

Blended Course Plan: CAPM (2009 version)

<p>Module 1 – Key Concepts</p> <ul style="list-style-type: none"> • What is a project? • What is Project Management? • Structure of the PMBOK – using the PMBOK as a reference • Areas of Expertise <ul style="list-style-type: none"> ○ Project Environment ○ Interpersonal Skills • Project Management Context <ul style="list-style-type: none"> ○ Programs ○ Portfolios ○ Project Management Office (PMO) • PM Process Groups <ul style="list-style-type: none"> ○ IPEMC ○ Process Interactions ○ Process Mapping • Key documents 		<p>PMBOK Ch. 1 Ch. 3</p>
<p>Module 2 - Project Integration Mgmt</p> <ul style="list-style-type: none"> • Key Documents • Project Management Plan • Project Execution • Monitoring and Control work • Integrated Change Control • Close Phase or Project 		<p>PMBOK Ch. 4</p>
<p>Module 3 – Project Scope Management</p> <ul style="list-style-type: none"> • Collect Requirements • Define Scope • Create WBS • Verify Scope • Control Scope 		<p>PMBOK Ch. 5</p>
<p>Module 4 – Project Time Management</p> <ul style="list-style-type: none"> • Activity Definition and Sequencing • Activity Resource and Duration Estimating • Forward Pass and Backward Pass • Float and Total Float • Develop Schedule • Control Schedule 		<p>PMBOK Ch. 6</p>
<p>Revision and Questions – Workshop #1</p>		<p>Email</p>

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<p>Module 5 – Project Cost Management</p> <ul style="list-style-type: none"> • Estimate Costs • Determine Budget • Control Costs • Earned Value Techniques <ul style="list-style-type: none"> ○ Planned Value ○ Earned Value ○ Actual Costs ○ Charts and Reports 	Email	<p>PMBOK Ch. 7</p> <p>20 Questions</p>
<p>Module 6 – Project Quality Management</p> <ul style="list-style-type: none"> • Plan Quality • Perform Quality Assurance • Perform Quality Control 	Email	<p>PMBOK Ch. 8</p> <p>20 Questions</p>
<p>Module 7 – Project Human Resource Mgmt</p> <ul style="list-style-type: none"> • Characteristics of a Project Manager • Develop Human Resource Plan • Build Project Team • Develop Project Team • Manage Project Team 	Email	<p>PMBOK Ch. 9</p> <p>20 Questions</p>
<p>Module 8 – Project Communications Mgmt</p> <ul style="list-style-type: none"> • Identify Stakeholders • Plan Communications • Distribute Information • Manage Stakeholder Expectations • Report Performance 	Email	<p>PMBOK Ch. 10</p> <p>20 Questions</p>
<p>Module 9 – Project Risk Management</p> <ul style="list-style-type: none"> • Plan Risk Management • Identify Risks • Qualitative Risk Analysis • Quantitative Risk Analysis • Plan Risk Response • Monitoring and Control Risks 	Email	<p>PMBOK Ch. 11</p> <p>20 Questions</p>

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<p>Module 10 – Project Procurement Mgmt</p> <ul style="list-style-type: none"> • Plan Procurements <ul style="list-style-type: none"> ○ Plan Purchases and Acquisitions ○ Plan Contracting • Conduct Procurements • Administer Procurements • Close Procurements 	Email	<p>PMBOK Ch. 12</p> <p>20 Questions</p>
<p>Module 11 - Project Context</p> <ul style="list-style-type: none"> • Project Lifecycle <ul style="list-style-type: none"> ○ Project phases ○ Product lifecycle ○ Value management • Project Stakeholders <ul style="list-style-type: none"> ○ Relationships with the project • Organisational Influences <ul style="list-style-type: none"> ○ Culture ○ Structure ○ Project Management System (PMS) 	Day 2	<p>PMBOK Ch. 2</p> <p>50 Questions</p>
<p>Module 12 – Exam Preparation & Revision</p> <ul style="list-style-type: none"> • PMI-isms • Revision • Exam Techniques 		
<p>Module 13 – Exam Practice</p> <ul style="list-style-type: none"> • 100 Question Trial Exam 	AFTER Course	



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