

PMP/CAPM – Examination Syllabus:

This Project Management Professional (PMP) / Certified Associate in Project Management (CAPM) examination Preparation Course is conducted (as either a public course, on-line course or an in-house course) throughout the Caribbean region.

Both the CAPM and the PMP examinations are based on the same examination syllabus as outlined in the Project Management Body of Knowledge (PMBOK).

This course examination preparation covers the:

- Ten Project Management knowledge Areas
- Five Project Management Process Groups
- Forty-seven Project Management Processes and
- Ethical and Professional Standards of Conduct in Project Management

The course will include two full course reviews and two PMP mock examinations.

DAY 1:

Ch. 1: Introduction

- Overview of the PMP Course Syllabus
- Overview of the PMP Examination Eligibility Requirements
- What is a Project?
- What is Project Management?
- Relationships among Project Management, Program Management & Portfolio Management
- Project Management & Operations Management
- The Project Management Body of Knowledge
- Role of the Project Manager
- Enterprise Environmental Factors

Ch. 2: Project Life Cycle and Organization

- The Project Life Cycle – Overview
- Product vs Project Life Cycle
- Project Phases
- Projects vs Operations Work
- Stakeholders
- Organizational Influences on Project Management

DAY 2:

Ch. 3: Project Management Processes for a Project

- Common Project Management Process Interactions
- Project Management Process Groups
- Initiating Process Group
- Planning Process Group
- Executing Process Group
- Monitoring & Controlling Process Group
- Closing Process Group

Ch. 4: Project Integration Management

- Develop Project Charter
- Develop Project Management Plan
- Direct and Manage Project Execution
- Monitor and Control Project Work
- Perform Integration Change Control
- Close Project or Phase

DAY 3:

Ch.5: Project Scope Management

- Collect Requirements
- Define Scope
- Create WBS
- Verify Scope
- Control Scope

Ch. 6: Project Time Management

- Define Activities
- Sequence Activities
- Estimate Activity Resources
- Estimate Activity Durations
- Develop Schedule
- Control Schedule

DAY 4:

Ch. 7: Project Cost Management

- Estimate Costs
- Determine Budget
- Control Costs

Ch. 8: Project Quality Management

- Plan Quality
- Perform Quality Assurance
- Perform Quality Control

DAY 5:

Ch. 9: Project Human Resource Management

- Develop Human Resource Plan
- Acquire Project Team
- Develop Project Team

- Manage Project Team

Ch. 10: Project Communications Management:

- Identify Stakeholders
- Plan Communications
- Distribute Information
- Manage Stakeholder Expectations
- Report Performance

DAY 6:

Ch. 11: Project Risk Management

- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Monitor and Control Risks

Ch. 12: Project Procurement Management

- Plan Procurements
- Conduct Procurements
- Administer Procurements
- Close Procurements

Day 7:

Ch. 13: Project Stakeholder Management

Ch. 14: Professional Responsibility

- Ensuring Integrity and Professionalism
- Contributing to the Project Management Knowledge Base
- Enhancing Individual Competence
- Balancing Stakeholder Interests
- Interacting with Team and Stakeholders in a Professional and Cooperative Manner

Course Review 1 – A review of the entire PMP/CAPM Examination Syllabus

PMP/CAPM Take-home Mock Exam 1.

DAY 8:

Course Review 2 –

Review of questions on Mock Exam 1

A second review of the entire PMP/CAPM course with emphasis on the quantitative methods and the use of software tools in reinforcing an understanding of the course materials.