

Syllabus for Certified Associate in Project Management Exam Prep Workshop

Course Information:

Course Number: GRAIL200

Professional Development Units (PDU): 24

Facilitator:

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Course Description:

This course provides a comprehensive review of the framework of standard processes based on the Project Management Body of Knowledge (*PMBOK*® Guide), Project Management Institute (PMI), and other resources. It includes processes for managing integration, scope, time, quality, cost, human resources, communications, risk, procurement, and stakeholder engagement. This course helps students prepare for the Certified Associate in Project Management® (CAPM) Exams.

In-class Sessions

Day 1

Introduction to Project Management and Other Topics

- Project Management Institute and Exam Instructions and Tips
- Project Management Integration
- Leadership

Project Schedule Management

- Three-point Estimate Formulas
- Precedence Diagramming Techniques and Exercises

Day 2

Project Cost Management and Other Topics

- Earned Value Management Formulas and Techniques
- Forecasting Formulas and Techniques
- Review, Online Instructions, Post-course Exam Strategies

Online Sessions (Grail Adobe Captivate Prime)

- 13 Presentations
- 260 Quiz questions

Post-workshop Resources (Grail Adobe Captivate Prime):

- Access to materials already provided (13 presentations and 260 quiz questions)
- 260 (additional) Quiz questions
- 100 Precedence diagramming questions
- 100 Earned value management questions
- 100 Forecasting and other calculation questions
- 4 Practice CAPM exams (50 questions each)

Objectives:

Students will master project management processes as articulated in the *PMBOK® Guide*, PMI, and other resources.