



## CLASS DESCRIPTION

# CERTIFIED PROJECT MANAGEMENT PROFESSIONAL CAPM® CERTIFICATION COURSE RITA MULCAHY'S (RMC) METHODOLOGY

This 3-day Certified Associate in Project Management (CAPM®) Course provides participants the knowledge and a structured approach in managing projects. Project management processes, tools and techniques will be explained and discuss during the training. Unique features of this course include games, exercises and other tools to help you understand—not just memorize—the concepts necessary to pass the CAPM® exam. This class will also help you discover your knowledge gaps by uncovering what you know AND what you do not know.

### GOAL

Whereas others spend days walking you through the inputs and outputs of the PMBOK® Guide, we will show you how to understand them in only minutes. You will learn topics that are on the exam but are NOT in the PMBOK® Guide, as well as, reasons why others fail the exam and how to avoid these critical mistakes. You will learn to be a better project manager in the process of studying for the exam. You will discover what you know, as well as what you do NOT know, and receive help filling your knowledge gaps.

### INTENDED AUDIENCE

This course is directed to project practitioners looking to demonstrate their commitment to project management, improve their ability to manage larger projects and earn additional responsibility. The CAPM® certification is right for you.

### OBJECTIVES SUMMARY

At the end of this course you will be able to:

- Identify gaps in your knowledge that may hurt you on the exam
- Be more comfortable with the types of questions you will see on the exam
- Use tips to pass the exam that have been used successfully by thousands of people
- Apply project management techniques useful in the real world

### COURSE MATERIAL

Course materials will include;

- Rita's entire CAPM® Exam Prep System (the CAPM® exam prep book, exam simulator and flashcards—a \$299 value) for FREE as part of the course materials
- This class requires the student to bring a laptop computer (Windows).

### TRAINING STRATEGY

The training approach include unique features as games, contests, case studies, exercises and other tools to help the participants to understand the project management concepts and not memorizing. This course will also assist you in finding and documenting the gaps in your knowledge, so you can leave the class knowing exactly what you know, and exactly what you need to improve on you daily project management work.

### COURSE OUTLINE

This course is organized into the following lessons;

- Introduction to the Exam
- Introduction to the Course
- Framework and project life cycle
- Processes
- Integration
- Scope
- Time
- Cost
- Quality
- Human Resources
- Communications
- Risk
- Procurement
- Stakeholders

### DURATION AND COST

**Duration:** 3 days (21 contact hours)

**Public session cost:**  
Refer to our web site.

**Corporate session cost:**  
Refer to our service offer.