

# CAPM®: Preparing for Certification PMBOK® Guide - 6th edition

Hands-on course of 5 days - 35h  
Ref.: APM - Price 2024: CHF3 030 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Understand the areas of knowledge of the PMBOK® reference book

Plan and define the phases of a project

Build and track the project's key performance indicators

Master communication with all of a project's players

Learn PMI's Code of Ethics and Professional Conduct

Take a mock CAPM® exam and self-grade it

## HANDS-ON WORK

Exam simulation tool: Checking knowledge, correction and feedback on mistakes.

## CERTIFICATION

The content taught in this training is compatible with the PMBOK® Guide, 6th Edition. To take the certification test, you must register and apply on PMI's website.

## THE PROGRAMME

last updated: 06/2022

### 1) Introduction to project management

- Basic concepts of project management.
- Stakeholders, organizational structures, etc.
- Project management: The five process groups.
- Introduction to the ten PMBOK® knowledge areas.

*Storyboarding workshops* : Pros and cons of the various project organizational structures.

*Discussions about a project's input documents.*

### 2) Integration management

- Contents and usefulness of the project charter.
- Structure of the project management plan.
- Change management.

*Hands-on work* : Writing a project charter.

### 3) Managing the scope of the project

- Work breakdown structure.
- Verification and oversight of the content.

*Hands-on work* : Creating the Work Breakdown Structure (WBS).

### 4) Managing costs and deadlines

- Sequencing of activities.
- Determining the budget and provisions.
- Cost control.

*Hands-on work* : Estimate using the PERT technique, identify the critical path. Earned value, choosing the best project, discrepancies.

### 5) Managing quality and resources

- Quality control, assurance, and plan...

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

- Defining the roles and responsibilities within the project team
- Motivating, managing conflicts within the team.

*Hands-on work : Resource assignment matrix.*

#### 6) Managing communications and risks

- Carrying out the communication plan, managing and mastering your communications.
- Communication technologies and methods.
- Identifying project risks: The risk register; qualitative and quantitative analysis.
- Developing risk response strategies, tracking and controlling risks.

*Hands-on work : Determining how many communication channels a project has. Risk assessment. Calculating EMV (Expected Monetary Value)*

#### 7) Managing procurement

- Planning procurement management.
- Carrying out procurement (selecting vendors).
- Managing and mastering contractual relations.

#### 8) Stakeholders management

- Identify stakeholders.
- Planning and mastering stakeholder management.
- Managing and mastering stakeholder engagement

*Exam : Questions. Thinking about case studies.*

*Mock exam and debriefing.*

## DATES

---

REMOTE CLASS

2024 : 23 Sep, 04 Nov