

Mentored Email™ 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>20 Questions</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>20 Questions</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>20 Questions</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>20 Questions</p>

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

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Module 10 – Project Procurement Mgmt <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	PMBOK Ch. 12 20 Questions
Module 11 - Project Context <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)	PMBOK Ch. 2 20 Questions
Module 12 – Exam Preparation and Revision <ul style="list-style-type: none">• PMI-isms• Revision• Exam Techniques• 100 Question Trial Exam	100 Questions



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