

## **Course Blueprint/Outline for Certified Associate in Project Management (CAPM):**

### **Project Initiation and Scope Definition:**

- Identify stakeholder objectives for a project and prepare a high level scope statement that correctly defines the work required to achieve these objectives.
- Define high level business and technical requirements, outcomes, criteria for success, stakeholders' low-level needs and expectations including boundaries for project budget, duration and risk.
- Identify the project roles of stakeholders including Project Manager, Project Sponsor and Project Team members.

### **Project Planning:**

- Define in adequate depth the project deliverables/product and associated requirements.
- Create a Work Breakdown Structure (WBS).
- Identify a project strategy and life cycle.
- Create a schedule.
- Create a list of required resources.
- Perform project cost estimation and create a budget.
- Perform risk analysis and create a risk.
- Create a communication management plan.
- Create a quality management plan.
- Organize a comprehensive, detailed project plan.
- Validate stakeholder expectations.
- Establish change control over the project plan and develop procedures for updating and/or changing the plan.
- Close out the planning phase.

### **Project Execution, Control and Coordination:**

- Project monitoring, tracking and performance reporting.
- Interpreting project performance indicators and identifying variances from the plan.
- Taking corrective action.
- Updating the plan and re-planning by project phase.
- Issue tracking and issue resolution.

- Risk tracking and risk removal/mitigation.
- Change control.
- Quality management.
- Team management, coordination and communications.
- Resource management.

### **Project Closure, Acceptance and Support:**

- Recognize and explain the value of conducting a comprehensive review process that identifies the lessons learned and evaluate the planning, organizing, directing, controlling, execution and budget phases of the project, identifying both the positive and negative aspects.
- Recognize the need to plan to transfer the project deliverable to support and maintenance and to budget for these resources including help desk.
- Recognize the need for acceptance testing (user acceptance testing, factory acceptance testing, site acceptance testing) of the project deliverable.
- Recognize the need to obtain formal customer sign off for the project deliverable and hand off to the customer/client.
- Recognize the need to complete project documentation, secure approvals and archive/store appropriately.
- Recognize the need to close out contracts and sign-off for vendors.