

LookingGlass - Certified Associate in Project Management (CAPM) Exam Prep

Course Overview

This course will help prepare students for the Certified Associate in Project Management exam, first by reviewing the CAPM application and exam itself, followed by looking at organizations and the basics of project management. The course then explores the 10 knowledge areas including, integration management, scope management, time management, cost management, quality management, human resource management, communications management, risk management, procurement management, and stakeholder management.

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| <u>Course Introduction</u> | 2m |
| Course Introduction | |
| <u>Chapter 01 - CAPM Application & Exam</u> | 29m |
| CAPM Application & Exam | |
| How Do I Become A CAPM? | |
| CAPM Application | |
| CAPM Exam | |
| Types of Questions | |
| Recurring Themes | |
| The Exam – Why People Fail | |
| <u>Chapter 02 - Organizations and Project Management</u> | 29m |
| Organizations and Project Management | |
| Differentiation vs. Integration | |
| A Functional Organization | |
| Potential Advantages of a Functional Organization | |
| Potential Issues with a Functional Organization | |
| A Projectized Organization (PBO) | |
| Potential Advantages of a Projectized Organization | |
| Potential Issues with a Projectized Organization | |
| The Matrix Organization | |
| A Weak Matrix Organization | |
| A Balanced Matrix Organization | |
| A Strong Matrix Organization | |
| Potential Advantages of a Matrix Organization | |
| Potential Issues with a Matrix Organization | |
| Organizational Structures | |
| <u>Chapter 03 - The Basics of Project Management</u> | 29m |
| The Basics of Project Management | |
| What is Project Management? | |
| Projects vs. Operations | |
| Program vs. Portfolio | |
| Organizational Project Management | |

Key Terms

It's all about managing six (6) things. It's simple really...

PMBOK Guide Knowledge Areas

Ten Knowledge Areas Extended

Project Management Processes

The Process Groups & Knowledge Areas Combined

Chapter 04 - Project Integration Management

28m

Project Integration Management

4.1 Develop Project Charter

The Business Case

4.2 Develop Project Management Plan

The Project Management Plan Can Also Include

4.3 Direct & Manage Project Work

4.4 Monitor & Control Project Work

4.5 Perform Integrated Change Control

4.6 Close Project or Phase

Summary

Chapter 05 - Project Scope Management

26m

Project Scope Management

The Product vs. Project Scope

5.1 Plan Scope Management

5.2 Collect Requirements

5.3 Define Scope

5.4 Create WBS

Components of the WBS

Effective WBS's

5.4 Create WBS (Cont.)

5.5 Validate Scope

5.6 Control Scope

Project Scope Management - Summary

Chapter 06 - Project Time Management

43m

Project Time Management

6.1 Plan Schedule Management

6.2 Define Activities

Rolling Wave Planning

6.2 Define Activities (Cont.)

6.3 Sequence Activities

PDM

Conditional Diagramming

Types of Dependencies

Other Terms

6.3 Sequence Activities (Cont.)

6.4 Estimate Activity Resources

6.5 Estimating Activity Durations

6.6 Develop Schedule

CPM

The Critical Path Method

6.6 Develop Schedule (Cont.)

6.7 Control Schedule

Project Time Management – Summary

Chapter 07 - Project Cost Management

37m

Project Cost Management
7.1 Plan Cost Management
7.2 Estimate Costs
7.3 Determine Budget
Accounting Terms
7.3 Determine Budget (Cont.)
Funding Requirements
7.4 Control Costs
Cumulative Cost Curve
Forecasting – ETC
Forecasting – EAC
Forecasting – TCPI
Cost Management – Summary

Chapter 08 - Project Quality Management

35m

Project Quality Management
Key Terms
Thought Leaders
8.1 Plan Quality
8.1 Plan Quality Management
Cost of Quality
7 Basic Quality Tools
SIPOC
Control Chart
Benchmarking
Design of Experiments (DOE)
Statistical Sampling Terms
Statistical Terms
8.2 Perform Quality Assurance
8.3 Control Quality
Cause and Effect Diagram
Project Quality Management – Summary

Chapter 09 - Project Human Resource Management

15m

Project Human Resource Management
The Processes that Organize and Manage the Project Team
9.1 Plan Human Resource Management
Organization Chart
Responsibility Assignment Matrix
Common Theories
McGregor's Theory of X and Y
Common Theories (Cont.)
Theory Z
Human Resource Plan
9.2 Acquire Project Team
9.3 Develop Project Team
9.4 Manage Project Team
Conflict
Theories of Management Style
Sources of Power
Human Resources Management – Summary

Chapter 10 - Project Communications Management 20m

Project Communications Management
Styles
10.1 Plan Communications Management
The Communications Management Plan
10.2 Manage Communications
10.3 Control Communications
Communications Management – Summary

Chapter 11 - Project Risk Management 53m

Project Risk Management
Types of Risks
Key Terms
11.1 Plan Risk Management
Included in the Risk Management Plan
Sample RBS
Scales for Impact and Probability
Sample Impact Matrix
11.2 Identify Risks
Tools & Techniques
The Risk Register
11.3 Perform Qualitative Risk Analysis
Probability & Impact Matrix
11.4 Perform Quantitative Risk Analysis
Data Modeling
Expected Monetary Value (EMV)
Decision Tree Analysis
11.5 Plan Risk Responses
Response Strategies
Risk Register Updates
11.6 Control Risks
Results of Risk Monitoring & Control
Project Risk Management – Summary

Chapter 12 - Project Procurement Management 29m

Project Procurement Management
12.1 Plan Procurement Management
Definition of a Contract
Procurement Management Plan
12.2 Conduct Procurements
Source Selection Criteria
12.3 Control Procurements
12.4 Close Procurements
Negotiate Settlements
12.4 Close Procurements (Cont.)
Project Procurement Management – Summary

Chapter 13 - Project Stakeholder Management 12m

Project Stakeholder Management
13.1 Identify Stakeholders
Classification Models for Stakeholder Analysis
Stakeholder Prioritization
13.2 Plan Stakeholder Management

Stakeholder Engagement Classification
13.3 Manage Stakeholder Engagement
13.4 Control Stakeholder Engagement
Project Stakeholder Management – Summary

Chapter 14 - Professional Responsibility

9m

Professional Responsibility
Duty to the Profession
Scope & Estimates
Authority
Above All Else
Course Closure

Total Duration: 6h 49m