



The CAPM Certification Program - Five-Day Seminar

Program Number: PMCAPM / PDUs: 30

Day 1—Project Management Overview

- Gain an overview of a project manager's role in every phase of the project and some basic project management tools
- Learn how to define project management paradigm
- Define and discuss the four phases of the project life cycle
- Define the activities associated with each phase of the project life cycle
- Formulate a working definition of the terms project manager and project
- Define the roles and responsibilities of a project manager
- Define the five organizational structures

Day 2—Planning the Project

- Discover the project manager's role in the planning phase and basic planning tools
- Define scope statement and explain its role in the process
- Catalog the elements in the planning phase
- Define the benefits of having a project plan
- Develop a project plan
- Explain the purposes of a Work Breakdown Structure (WBS) and develop one;
- Explain the four methods of arriving at estimates of task duration
- Describe the three charts
- Explain and resolve resource over-allocations
- State the components of the project management information system
- Use the triple constraint method to improve project management.

Day 3—Team Management for a Project

- Learn the project manager's role in managing team members
- Learn how to manage the behavioral issues in a team
- Identify the characteristics of an effective team and the different types of teams

Program Structure:

This program is set up to be extremely flexible for our clients so that they will be able to set the pace to fit their organizations needs. We are available to teach weekdays, weekends, or evenings, at the client's specified location.

Each class consists of lecture, open discussion, and small group exercises to vary the pace, keep the participant's attention and provide credibility and relevance by applying the topics to the participant's situation. The participants will gain a comprehensive understanding of all aspects of project management in order to be prepared for the CAPM exam. The entire PMBOK will be covered, as well as, practice exam questions, and personal assistance with the application

- Identify and use the different roles in a team
- Motivate a team to be its best
- Give feedback to team members
- Set up a successful team
- Use group decision making when necessary
- Use problem-solving models for team management

Day 4—Monitoring and Controlling the Project

- Understand the project manager's role during the execution phase
- Define the term baseline and explain its role in the project management process
- Define the elements of the executing phase
- Perform progress reporting
- Use earned value analysis
- Describe formats of weekly reports
- Explain the use of Gantt charts in tracking progress
- Explain and resolve resource over-allocation



- Document the project
- Use monitoring tools
- Use the triple constraint method
- Use methods of crashing and fast tracking the schedule
- Learn how to motivate and influence teams

Day 5—Project Closeout/Integration

- Learn the project manager's role in the closeout phase of a project
- Define lessons learned and their role in the project management process
- Define the elements of the closeout phase
- Prepare for transition to maintenance and customer teams
- Perform customer evolution
- Celebrate the project's success
- Reward team members
- Document project's lessons learned