Competences
- Creating Value
- Organizational Governance Systems
- Functions Associated with Projects
- The Project Environment
- Product Management Considerations
- Planning for Scope, Schedule, Cost,
- Resources & Risk
- Project Execution Framework
- Problem Solving Tools & Techniques in a
- Group Setting
- PMI Code of Ethics

B. Predictive, Plan Based Methodologies

- Why & When the Use of Predictive Lifecycle
- Project Schedule Control Techniques – Schedule Network Diagram Analysis
- Project Schedule Control Techniques – Earned Value Analysis
- Project Cost Control – Earned Value Analysis
- The Work Breakdown Structure
- The Quality Management Plan
- The Resource Management Plan
- The Risk Management Plan
- The Integrated Management Plan
- Project Control Tools, Techniques, & Artifacts

C. Agile Framework, Methodologies

- The Agile mindset – 4 values & 12 principles
- Why & When the Use of Adaptive Lifecycle
- The Stacey Model and Continuum of Lifecycles
- Agile Methods
- Planning For Agile, Sprint Backlog, Iteration Length, Timeboxes,
- The Agile Team
- The Agile Roles
- The Agile Artifacts
- The Agile processes

D. Business Analysis Framework

- Stages of Business Analysis
- BA Roles and Responsibilities
- Project Stakeholder Communication
- Requirements Collections Tools and Techniques
- The Product Roadmap
- Business Analysis in Predictive and Adaptive Methodologies
- Post Project Requirements Validation

E. Summary of Project Management Processes, and Tools & Techniques

- Project Integration
- Project Scope
- Project Schedule
- Project Cost
- Project Quality
- Project Resources
- Project Communication
- Project Risk
- Project Procurement
- Project Stakeholder

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