



Certified Associate Project Management [CAPM] Training Program

Who can do?

- Fresh University Graduates and like to pursue a career in Project Management
- Already working professional who are looking to understand Project Management Skills.
- People who would like to do the international certification CAPM. This course also covers exam preparation as well.

**100,000+ Students
have been Trained**

**since
1997**

**Invest in
People the
only Asset
that Appreciates**

**Program is
offered by**

**3D EDUCATORS
INTL**
22 Years of
Excellence in
Training &
Development



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Program Details

INAUGURATION

The Training Program will be inaugurated by a senior member of 3DEducators

Program Structure

No of classes per week	01 Class
Duration of each class	02 - Hour

Other Learning Activities

Projects	1
Classroom Assignments	4
Presentations by Trainees	1

PROGRAM TOPICS AND TIME ALLOCATION

The participants will cover the following syllabus:

Certified Associate Project Management (CAPM)

In Affiliation with



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About the Program Instructor

This Training Program has been designed and will be conducted by Senior most Event managers & Project Managers, who have extensive experience of Event & Project Management. They have worked with various large commercial industries and for different departments. They also served foreign, International and Local organization too. The Trainers who are conducting this program are have on the position of the following:

- ✓ Senior Country Head – Multinationals Companies
- ✓ Director Information Technology
- ✓ Corporate Trainers & Consultants

They trainers are foreign qualified and having the degrees of PhD, MS(Technology Management), M.Sc. (Applied Physics) and Certification of MCSE, MCDBA, CISA, CISSP and PMP Certification by PMI (USA)

As Consultant & Senior Trainers, the team of trainers from banking side we at 3D Educators – Trainers & Consultants would not compromise on the faculty quality, where the trainers who are also provide training for different service local and multinational industries or companies.

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Program Syllabus

Domain 1 Project Management Fundamentals and Core Concepts – 36%	
Task 1	Demonstrate an understanding of the various project life cycles and processes. • Distinguish between a project, program, and a portfolio. • Distinguish between a project and operations. • Distinguish between predictive and adaptive approaches. • Distinguish between issues, risks, assumptions, and constraints. • Review/critique project scope. • Apply the project management code of ethics to scenarios (refer to <i>PMI Code of Ethics and Professional Conduct</i>). • Explain how a project can be a vehicle for change.
Task 2	Demonstrate an understanding of project management planning. • Describe the purpose and importance of cost, quality, risk, schedule, etc. • Distinguish between the different deliverables of a project management plan versus product management plan. • Distinguish differences between a milestone and a task duration. • Determine the number and type of resources in a project. • Use a risk register in a given situation. • Use a stakeholder register in a given situation. • Explain project closure and transitions.

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Task 3	Demonstrate an understanding of project roles and responsibilities. • Compare and contrast the roles and responsibilities of project managers and project sponsors. • Compare and contrast the roles and responsibilities of the project team and the project sponsor. • Explain the importance of the role the project manager plays (e.g., initiator, negotiator, listener, coach, working member, and facilitator). • Explain the differences between leadership and management. • Explain emotional intelligence (EQ) and its impact on project management.
Task 4	Determine how to follow and execute planned strategies or frameworks (e.g., communication, risks, etc.). • Give examples of how it is appropriate to respond to a planned strategy or framework (e.g., communication, risk, etc.). • Explain project initiation and benefit planning.
Task 5	Demonstrate an understanding of common problem-solving tools and techniques. • Evaluate the effectiveness of a meeting. • Explain the purpose of focus groups, standup meetings, brainstorming, etc.

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Domain 2 Predictive, Plan-Based Methodologies – 17%	
Task 1	Explain when it is appropriate to use a predictive, plan-based approach. • Identify the suitability of a predictive, plan-based approach for the organizational structure (e.g., virtual, colocation, matrix structure, hierarchical, etc.). • Determine the activities within each process. • Give examples of typical activities within each process. • Distinguish the differences between various project components.
Task 2	Demonstrate an understanding of a project management plan schedule. • Apply critical path methods. • Calculate schedule variance. • Explain work breakdown structures (WBS). • Explain work packages. • Apply a quality management plan. • Apply an integration management plan.
Task 3	Determine how to document project controls of predictive, plan-based projects. • Identify artifacts that are used in predictive, plan-based projects. • Calculate cost and schedule variances.

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Domain 3 Agile Frameworks/Methodologies – 20%	
Task 1	Explain when it is appropriate to use an adaptive approach. • Compare the pros and cons of adaptive and predictive, plan-based projects. • Identify the suitability of adaptive approaches for the organizational structure (e.g., virtual, colocation, matrix structure, hierarchical, etc.). • Identify organizational process assets and enterprise environmental factors that facilitate the use of adaptive approaches.
Task 2	Determine how to plan project iterations. • Distinguish the logical units of iterations. • Interpret the pros and cons of the iteration. • Translate this WBS to an adaptive iteration. • Determine inputs for scope. • Explain the importance of adaptive project tracking versus predictive, plan-based tracking.
Task 3	Determine how to document project controls for an adaptive project. • Identify artifacts that are used in adaptive projects.
Task 4	Explain the components of an adaptive plan. • Distinguish between the components of different adaptive methodologies (e.g., Scrum, Extreme Programming (XP), Scaled Agile Framework (SAFe®), Kanban, etc.).
Task 5	Determine how to prepare and execute task management steps. • Interpret success criteria of an adaptive project management task. • Prioritize tasks in adaptive project management.

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Task 5	Determine how project methodologies influence business analysis processes. • Determine the role of a business analyst in adaptive and/or predictive, plan-based approaches.
Task 6	Validate requirements through product delivery. • Define acceptance criteria (the action of defining changes based on the situation). • Determine if a project/product is ready for delivery based on a requirements traceability matrix/product backlog.

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Domain 4 Business Analysis Frameworks – 27%

Task 1	Demonstrate an understanding of business analysis (BA) roles and responsibilities. • Distinguish between stakeholder roles (e.g., process owner, process manager, product manager, product owner, etc.). • Outline the need for roles and responsibilities (Why do you need to identify stakeholders in the first place?). • Differentiate between internal and external roles.
Task 2	Determine how to conduct stakeholder communication. • Recommend the most appropriate communication channel/tool (e.g., reporting, presentation, etc.). • Demonstrate why communication is important for a business analyst between various teams (features, requirements, etc.).
Task 3	Determine how to gather requirements. • Match tools to scenarios (e.g., user stories, use cases, etc.). • Identify the requirements gathering approach for a situation (e.g., conduct stakeholder interviews, surveys, workshops, lessons learned, etc.). • Explain a requirements traceability matrix/product backlog.
Task 4	Demonstrate an understanding of product roadmaps. • Explain the application of a product roadmap. • Determine which components go to which releases.

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TERMS & CONDITIONS

WITHDRAWAL FROM THE DIPLOMA/CERTIFICATION

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma his/her fee will be forfeited.

CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

EVALUATION AND GRADING

The performance of students is evaluated through continuous observation of a student's performance in the Diploma – class participation, submission of assignments, quizzes and exercises.

The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the Diploma will be 60 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

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The following grading plan will be applicable for the Diploma:

A	87 - 100
B+	81 - 86
B	72 - 80
C+	66 - 71
C	60 - 65
F	below 60

Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.

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ONLINE LIVE CLASSES FACILITY AVAILABLE

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to info@3deducators.com with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it info@3deducators.com. Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

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PRECAUTIONARY MEASURES

- During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- If you have taken the admission in the course online lonely, then ethically it is recommended and suggested that you alone in the class.
- Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

CONTACT US

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DISTANCE NOT MATTER

You can join in the live classes Sessions of 3D EDUCATORS – TRAINERS & CONSULTANTS from anywhere of the world.

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SAMPLE CERTIFICATE



CERTIFICATE

Invest In People the Only Asset that Appreciates...

The Certificate Witnesseth that

Dr. Muhammad Allama Iqbal

Has Successfully Completed the 32-Hours Training of the

"Certified Associate Project Management"

Conducted By

3D EDUCATORS - TRAINERS & CONSULTANTS

From 22 Nov 2009 To 22 Jan 2010

CERTIFICATE ID: 3DCIA1010/5/2003093



Principal of Institute

GLOBALLY RECOGNIZED

Global Partner - International Management Research & Technology Consortium - IMRTC USA

Global Partner - PECB CANADA, Partner Institute of SDC - Government of Pakistan

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