

Certified Associate in Project Management - CAPM - PMI Certification Training

This entry-level PMI CAPM training covers the objectives in the CAPM exam, which is the one required exam to earn the Certified Associate in Project Management (CAPM) certification. You'll learn project management skills covering planning, scoping, maintaining, and administering a project's life cycle.

[CBT Nuggets course material](#) →

WEEK 1

Prepare for your CAPM Learning Journey

151 min.

About the CAPM Exam	12
Using This Course	12
The PMI Code of Ethics and Professional Conduct	9
Your Challenge!	2

Understand Basic Project Terms and Approaches

What is a Project?	11
Projects, Programs, and Portfolios	5
Predictive and Adaptive Approaches	11
Introducing Scope	7
Distinguish Between Risks, Issues, Assumptions, and Constraints	7
Learning Check	1

Understand Project Management Planning

The Project Management Plan	10
The Product Management Plan	8
Let's talk about Resources!	7
Introduction to Project Scheduling	7
Balancing cost, schedule, scope, and quality	5
Project Closure and Transitions	6
Learning Check	1

Understand Project Roles and Responsibilities

Organisational Structures	6
Key Roles and Responsibilities	9
The Many Hats of the Project Manager	10
Leadership vs Management	5

WEEK 2

159 min.

Leadership Styles	7
Emotional Intelligence	6
Learning Check	1

Follow and Execute Communication Strategies

Introduction	8
Plan Communications for a Predictive Project	7
Communications in an Adaptive Project	8
A Bit of Communications Theory!	10
Push and Pull Communications	1
Facilitating Effective Project Communication	3
Learning Validation	1

Follow and Execute Risk Strategies

Recap (and a little bit more!)	8
Identify Risks	9
Analyse Risks	9
Risk Strategies and Responses	8
The Risk Management Plan	5
Learning Validation	3

Meetings and Problem-Solving

Different Meeting Types	11
Running an Effective Meeting	9
Problem Solving Tools and Techniques	14
A Brief Overview of Agile meetings	3
Learning Validation	5

Conflict Resolution and Negotiating

Introduction: Solving Interpersonal Problems	2
Team Development	12
Understanding Conflict	9

WEEK 3

152 min.

The Thomas-Kilmann Model	11
Negotiating	9
Learning Validation	3

Tutor Check-in and Domain 1 Review

Introduction	3
Understand Basic Project Terms and Approaches	5
Understand Project Management Planning	5
Understand Project Roles and Responsibilities	6
Follow and Execute Communication Strategies	8
Follow and Execute Risk Strategies	8
Meetings and Problem-Solving	8
Conflict Resolution and Negotiating	6

Explain When to Use a Predictive Approach

Introduction	7
The nature of the deliverable	6
Organisational structure and environment	10
The PMBOK 6th Edition knowledge areas	10
Example project management activities, and how they fit into the PMI process groups	10
Learning Check!	3

Demonstrate an Understanding of a Project Schedule

The Schedule Management Plan	6
The Work Breakdown Structure (WBS)	6
Estimate activity durations	8
Put the activities in the right order!	8
Depicting the project schedule and milestones	6

WEEK 4

156 min.

The Schedule Baseline	4
Learning Validation	7

Use the Critical Path Method

Identify the Critical Path	7
Use the Critical Path Method	15
Float, Total Float or Free Float?	4
Resourcing techniques	8
How your project management software can help you	3
Your Challenge!	4

Apply a Quality Management Plan

Introduction	7
Quality Management and the Quality Management Plan	8
Quality Philosophies	7
Quality Control	10
Verification or Validation?	3
Learning Check!	7

Apply Integration Management

What is Integration Management?	10
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Change Control Processes	12
Managing Project Knowledge	13
Systems Thinking and Critical Thinking	5
Learning Check!	1

Project Controls of Plan-based Projects

Examples of artifacts in predictive, plan-based projects	3
Cost Estimates	10
The Cost Baseline	8

WEEK 5

151 min.

Introducing Earned Value Management (EVM)	5
Calculate Cost and Schedule Variances (CV and SV)	12
Calculate Cost and Schedule Performance Indexes (CPI and SPI)	8
Forecasting with EVM (EAC and VAC)	7
Learning Validation	1

Tutor Check-in and Domain 2 Review

Introduction	1
Explain When to Use a Predictive Approach	10
Demonstrate an Understanding of a Project Schedule	8
Use the Critical Path Method	9
Apply a Quality Management Plan	5
Apply Integration Management	5
Project Controls of Plan-based Projects	7

Explain When to Use an Adaptive Approach

Adaptive, Agile, Iterative or Incremental? What's the difference?!	11
Characteristics of the deliverable	7
Organisational structure	16
Organisational Process Assets and Enterprise Environmental Factors	6
Learning Validation	4

Determine How to Plan Project Iterations

Where does Iteration Planning fit in?	9
User Stories	11
Estimating	9

WEEK 6

156 min.

Velocity	6
The Product Backlog	7
Iteration Planning	8
Learning Check!	5

Track and Document Controls for Adaptive Projects

Introduction	8
Burnup and Burndown Charts	12
Metrics and Tracking for Flow-based Agile Teams	12
Adaptive Artifacts Roundup!	11
Learning Validation	1

Explain Components of an Adaptive Plan

Common Agile Practices and the Team Charter	8
Scrum	9

Kanban	10
XP, DSDM, and FDD	8
Scaling Agile	10
Your Challenge!	2

Prepare and Execute Task Management Steps

Success Criteria and Success Factors	9
Prioritise Tasks	7
Technical Execution Practices	12
Mobbing and Swarming	3
The Definition of Done	8

WEEK 7

154 min.

Doing the Work!	9
Skill Review	1

Tutor Check-in and Domain 3 Review

Introduction	1
Explain when to use an adaptive approach	10
Determine how to plan project iterations	11
Track and document controls for adaptive projects	9
Explain components of an adaptive plan	8
Prepare and execute task management steps	7

Business Analysis Roles and Responsibilities

Introducing Business Analysis	10
An Overview of the PMI's Business Analysis Processes	11
The Role of Business Analyst	8

Other Stakeholder Roles	10
Develop a Responsibility Assignment Matrix	7
Learning Check	1

Conduct Stakeholder Communication and Engagement

Introduction	10
Identify and Assess Stakeholders	16
Considerations when Planning Engagement	9
Manage and Monitor Stakeholder Engagement	10
Learning Check	1

Determine How to Gather Requirements

The Importance of Product Requirements	5
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WEEK 8

152 min.

Different Types of Product Requirements	7
What Kind of Information Are We Looking For?	3
Tools and Techniques for Conducting Elicitation	11
Express and Track Requirements	13
Learning Check	2

Product Roadmaps and Needs Assessment

The Needs Assessment Knowledge Area	7
Identifying the Problem and Determining the Future State	10
Selecting a Solution or a Project	9
The Project Business Case	6
The Product Roadmap	7
The Project Charter	5

Learning Check	1
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Validate Requirements Through Product Delivery

Recap of Key Concepts for Validation	9
Different Types of Testing for Software Development	6
There are Yet More Business Analysis Processes to Discover!	3
The Analysis Knowledge Area	11
The Traceability and Monitoring Knowledge Area	13
The Solution Evaluation Knowledge Area	5
Learning Check	1

How PM Methodologies Influence BA Processes

Adapting Business Analysis to the Project Life Cycle	8
Needs Assessment	1
Stakeholder Engagement	8
Elicitation	6

WEEK 9

62 min.

Analysis	8
Traceability and Monitoring	3
Solution Evaluation	3
Learning Check	1

Tutor Check-in and Domain 4 Review

Introduction	2
Business Analysis Roles and Responsibilities	8

Conduct Stakeholder Communication and Engagement	7
Determine How to Gather Requirements	8
Product Roadmaps and Other Needs Assessment Activities	8
Validate Requirements Through Product Delivery	9
How Project Methodologies Influence Business Analysis Processes	5