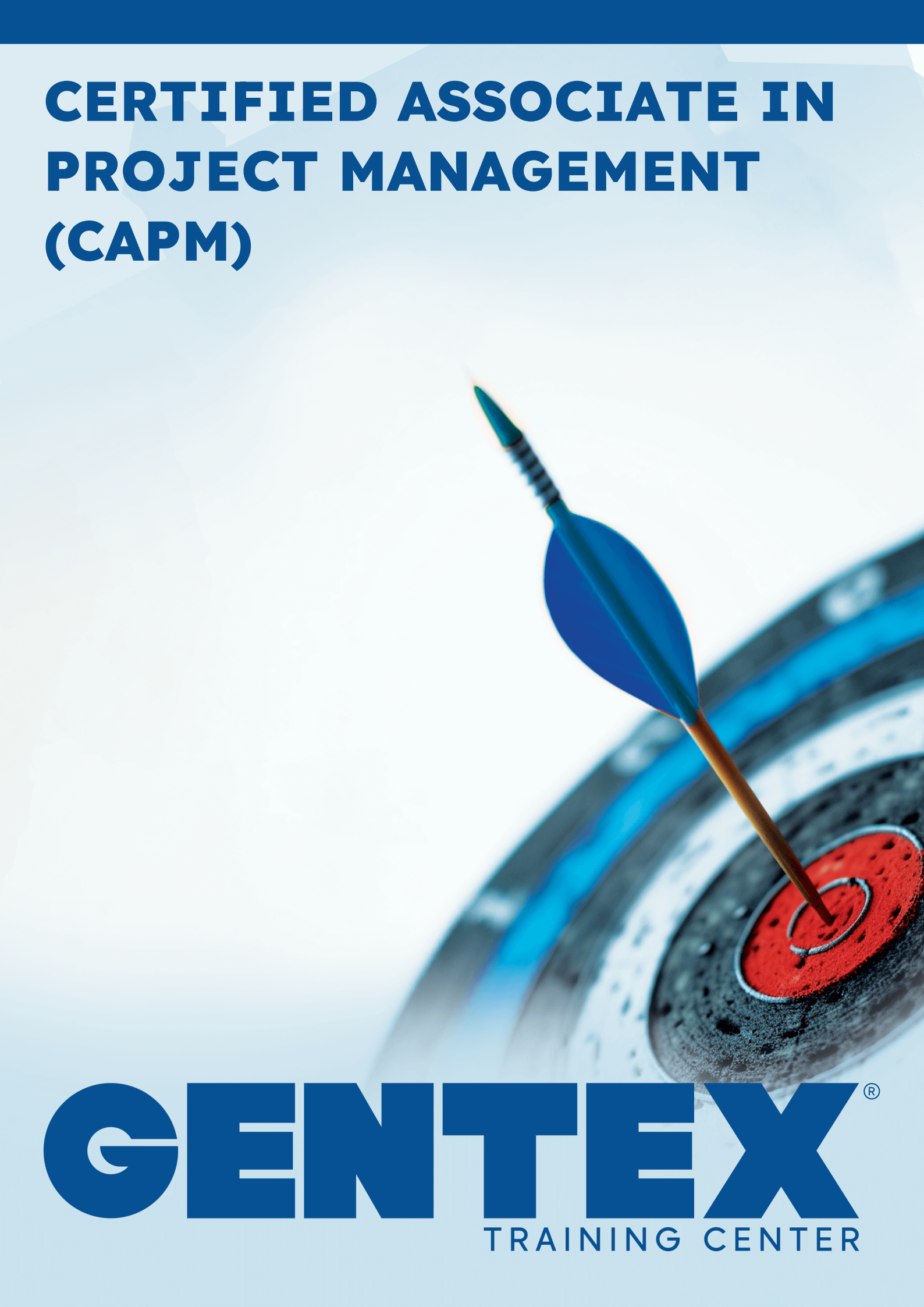
CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)



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Introduction

Certified Associate in Project Management prepares candidates to pass the CAPM examination and to contribute to projects with a shared vocabulary. This Training Course covers the PMBOK Guide Seventh Edition principles and performance domains, the PMI Code of Ethics and Professional Conduct, predictive, agile and hybrid delivery, tailoring, models, methods and artefacts, project management fundamentals, and examination technique with timed situational practice. Participants also study work breakdown structures, Gantt charts and critical path scheduling, the risk register and probability-impact analysis, earned value basics such as the schedule and cost performance indexes, RACI responsibility assignment, and stakeholder engagement planning. Furthermore, the programme connects knowledge to test performance through domain review labs, mock examinations, and rationale debriefs. As a result, delegates leave with a practised answering method and a defensible study plan.

Certified Associate in Project Management (CAPM) Course Objectives

- Interpret PMI eligibility, application, and examination requirements for CAPM.
- Apply the PMBOK Guide Seventh Edition principles and performance domains.
- Apply the PMI Code of Ethics and Professional Conduct to scenarios.
- Explain predictive, agile, and hybrid delivery and when to tailor.
- Describe the tailoring process, models, methods, and artefacts.
- Build a work breakdown structure and read a critical path schedule.
- Apply risk identification and probability-impact analysis.
- Interpret earned value basics: SPI, CPI, and variance.
- Apply RACI and stakeholder engagement planning.
- Answer situational examination questions with structured reasoning.

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Course Methodology

- Interactive workshops using examination-style situational questions.
- Domain review and rationale debrief sessions.
- Work breakdown structure and schedule reading exercises.
- Risk, earned value, and RACI practice workshops.
- Timed mock examinations with performance analysis.
- Action planning that converts each session into a study commitment.

Who Should Take This Course

- Team members supporting projects.
- Junior project coordinators and administrators.
- Graduates entering project-based careers.
- Technical specialists joining project teams.
- PMO support staff and project assistants.
- Career changers moving into project delivery.
- Practitioners preparing for the CAPM examination.

Certified Associate in Project Management (CAPM) Course Outlines

Day 1: Requirements, Principles, and Ethics

- PMI eligibility, application, and audit process for CAPM.
- Examination structure, question types, and time strategy.
- The PMI Code of Ethics and Professional Conduct.

- The PMBOK Guide Seventh Edition principles.
- The twelve principles and their practical meaning.
- Common pitfalls: memorising without understanding scenarios.
- Building the study plan and examination strategy pack.

Day 2: People Domain and Team Practice

- The People domain: leading teams and managing conflict.
- Servant leadership and team performance.
- Team development stages and working agreements.
- Communication planning and stakeholder engagement.
- RACI responsibility assignment and accountability.
- Virtual and distributed team collaboration.
- Building the People domain practice pack.

Day 3: Process Domain and Delivery Approaches

- The Process domain: scope, schedule, cost, and quality delivery.
- Predictive, agile, and hybrid delivery selection.
- Tailoring, models, methods, and artefacts explained.
- Work breakdown structures and scope control.
- Gantt charts, network logic, and critical path basics.
- Quality planning and control fundamentals.
- Building the Process domain practice pack.

Day 4: Business Environment, Risk, and Value

- The Business Environment domain: strategy, compliance, and change.

- Benefits realisation and business case basics.
- Risk identification, analysis, and response planning.
- Probability and impact matrices and risk registers.
- Earned value basics: planned value, SPI, and CPI.
- Procurement and contract type fundamentals.
- Building the business environment and risk pack.

Day 5: Examination Technique and Mock Review

- Situational question strategy and distractor elimination.
- Time management across the examination.
- Mock examination under timed conditions.
- Rationale debrief of wrong answers and weak domains.
- Revision plan by domain and knowledge gap.
- Application, audit preparation, and scheduling the exam.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Certified Associate in Project Management (CAPM), participants will have acquired a practical command of the PMBOK Guide principles and performance domains, the PMI Code of Ethics, delivery approach fundamentals, risk and earned value basics, and structured examination technique. They will know how to read a situational question for the decision it tests, apply governance and ethics reasoning under time pressure, and convert weak domains into a targeted revision plan. In addition, the course prepares delegates to contribute to project teams with a shared vocabulary from their first week. As a result, they return to work ready to certify and to support delivery. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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FAQs for the Certified Associate in Project Management (CAPM) course

Q1 What is the "Certified Associate in Project Management (CAPM)" course about?

It is a five-day programme that prepares candidates to pass the CAPM examination and to contribute to projects with a shared vocabulary. It covers the PMBOK Guide Seventh Edition principles and performance domains, the PMI Code of Ethics, predictive, agile and hybrid delivery, risk and earned value basics, and examination technique.

Q2 What are the key benefits of the "Certified Associate in Project Management (CAPM)" course?

Participants gain the ability to read a situational question for the decision it tests, apply governance and ethics reasoning under time pressure, and convert weak domains into a targeted revision plan. They also learn to contribute to project teams with a shared vocabulary from their first week.

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Q3 What skills will I gain from the "Certified Associate in Project Management (CAPM)" course?

Framework application with PMBOK Guide Seventh Edition principle and performance domain use, PMI Code of Ethics scenario reasoning, and predictive, agile and hybrid delivery distinction, team and stakeholder work with team development stage assessment, working agreement design, communication plan construction, RACI application, and collaboration practice, delivery work with tailoring practice across models, methods and artefacts, work breakdown structure construction, Gantt chart and network logic reading, critical path basics, scope control, and quality planning fundamentals, and risk, value and examination practice with risk identification and probability-impact analysis, risk register construction, earned value basics across planned value, SPI and CPI, procurement and contract type fundamentals, situational question strategy, distractor elimination, time management, mock examination review, and gap-based revision planning.

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Q4 What tools, methods, or standards are covered in the "Certified Associate in Project Management (CAPM)" course?

The course covers PMI eligibility, application and audit process for CAPM, examination structure, question types and time strategy, the PMI Code of Ethics and Professional Conduct, the PMBOK Guide Seventh Edition principles and the twelve principles in practice, common pitfalls across memorising without understanding scenarios, the People domain across leading teams and managing conflict, servant leadership and team performance, team development stages and working agreements, communication planning and stakeholder engagement, RACI responsibility assignment and accountability, virtual and distributed team collaboration, the Process domain across scope, schedule, cost and quality delivery, predictive, agile and hybrid delivery selection, tailoring, models, methods and artefacts, work breakdown structures and scope control, Gantt charts, network logic and critical path basics, quality planning and control fundamentals, the Business Environment domain across strategy, compliance and change, benefits realisation and business case basics, risk identification, analysis and response planning, probability and impact matrices and risk registers, earned value basics across planned value, SPI and CPI, procurement and contract type fundamentals, situational question strategy and distractor elimination, time management across the examination, mock examination under timed conditions, rationale debrief of wrong answers and weak domains, revision plan by domain and knowledge gap, and application, audit preparation and scheduling the exam.

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Q5 How is the "Certified Associate in Project Management (CAPM)" course applied in real-world practice?

Delegates apply it through PMI applications, experience documentation, contact hour records, audit evidence files, study plans, domain revision schedules, examination strategy notes, ethics scenario worksheets, principle summaries, performance domain maps, team charters and working agreements, communication plans, stakeholder registers, RACI charts, collaboration protocols, tailoring decision records, model and artefact selection guides, work breakdown structures, scope statements, Gantt charts, network diagrams, critical path analyses, quality plans, checklists and control records, business cases, benefits registers, risk registers, probability and impact matrices, risk response plans, earned value reports, planned value registers, SPI and CPI calculations, variance reports, procurement strategies, contract type comparisons, mock examination score records, wrong answer logs, rationale debrief notes, domain gap analyses, revision plans, examination scheduling records, and post-certification development plans. They also use them to support project managers in planning, monitoring and reporting tasks and to prepare for further certification steps.