

Grail 

Professional Services

An Introduction to Project Management

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

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Welcome

- Title: CAPM[®] Exam Prep Course
- Instructor: Mark Ward
- Professional Development Units: 24
- See Policies and Disclaimers

Grail LLC is a Registered Education Provider (R.E.P.) with the Project Management Institute. PMBOK[®] Guide is a registered mark of the Project Management Institute, Inc. Certified Associate in Project Management (CAPM), CAPM, Project Management Professional, (PMI), and the PMI Talent Triangle are marks of the Project Management Institute, Inc.

Why follow Grail on Twitter?

- Local PMI chapter fees
- Location of closest Pearson VUE testing centers
- Project manager job openings in your region
- Stay current on important project management information (e.g., employment, certification test changes)
- Twitter: **go_grail**



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Grail LLC

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Introduction

- History and importance of the CAPM
- How to apply for the CAPM
- Pearson VUE Testing Centers
- Types of questions you may encounter on the CAPM exam
- Other Information

Is the CAPM really that important a discriminator in the job market?

- *Because the CAPM[®] recognizes your knowledge of the profession's preeminent global standard, you'll stand out to employers and be poised to move ahead.* (Project Management Institute. *Certified Associate in Project Management (CAPM)[®]*. PMI.com. Project Management Institute, 18 Feb. 2020. 2009. Web.

Why obtain the CAPM? Some reasons include ...

- It will help me do my job better
- My organization wants me to obtain it
- My organization requires me to have it

Why obtain the CAPM? Some other reasons include ...

- My organization will give me a pay raise
- It will make me more marketable
- I want to be part of a professional guild
- It can help prepare me for the Project Management Professional (PMP)[®] exam
- Other reasons

Up Front: Important Terms

- Project Management Institute (PMI)
- Certified Associate in Project Management (CAPM) credential
- Project Management Body of Knowledge (PMBOK® Guide)

Selected Project Management Credentials History

- PMP: 1984
- PRINCE2: 1996 (AXELOS)
- **CAPM: 2003**
- PMI-ACP: 2012 (informal launch 2011)

PMI Fact File

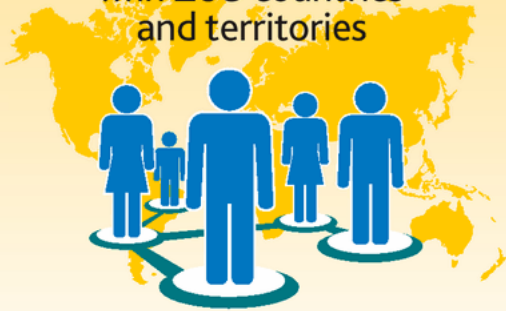
Statistics through 31 January 2019

More Than **6 Million** *PMBOK® Guide* Editions Now in Circulation!

TOTAL MEMBERS

565,021

...in **208** countries
and territories



PMI has **301** chartered and
6 potential chapters

CERTIFICATIONS

Total Active Holders of:

CAPM® Certified Associate in Project Management	37,564
PMP® Project Management Professional	910,431
PfMP® Portfolio Management Professional	661
PgMP® Program Management Professional	2,582
PMI-RMP® PMI Risk Management Professional	5,105
PMI-SP® PMI Scheduling Professional	1,922
PMI-PBA® PMI Professional in Business Analysis	3,235
PMI-ACP® PMI Agile Certified Practitioner	26,119

PUBLISHING



6,245,449

Total copies of
all editions* of the
PMBOK® Guide
in circulation

*includes PMI-published
translations

CAPM Prerequisites

- Minimum high school diploma or equivalent
- 23 hours of project management education

Project management education CAPM eligibility requirements ARE NOT satisfied by

- PMI Chapter meetings
- Self-study (e.g., reading books)
- Project management education CAPM eligibility requirements ARE satisfied by this course

Eligibility Letter

- After approval, eligibility letter sent from PMI
- Reviewed and processed within one (1) business day
- Once letter received, applicant can schedule to sit for the CAPM exam (good for one year from date of approval)

Pearson VUE Testing Center Requirements

- Bring proper ID and other paperwork
- Environment:
 - Make sure to wear comfortable clothing.
 - Make sure you bring a sweater (even on a hot day).

CAPM Certification Computer Based Testing Fees (US Dollars)

- PMI member: \$225
- Non-PMI member: \$300
- Retest PMI member: \$150
- Retest non-PMI member: \$200

PMI Membership Fees (US Dollars)

- Application Fee (everyone) \$10
- Join: \$129
- Renew: \$129
- Student Join: \$32
- Student Renew: \$32
- Local Chapter (optional/varies): \$20 or more*



*A special tweet just for you: https://twitter.com/go_grail

What does the CAPM exam cover (Part I)?

PMBOK Chapters:

- 1. Introduction to Project Management 6%
- 2. Project Environment 6%
- 3. Role of the Project Manager 7%
- 4. Project Integration Management 9%
- 5. Project Scope Management 9%
- 6. Project Schedule Management 9%

What does the CAPM exam cover (Part II)?

PMBOK Chapters:

- 7. Project Cost Management 8%
- 8. Project Quality Management 7%
- 9. Project Resource Management 8%
- 10. Project Communication Management 10%
- 11. Project Risk Management 8%
- 12. Project Procurement Management 4%
- 13. Project Stakeholder Management 9%

Exam Specifics

- 150 questions total
 - 135 questions are scored
 - 15 “pretest” questions (placed randomly in the exam)
- Passing percentage is not published (score is essential reported to you as pass or fail)

Five domains on Table 1-4

Ten Knowledge Areas on Table 1-4

Table 1-4. Project Management Process Groups and Knowledge Areas Mapping

Knowledge Areas	Project Management Process Groups				
	Initiating Process Group	Planning Process Group	Executing Process Group	Monitoring & Controlling Process Group	Closing Process Group
4. Project Integration Management	4.1 Develop Project Charter	4.2 Develop Project Management Plan	4.3 Direct and Manage Project Work 4.4 Manage Project Knowledge	4.5 Monitor and Control Project Work 4.6 Perform Integrated Change Control	4.7 Close Project or Phase
5. Project Scope Management		5.1 Plan Scope Management 5.2 Collect Requirements 5.3 Define Scope 5.4 Create WBS		5.5 Validate Scope 5.6 Control Scope	
6. Project Schedule Management		6.1 Plan Schedule Management 6.2 Define Activities 6.3 Sequence Activities 6.4 Estimate Activity Durations 6.5 Develop Schedule		6.6 Control Schedule	
7. Project Cost Management		7.1 Plan Cost Management 7.2 Estimate Costs 7.3 Determine Budget		7.4 Control Costs	
8. Project Quality Management		8.1 Plan Quality Management	8.2 Manage Quality	8.3 Control Quality	
9. Project Resource Management		9.1 Plan Resource Management 9.2 Estimate Activity Resources	9.3 Acquire Resources 9.4 Develop Team 9.5 Manage Team	9.6 Control Resources	
10. Project Communications Management		10.1 Plan Communications Management	10.2 Manage Communications	10.3 Monitor Communications	
11. Project Risk Management		11.1 Plan Risk Management 11.2 Identify Risks 11.3 Perform Qualitative Risk Analysis 11.4 Perform Quantitative Risk Analysis 11.5 Plan Risk Responses	11.6 Implement Risk Responses	11.7 Monitor Risks	
12. Project Procurement Management		12.1 Plan Procurement Management	12.2 Conduct Procurements	12.3 Control Procurements	
13. Project Stakeholder Management	13.1 Identify Stakeholders	13.2 Plan Stakeholder Management	13.3 Manage Stakeholder Engagement	13.4 Monitor Stakeholder Engagement	

Source: Project Management Institute (PMI). (2017). *A Guide to the Project Management Body of Knowledge*. 6th Edition. Newtown Square Pennsylvania: PMI. Used with permission from PMI.

How much time do I have to take the test?

- You have a fifteen-minute period before the exam begins to complete a “computer tutorial” (not graded).
- After the fifteen-minute tutorial, you will be given three hours to answer the 150 questions.

CAPM Testing Venue

- You can take the exam at a Pearson Vue testing center
 - You can take breaks during the three-hour exam
- You can take the exam at remotely (e.g., at home) provided you can meet certain technical and other requirements (visit this [link](#) for a useful video of the process)
- You cannot take breaks if you take the exam at home

Question Format

- All questions are multiple choice:
 - Short question
 - Lengthy word problem
 - “Fill-in-the-blank” (with one of the available alternatives)
 - Formula/calculation/chart/graph
- Context is important

Question Type

- Most questions present a scenario or tell a story. Based on the context the question presents in the scenario or story, you must select the correct answer.

Guess

- Most questions appear to have more than one correct answer. Take an educated guess if necessary.

Questions are Weighted

- Project Management Institute psychometricians (subject matter experts) grade questions on how difficult questions are to answer (modified Angoff method).
- You get more points for answering more difficult questions correctly.
- Questions that have analytical rigor (e.g., quantitative questions, diagramming questions) are important and usually carry more weight.

Ramifications of Weighting Questions

- There is no one percentage passing score for any particular test taker.
- That is, a lower unweighted overall percent correct score (passing) can beat a higher unweighted overall percent correct score (failing).

Caution!

- Observation: If you take practice exams and routinely score a 60 percent, you still might fail the actual exam. Practice exam questions are not weighted.
- Why? You may be answering most of the highly-weighted questions wrong.
- You must be proficient on all areas of the exam (including those with analytical rigor) and obtain high scores on practice exams (60 percent or higher on Grail practice exams).

Caution!

- Some popular test preparation companies use practice exam test engines that draw questions from a single database.
- Hence, when you retake a test, you may see some the same questions on retakes. Your retake scores will be artificially increased (a phenomenon known as “learning the test”).
- Only use exam test engines that give you unique questions on each test.

Approach to Answering Questions

- Answer all questions (no penalty for guessing)
- You can skip questions and return to them
- Adopt a strategy that works best for you.

Important Notes

- You must have some understanding of the context associated with the inputs, tools & techniques, and outputs for each process (there are 49 processes)
- Look for **SPOTLIGHT**s in presentations.

Questions?

Reference

- Project Management Institute (PMI). (2017). *A Guide to the Project Management Body of Knowledge*. 6th Edition. Newtown Square Pennsylvania: PMI.