

CAPM®, preparation for certification



MPGP-78 5 Days (35 Hours)

Description

Being CAPM® certified means knowing and mastering the processes and terminology described in the PMI PMBOK® standard. This course will introduce you to each of the elements of project management as defined in this framework and will prepare you for the exam.

Who is this training for ?

For whom

Candidates for CAPM® certification, future project managers or collaborators on a project wishing to improve their knowledge of project management.

Prerequisites

Aucune

Training objectives

- Understand the knowledge areas of the PMBOK® framework
- Carry out the planning and phasing of a project
- Build and monitor key project progress indicators
- Master communication with all stakeholders in a project
- Understand the code of ethics and professional conduct within the meaning of the PMI
- Prepare for a CAPM® mock exam and self-assess

Training program

Introduction au management de projet

- Basic concepts of project management.
- Stakeholders, organizational structures.
- Project management: the five process groups.
- Introduction to the ten areas of PMBOK®.
- Exchanges Advantages and disadvantages of different project organizational structures.
- Exchanges on project input documents.

Management de l'intégration

- Content and usefulness of the project charter.
- Structure of project plans.
- Management of changes.
- Practical work Development of a project charter.

Management du contenu du projet

- Project breakdown structure.
- Verification and control of the content.
- Practical work Create the project breakdown structure (SDP) or Work Breakdown Structure (WBS).

Management du contenu du projet

- Project breakdown structure.
- Verification and control of the content.
- Practical work Create the project breakdown structure (SDP) or Work Breakdown Structure (WBS).

Management des délais et des coûts

- Sequencing of activities.
- Estimate of resources.
- Determination of the budget and provisions.
- Cost control.
- Practical work Estimate using the PERT technique, identify the critical path.
- Acquired value, choice of the best project, deviations.

Management de la qualité et des ressources humaines

- Plan, assurance and quality control.
- Team development, conflict management, RACI matrix.
- Practical work Assignment matrix resources.

Management des communications et des risques

- Plan communications management.
- Communication technologies and methods.
- Risk statements, risk responses.
- SWOT analysis.
- Provisions for contingencies and unforeseen events.
- Practical work Determine the number of communication channels for a project.
- Risk assessment.
- Calculation of the AMV (Expected Monetary Value).

Management des parties prenantes

- Identify stakeholders.
- Plan and manage stakeholders.
- Manage stakeholder engagement.
- Exchanges Questions.
- Reflection on case study.

Management des approvisionnements du projet et conduite du CP

- Proceed with procurement.
- Control and close procurement.
- Code of ethics and professional conduct.
- Exam Simulation .
- Mock exam and debriefing.