



Proactive Professional Project
Management Services
SBU of VINSYS



CAPM®- Certification Study Preparation Program

Based on Project Management Body of Knowledge (PMBOK®
Guide) Fourth Edition of PMI (Project Management Institute), U.S.A.



Vinsys IT Services (I) Pvt. Ltd.

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System Consultants (Now Vinsys IT Services Pvt. Ltd), Global Registered Education Provider (Global R.E.P) conducts the training program. The objective of this program is to facilitate the participants for CAPM® Certification and to gain 23 contact hours formal education certificate in project management. It is designed to develop basic knowledge to manage projects effectively, with respect to knowledge areas and process groups as described in PMI framework, published in PMBOK® Guide Fourth edition. Comprehensive sections including questions on each knowledge area and processes are discussed in detail.

Learning Objective:

- Establish a common vocabulary and understanding of basic Project Management terms and concepts as in PMBOK® Guide, viz. project, project management, stakeholders, earned value, scheduling techniques, and project managers responsibilities and competencies
- Describe the purpose, inputs, and outputs of the processes in each of the five Process Groups: Initiating, Planning, Executing, Monitoring and Controlling, Closing.
- Define the 9 Project Management Knowledge areas & explain the relationship of Process groups, knowledge areas, project phases, project & product Life Cycle.
- Understand the importance of Project Charter, Scope Statement, Work Breakdown Structure (WBS), Responsibility Matrix, Network Building, CPM.
- Demonstrate a clear understanding of what activities, tools, & techniques, are necessary in each phase of a project & understand the CAPM® examination nuances.
- Understand, acknowledge & appreciate importance of Risk management, Procurement Management, Human Resource Management.

Duration:

3 Days, 23 Contact hours

Course Outline:

Overview of Project Management:

Introduction and Key Concepts in Project Management. Reasons why Project Management is required. Differences between Projects & Operations. Overview of PMBOK® Guide. Project and Product Life Cycles.

Organizational Impact: Approaches in Organizational structure and its impact. Functional vs. Project based Structure.

Understanding process in each knowledge area: Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project Communications Management, Project Risk Management, Project Procurement



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3PM - SBU of Vinsys



Management, Project Human Resource Management and Project Integration Management

Understanding the importance and utilization of Scope statement, WBS, Scheduling techniques, Cost baseline, Quality Assurance, Communications Plan, Managing Human Resources, Contract Administration and Risk Response Plan.

Revision of PMBOK®

Guide through knowledge areas and process groups. Discussions on tips & tricks, preparation for CAPM® examination. Assignments, homework and plan for post course studies.

Who should attend :

Any person having 1500 hrs of work on a project team and holding a baccalaureate or global equivalent university degree

OR

23 contact hours of formal project management education.

Participant's kit:

- A copy of Guide to the Project Management Body of Knowledge (PMBOK® Guide) Fourth edition by Project Management Institute, U.S.A.
- Course material, which includes presentations and comprehensive test on each knowledge area & process groups and a comprehensive test (Assess yourself!!) on the lines of CAPM® examination.
- Certificate of Participation for 23 Contact hrs of training by Vinsys IT Services Pvt. Ltd. R.E.P. Global. (Candidates applying for CAPM® certification examination, have to submit a minimum of 23 contact hrs. certificate of formal Project Management education, preferably through PMI R.E.P.).