

## Classic Course Plan: CAPM (2009 version)

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

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<p><b>Module 5 – Project Cost Management</b></p> <ul style="list-style-type: none"> <li>• Estimate Costs</li> <li>• Determine Budget</li> <li>• Control Costs</li> <li>• Earned Value Techniques             <ul style="list-style-type: none"> <li>○ Planned Value + Earned Value + Actual Costs</li> <li>○ Charts and Reports</li> </ul> </li> </ul>	<p><b>Day 2</b></p> <p>50 Questions</p>	<p>PMBOK Ch. 7</p>
<p><b>Module 6 – Project Quality Management</b></p> <ul style="list-style-type: none"> <li>• Plan Quality</li> <li>• Perform Quality Assurance</li> <li>• Perform Quality Control</li> </ul>		<p>PMBOK Ch. 8</p>
<p><b>Module 7 – Project Human Resource Mgmt</b></p> <ul style="list-style-type: none"> <li>• Characteristics of a Project Manager</li> <li>• Develop Human Resource Plan</li> <li>• Build Project Team</li> <li>• Develop Project Team</li> <li>• Manage Project Team</li> </ul>		<p>PMBOK Ch. 9</p>
<p><b>Module 8 – Project Communications Mgmt</b></p> <ul style="list-style-type: none"> <li>• Identify Stakeholders</li> <li>• Plan Communications</li> <li>• Distribute Information</li> <li>• Manage Stakeholder Expectations</li> <li>• Report Performance</li> </ul>	<p><b>Day 3</b></p> <p>50 Questions</p>	<p>PMBOK Ch. 10</p>
<p><b>Module 9 – Project Risk Management</b></p> <ul style="list-style-type: none"> <li>• Plan Risk Management</li> <li>• Identify Risks</li> <li>• Qualitative Risk Analysis</li> <li>• Quantitative Risk Analysis</li> <li>• Plan Risk Response</li> <li>• Monitoring and Control Risks</li> </ul>		<p>PMBOK Ch. 11</p>
<p><b>Module 10 – Project Procurement Mgmt</b></p> <ul style="list-style-type: none"> <li>• Plan Procurements             <ul style="list-style-type: none"> <li>○ Plan Purchases and Acquisitions</li> <li>○ Plan Contracting</li> </ul> </li> <li>• Conduct Procurements</li> <li>• Administer Procurements</li> <li>• Close Procurements</li> </ul>		<p>PMBOK Ch. 12</p>

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<p><b>Module 11 - Project Context</b></p> <ul style="list-style-type: none"> <li>• Project Lifecycle             <ul style="list-style-type: none"> <li>○ Project phases</li> <li>○ Product lifecycle</li> <li>○ Value management</li> </ul> </li> <li>• Project Stakeholders             <ul style="list-style-type: none"> <li>○ Relationships with the project</li> </ul> </li> <li>• Organisational Influences             <ul style="list-style-type: none"> <li>○ Culture</li> <li>○ Structure</li> <li>○ Project Management System (PMS)</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Day 4</b></p> <p style="text-align: center;">50 Questions</p>	<p>PMBOK Ch. 2</p>
<p><b>Module 12 – Exam Preparation &amp; Revision</b></p> <ul style="list-style-type: none"> <li>• PMI-isms</li> <li>• Revision</li> <li>• Exam Techniques</li> </ul>		
<p><b>Module 13 – Exam Practice</b></p> <ul style="list-style-type: none"> <li>• <b>100 Question Trial Exam</b></li> </ul>	<p style="text-align: center;"><b>AFTER Course</b></p>	

**Normal schedule = One Day per week or fortnight**



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