

Certified Associate in Project Management (CAPM)

1. Defining Project Management Basics
 - a. Identify the Concepts of Project Management
 - b. Identify the Relationship Between Project Management and the Business
 - c. Identify Project Stakeholders and Governance
2. Defining Project Management within the Organization
 - . Identify Organizational Influences
 - a. Identify the Project Team
 - b. Define the Project Life Cycle
 - c. Define Agile Methodology
3. Defining the PMI® Project Management Methodology
 - . Define the Project Management Processes
 - a. Define the Knowledge Areas
 - b. Identify Project Information
4. Initiating a Project
 - . Initiating Process Group Map
 - a. Develop a Project Charter
 - b. Identify Project Stakeholders
5. Planning a Project
 - . Planning Process Group Map
 - a. Develop a Project Management Plan
 - b. Plan Scope Management
 - c. Collect Project Requirements
 - d. Define Project Scope
 - e. Create a Work Breakdown Structure
6. Planning a Project Schedule
 - . Planning Process Group Map
 - a. Plan Schedule Management
 - b. Define Project Activities
 - c. Sequence Project Activities
 - d. Estimate Activity Durations
 - e. Develop a Project Schedule
7. Planning Project Costs
 - . Planning Process Group Map

- a. Plan Project Cost Management
- b. Estimate Project Costs
- c. Determine the Project Budget
- 8. Planning Project Quality, Resources, and Procurements
 - . Planning Process Group Map
 - a. Plan Quality Management
 - b. Plan Resource Management
 - c. Estimate Activity Resources
 - d. Plan Project Procurements
- 9. Planning for Risk
 - . Planning Process Group Map
 - a. Plan Risk Management
 - b. Identify Risks
 - c. Perform Qualitative Risk Analysis
 - d. Perform Quantitative Risk Analysis
 - e. Plan Risk Responses
- 10. Planning Stakeholder Engagement and Communications
 - . Planning Process Group Map
 - a. Plan Stakeholder Engagement
 - b. Plan Communications Management
- 11. Executing a Project
 - . Executing Process Group Map
 - a. Direct and Manage Project Work
 - b. Manage Project Knowledge
 - c. Manage Quality
 - d. Implement Risk Responses
 - e. Conduct Procurements
- 12. Working with Stakeholders
 - . Executing Process Group Map
 - a. Acquire Resources
 - b. Develop a Team
 - c. Manage a Team
 - d. Manage Stakeholder Engagement
 - e. Manage Communications
- 13. Monitoring a Project
 - . Monitor and Control Project Work Data Flow Diagram

- a. Monitor and Control Project Work
 - b. Validate Project Scope
 - c. Monitor Risks
 - d. Monitor Stakeholder Engagement
 - e. Monitor Communications
14. Controlling a Project
- . Controlling Process Group Map
 - a. Perform Integrated Change Control
 - b. Control Project Scope
 - c. Control the Project Schedule
 - d. Control Project Costs
 - e. Control Project Quality
 - f. Control Resources
 - g. Control Project Procurements
15. Closing a Project
- . Closing Process Group Map
 - a. Close Project or Phase