

Grail 

Professional Services

Conclusion

The Certified Associate in Project Management (CAPM)[®] Credential

Mark A. Ward

Finishing the Course

- Congratulations on finishing the classroom portion of the course.
- You have 12 hours of material to cover to finish the class.
- There are thirteen quizzes on your Adobe Captivate Prime account. Each quiz is at the end of each online presentation, and the course presentations correspond to the chapters in the *PMBOK® Guide*.

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Procedure

- Read chapter one in the *PMBOK® Guide*. Review online Presentation 1. Take the Presentation 1 quiz (20 questions) at the end of the presentation. Review your answers, especially areas where additional attention is needed.
- Repeat this activity for the remaining 12 presentations. **Complete all thirteen quizzes at least once.** When you have completed the thirteenth quiz, you have completed the course, and you can register to take the CAPM Exam.

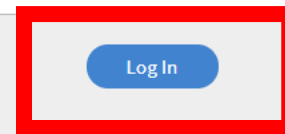
Adobe Captivate Prime Account

- An email from Adobe will be sent to you to invite you to enroll in the course to give you access to the quizzes and other materials.
- On your first log in, you will need to create an Adobe ID to access your account (it is free). Your Adobe ID is also your password.
- If you do not receive an email, make sure it did not go to your spam folder.
- If you do not see an email, you can access your Adobe account here: <https://captivateprime.adobe.com/GrailLLC>

First Log In-Creating Your Adobe ID

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LEARNING HOMEPAGE FOR
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Click here to create
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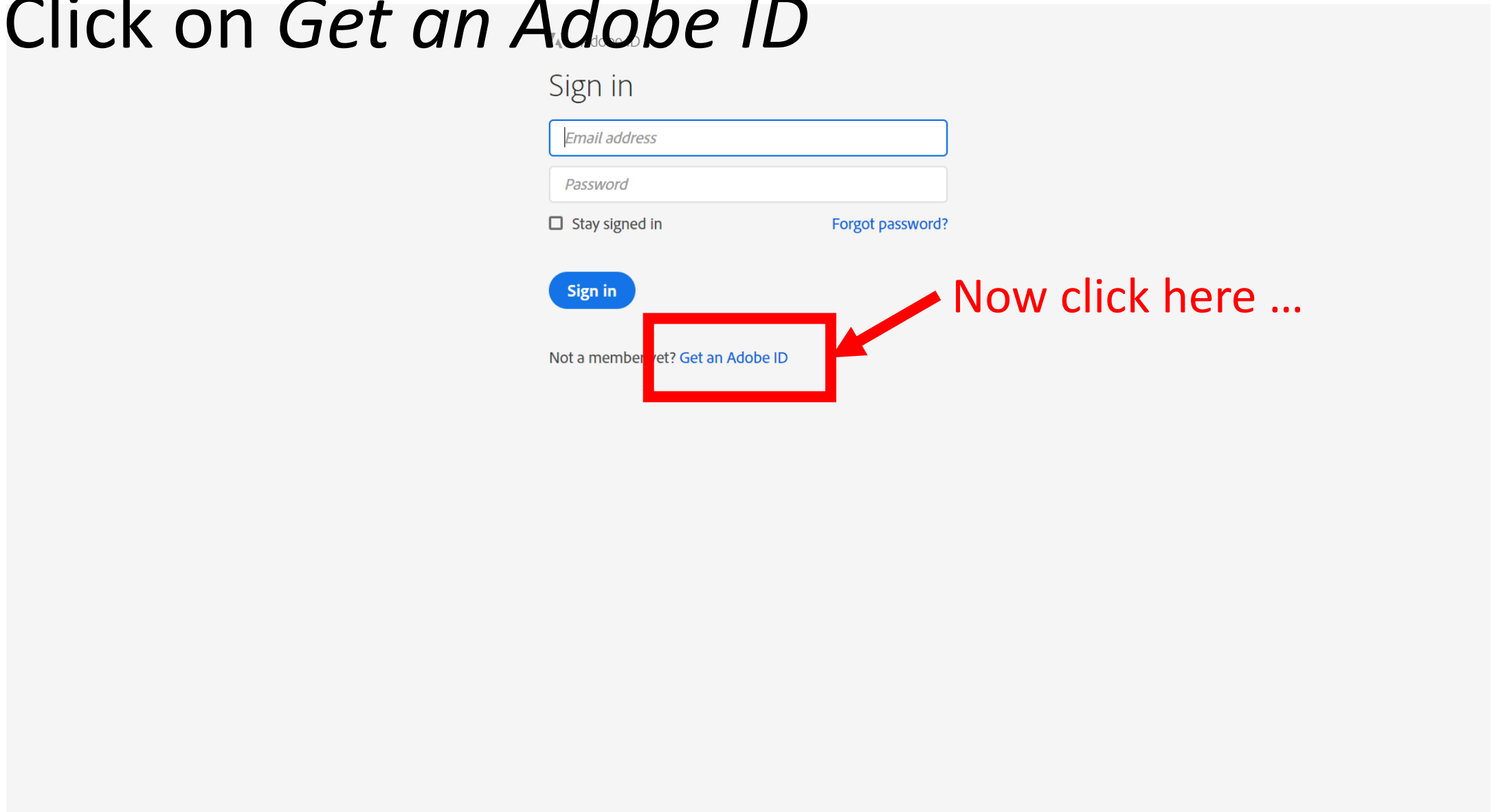
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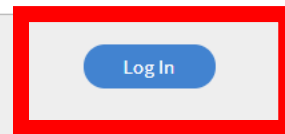
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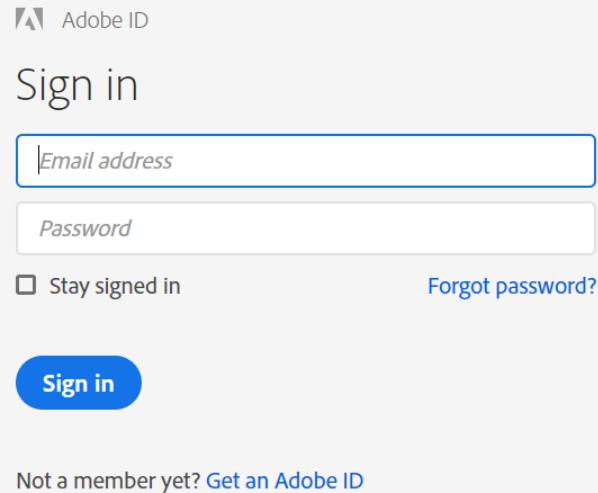
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Sign in to your account and access the materials



The screenshot shows the Adobe ID sign-in interface. At the top left is the Adobe ID logo. Below it is the text "Sign in". There are two input fields: the first is labeled "Email address" and the second is labeled "Password". Below the password field is a checkbox labeled "Stay signed in" and a link labeled "Forgot password?". A blue "Sign in" button is positioned below the input fields. At the bottom of the form is the text "Not a member yet? [Get an Adobe ID](#)".

Note that your password is your Adobe ID

After you finish the class, we recommend you do the following (in order):

- Become a member of the Project Management Institute
- Complete the online PMI registration form to take the CAPM Exam (pmi.org)
- Finish your post-class test preparation activities
- Sign up to take the CAPM Exam through Pearson VUE (pearsonvue.com)

Post-Class Test Preparation Activities: Steps 1 to 4

- 1. You must commit to memory the Formula Sheet
- 2. You must have a keen understanding of the 49 processes (see Table 1-4) and the inputs, tools and techniques, and outputs associated with each process
- 3. Review PMI's Code of Ethics and Professional Conduct (file: pmi code of ethics.pdf)
- 4. Take the Project Management Bonus Questions

STOP!



- **DO NOT** proceed to Final Post-Class Test Preparation Activities until you have successfully completed Steps 1 through 4.

Final Post-Class Test Preparation Activities

- From memory, write the Formula Sheet. Using what you have written (Formula Sheet) as your only guide, take CAPM Practice Exam 1 on your Adobe account. When you take a practice exam, you will receive comprehensive feedback on areas that need improvement.
- You have three additional CAPM practice exams on your Adobe account

When you take a practice exam, you will receive comprehensive feedback on areas that need improvement.

- Feedback
- Answer Key
- Response

Feedback

- The practice exams give you an overall assessment of how you did in the five major process groups, which is very similar to the actual CAPM Exam. This will let you hone in on the specific areas that need improvement.

Answer Key

- The Adobe account gives comprehensive feedback on all practice exam questions (to include graphs, charts, and tables).

Target Practice Exam Score

- Each practice exam should take you about an hour to complete and an hour or more to review.
- If you score a **60** or higher on the four practice exams (on your first attempt), you should schedule and take the actual CAPM Exam.

Note on Retaking Practice Exams

- Taking a practice CAPM exam more than one once has no predictive power. For example, you take CAPM Practice Exam 1 for the first time and score a 50. You retake CAPM Practice Exam 1 three more times. On your fourth attempt, you score a 90. What does a score of 90 mean with respect to how well you would do on the actual CAPM Exam? It means nothing. The only relevant score on CAPM Practice Exam 1 in this example is 50.

Timeline

- How much preparation time do you need to take and pass the CAPM exam?
- You should allocate on average between two to three hours of study a day for about a month.* Assumptions associated with the number of hours of study: You must be totally committed to passing the CAPM exam on your first attempt. Your study hours are quality time (e.g., able to concentrate with no distractions). You have already completed 24 hours of formal CAPM exam prep training.

*You may need to adjust the number of hours of study based on your level of experience, etc.

Timeline: 30 Days

- You have completed the project management workshop.
- You are fully committed to passing the CAPM exam on your first try.
- You have no significant obligations and anticipate no distractions over the next 30 days.
- You are committed to studying an average of two to three hours a day over the next 30 days (60 to 90 hours total).

Additional Timeline Guidance

- It is not uncommon for students to take a vacation day in conjunction with a three-day holiday (e.g., a vacation day on a Friday followed by a Monday holiday).
- During this four-day period, students will do last minute preparation activities followed by a CAPM exam test date shortly after the holiday.

Thank You!

- It has been an honor and a privilege to be your facilitator!

Questions?