

OUR LEARNING EXCLUSIVE

- Custom exam prep software and materials
- Course-specific thinQtank® Learning publications to make the learning fun and engaging
- Extended hours of training, including scenario-based exercises on real projects
- **We do not teach the test.** We always deliver valuable, practical experience
- All reading material and study guides sent to you when you register
- Every course taught by PMI-certified project management professionals
- Six months mentoring access to our project managers after the course

TRAINING CAMP FORMAT

thinQtank® Learning delivers this course as a **three-day instructor-led training camp**. It provides the **23 hours of project management education** PMI requires before you can sit the CAPM® exam, and we issue the certificate you need for your PMI application. The balance of lecture and exercises is set to suit the group and the delivery method.

PREREQUISITES

- A secondary degree (high school diploma, GED or global equivalent)
- 23 hours of project management education before the exam — **this course satisfies it**
- No project management work experience is required

TARGET AUDIENCE

- Entry-level project managers, project coordinators and team members
- Students and career changers starting out in project management
- IT, security and operations professionals who work on or alongside projects
- Anyone planning to work toward the PMP® later in their career

EXAM

CAPM® — PMI Certified Associate in Project Management

Questions	150 (135 scored, 15 unscored pretest)
Duration	180 minutes
Delivery	Pearson VUE test center or online proctored
Passing score	Not published by PMI
Renewal	15 PDUs every three years

The exam fee is paid to PMI when your application is approved; PMI members pay a reduced fee.

DELIVERY METHODS

- Instructor-led training
- Immersive live-online training
- On-site and custom delivery

COURSE OVERVIEW

thinQtank® Learning is offering a unique three-day training camp comprised of three days of instructor-led learning that gives students the knowledge and skills needed to earn the **Certified Associate in Project Management (CAPM)®** certification from the Project Management Institute.

The CAPM® is PMI's entry-level credential and the natural first step toward the PMP®. This course covers the full exam content outline: project management fundamentals and core concepts, predictive plan-based methods, agile frameworks, and business analysis. It uses PMI terminology throughout and is built around realistic project scenarios rather than memorization.

This course prepares you for the **PMI CAPM® exam**.

WHAT YOU WILL BE ABLE TO DO

- Pass the CAPM® exam on the first attempt
- Speak the language of project management using PMI terminology
- Choose between predictive, adaptive and hybrid approaches for a project
- Contribute to planning, scheduling and controlling a project
- Gather, document and validate requirements with stakeholders

COURSE OBJECTIVES

Primary course objectives:

- Explain project life cycles, processes and the roles and responsibilities on a project
- Build and follow a project management plan, including communication and risk strategies
- Apply common problem-solving tools and techniques
- Decide when a predictive, plan-based approach fits, and document its schedule and controls
- Decide when an adaptive approach fits, and plan iterations and task management
- Explain the components of an adaptive plan and how its controls are documented
- Describe business analysis roles, stakeholder communication and requirements gathering
- Use product roadmaps and validate requirements through product delivery

EXCLUSIVE LEARNING PACKAGE

- CAPM® reading plan and review guide
- CAPM® certification practice exams
- Certificate of 23 contact hours for your PMI application
- Project templates and worked examples
- Course video recordings for review

CAPM® EXAM DOMAINS

36%

Project Management Fundamentals and Core Concepts

17%

Predictive, Plan-Based Methodologies

20%

Agile Frameworks / Methodologies

27%

Business Analysis Frameworks

COURSE MODULES

01 Project Management Fundamentals and Core Concepts

- › Topic A: Demonstrate an understanding of project life cycles and processes
- › Topic B: Demonstrate an understanding of project management planning
- › Topic C: Demonstrate an understanding of project roles and responsibilities
- › Topic D: Determine how to follow and execute planned strategies or frameworks
- › Topic E: Demonstrate an understanding of common problem-solving tools and techniques

02 Predictive, Plan-Based Methodologies

- › Topic A: Explain when it is appropriate to use a predictive, plan-based approach
- › Topic B: Demonstrate an understanding of a project management plan schedule
- › Topic C: Determine how to document project controls of predictive, plan-based projects

03 Agile Frameworks / Methodologies

- › Topic A: Explain when it is appropriate to use an adaptive approach
- › Topic B: Determine how to plan project iterations
- › Topic C: Determine how to document project controls for an adaptive project
- › Topic D: Explain the components of an adaptive plan
- › Topic E: Determine how to prepare and execute task management steps

04 Business Analysis Frameworks

- › Topic A: Demonstrate an understanding of business analysis roles and responsibilities
- › Topic B: Determine how to conduct stakeholder communication
- › Topic C: Determine how to gather requirements
- › Topic D: Demonstrate an understanding of product roadmaps
- › Topic E: Determine how project methodologies influence business analysis processes
- › Topic F: Validate requirements through product delivery

A Appendices

- › Appendix A: Applying for and taking the CAPM® exam
- › Appendix B: Mapping course content to the CAPM® Exam Content Outline
- › Appendix C: Glossary of PMI terms

TERMS

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