

102 CAPM® Exam Prep

Course Syllabus

Course Textbook

Project Manager's KnowledgeBase, 8th Edition (333 pages), rated #1 PMI® Prep Book by About.com

Learning Objectives

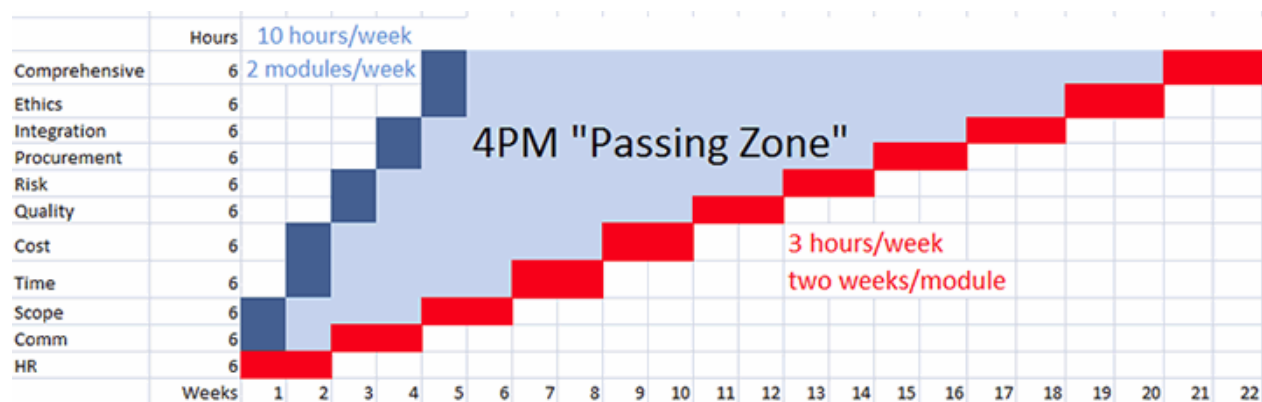
The objective is to pass the CAPM® exam on your first attempt. You will also learn the best practices in project management as measured by your scores on the course practice exams and the CAPM® exam itself. If you do not pass the first time (95% of our students do) we will continue to work with you until you pass.

You Set the Pace and Schedule to Fit Your Life

In an introductory phone call with your instructor, you will plan your course schedule based on your experience, learning style, and needs. We recommend that you study between 3 hours a week (22 week course duration) and 10 hours a week (5 week course duration). See our 4PM "Passing Zone" below.

The Passing Zone is Between 3 Hours a Week and 10 Hours a Week

You can work faster or slower but your odds of passing are best if you stay within the Passing Zone.



How Personal, Individualized Training Works

You will work one-on-one with your PMP® certified personal instructor, who will guide you through our CAPM® exam preparation process and answer all your questions via e-mail or phone call. Your instructor will review each

of your practice exams and send you written feedback. Your instructor will explain the concepts and suggest areas of additional study to improve your score in each knowledge area. They will ask you to take another test in a knowledge area if your score is not high enough to pass the CAPM® the first time.

Your instructor will call you periodically to review your progress and you may request a call whenever you need to discuss the material. Your instructor will also help you tailor our learning materials to fit your learning style.

Finally, after you have scheduled your CAPM® exam, your instructor will work with you through a 4-day comprehensive review. The review will require approximately 3 hours a day for the 4 days immediately before your exam and you will have a final phone conversation the day before your CAPM® exam.

Course Process

Each of the 11 modules in the course has a textbook reading assignment, a lecture video on the course website, and a practice exam which you will e-mail directly to your instructor for feedback. The course requires approximately 50 hours of effort for the reading, lectures, practice exams, and final comprehensive review in the 4 days preceding your CAPM® exam. You may take up to one year to complete the course.

Progress Reviews & Instructor Phone Calls

You and your instructor will review your progress periodically during the course to ensure you are on track. You may also ask your instructor questions whenever you wish and always get a response within 24 hours. In addition, you can schedule a phone call with your instructor whenever you require one.

Streaming Media Lectures

You will view the course lectures from the course website. Our server will stream the high-definition videos to you using the latest dynamic technology and constantly monitor your available bandwidth, streaming the appropriate size file for your available bandwidth. Students watching from their workplace or from home with a cable TV speed connection will not encounter any buffering.

Multiple Choice Practice Exams

You will take one or more multiple-choice practice exams for each of the 11 modules in the course. Your instructor will review each exam and send you full explanations of each question and answer. Your instructor may also ask you to retake an exam or send you a link to a new exam in that knowledge area until your score reflects a solid understanding of the material. Each practice exam is similar to the actual CAPM® exam questions for that knowledge area. You will submit your exams directly to your instructor, who will review your exam and give you written feedback within 24 hours.

Grading Criteria

To pass the course, you must earn a grade of 85% (B) or better on each of your CAPM® practice exams and the final comprehensive exams.

Course Sequence

Module 1: PMI® Foundations & Project Charter

The reading and lectures cover the foundation concepts in project management. You will learn the special language of project management and the basic components of the project lifecycle. You will also study the role

played by the project sponsor, project manager, team members, stakeholders and the project office in each type of organization structure. Also included is PMI®'s process for developing the project charter.

1. Read Chapter 1 (pages 5-27) in the *Project Manager's KnowledgeBase*.
2. Watch the Foundations lecture and Project Team in Action videos on the course website.
3. Take the Foundations multiple choice exam(s) online. They will be sent directly to your instructor who will grade them and send you written feedback within 24 hours.

Module 2: Communications Management

PMI® believes that communication consumes 90% of the project manager's time. A critical part of communication begins with the identification of the project stakeholders followed by management of their expectations. This module also includes the techniques to use when communicating with the project sponsor and stakeholders.

1. Read Chapter 2 (pages 28-54) in the *Project Manager's KnowledgeBase*.
2. Watch the Communications lecture and Project Team in Action videos on the course website.
3. Complete the Communications multiple choice exam(s) online. They will be sent directly to your instructor who will grade them and send you written feedback within 24 hours.

Module 3: Scope Management

The project scope is central to the plan and schedule and is directly related to the project's success. Learn the best practice techniques for defining the scope and the major deliverables needed to reach it. The scope is the foundation for the Work Breakdown Structure (WBS).

1. Read Chapter 3 (pages 55-88) in the *Project Manager's KnowledgeBase*.
2. Watch the Scope lecture and Project Team in Action videos on the course website.
3. Complete the Scope multiple choice exam(s) online. They will be sent directly to your instructor who will grade them and send you written feedback within 24 hours.

Module 4: Time Management

Learn the processes for further decomposing deliverables, estimating work and defining resource requirements. Time management also covers developing the schedule with predecessors, fine-tuning the schedule, and tracking actual performance against the baseline schedule.

1. Read Chapter 4 (pages 89-133) in the *Project Manager's KnowledgeBase*.
2. Watch the Time lecture and Project Team in Action videos on the course website.
3. Complete the Time multiple choice exam(s) online. They will be sent directly to your instructor who will grade them and send you written feedback within 24 hours.

Module 5: Cost Management

Building on the resource requirements developed in Module 4, Cost Management covers project cost estimates, final baseline budget, and tracking actual cost performance against the baseline budget. This module covers the use of earned value and other variance analysis techniques.

1. Read Chapter 5 (pages 134-157) in the *Project Manager's KnowledgeBase*.
2. Watch the Cost lecture and Project Team in Action videos on the course website.
3. Complete the Cost multiple choice exam(s) online. They will be sent directly to your instructor who will grade them and send you written feedback within 24 hours.

Module 6: Human Resources Management

You learn how project managers acquire, develop, and manage people throughout the lifecycle of the project. This module also covers motivational theories and the best methods for managing your team. You will also learn the most effective techniques for borrowing team members from other departments.

1. Read Chapter 6 (pages 158-179) in the *Project Manager's KnowledgeBase*.
2. Watch the Human Resources lecture and Project Team in Action videos on the course website.
3. Complete the Human Resources multiple choice exam(s) online. They will be sent directly to your instructor who will grade them and send you written feedback within 24 hours.

Module 7: Quality Management

Covers PMI®'s standard of quality for both the project management processes and for the product of the project. You will learn the best practice techniques for measuring the quality of the deliverables and improving the processes used to produce those deliverables.

1. Read Chapter 7 (pages 180-200) in the *Project Manager's KnowledgeBase*.
2. Watch the Quality lecture and Project Team in Action videos on the course website.
3. Complete the Quality multiple choice exam(s) on the course website. They will be sent directly to your instructor who will grade them and send you written feedback within 24 hours.

Module 8: Procurement Management

Understand the best practices for purchasing and acquiring resources and materials for the project from outside sources. As well, you'll learn how to request proposals from vendors, hold bidders' conferences, evaluate proposals, negotiate contracts with vendors and then administer contracts through their completion.

1. Read Chapter 8 (pages 201-231) in the *Project Manager's KnowledgeBase*.
2. Watch the Procurement lecture and Project Team in Action videos on the course website.
3. Complete the Procurement multiple choice exam(s) online. They will be sent directly to your instructor who will grade them and send you written feedback within 24 hours.

Module 9: Risk Management

Covers PMI®'s risk processes including risk identification, measuring the significance of major risks, dealing with unavoidable risks, and responding to negative and positive risks. You will also see how to develop contingency plans for risks that you cannot avoid.

1. Read Chapter 9 (pages 232-276) in the *Project Manager's KnowledgeBase*.
2. Watch the Risk lecture and Project Team in Action videos on the course website.
3. Complete the Risk multiple choice exam(s) online. They will be sent directly to your instructor who will grade them and send you written feedback within 24 hours.

Module 10: Integration Management

The project manager needs to integrate all of the above processes. You learn the techniques for controlling and managing changes to the baseline plans and the process of assessing the impact of changes. Finally, you will study the techniques for closing a project and learning from any mistakes made.

1. Read Chapter 10 (pages 277-320) in the *Project Manager's KnowledgeBase*.
2. Watch the Integration lecture and Project Team in Action videos online.
3. Complete the Integration multiple choice exam(s) online. They will be sent directly to your instructor who will grade them and send you written feedback within 24 hours.

Module 11: Professionalism & Social Responsibility

PMI® requires stringent ethical standards of its project managers. You will learn the principles embodied in the PMI® Code of Ethics and how to apply them in a variety of practical situations that commonly occur. These include conflicts of interest and a CAPM®'s obligation to enforce rules and standards.

1. Read Chapter 11 (pages 321-327) in the *Project Manager's KnowledgeBase*.
2. Watch the Professionalism & Social Responsibility (Ethics) lecture and Project Team in Action videos on the course website.
3. Complete the Professionalism & Social Responsibility multiple choice exam(s) online. They will be sent directly to your instructor who will grade them and send you written feedback within 24 hours.

Module 12: Comprehensive Review

When your application has been approved by PMI® and you have scheduled your CAPM® exam, you and your instructor work through a four day comprehensive review immediately before your exam date. This comprehensive review will include a practice exam just like the CAPM® as well as other review exams to solidify your knowledge of all the processes. Your instructor will coach you through this final review and will call you the day before your exam to provide test-taking tips.