

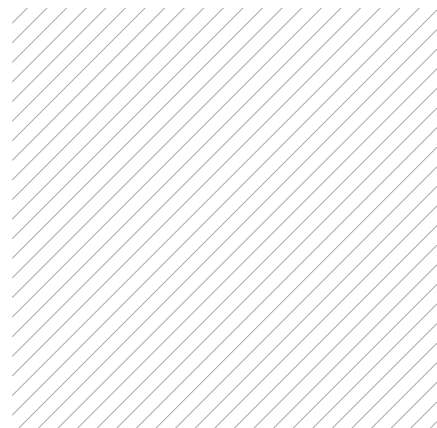
The Certified Associate  
in Project Management

# CAPM<sup>®</sup>

Training Course

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Certification provided by



## › Why Bakkah?

Bakkah Learning is a leading company in the training field, with a team of carefully acquired experts in different spectrums of business to support learners in their journey to achieve professionalism and better opportunities in life.



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Bakkah in Numbers



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Sessions

# About the Course

- The CAPM (Certified Associate in Project Management) course, accredited by PMI, provides foundational project management knowledge and skills. Covering key concepts, processes, and best practices, it prepares individuals for entry-level project management roles and ensures they meet rigorous industry standards.

## › Why Earn a CAPM Certificate?



## Who Needs this certificate?

01 Anyone who wants to start project management.

02 Anyone who wants to learn Project Management concepts.

03 Project Management Coordinators

04 Project Managers & Professionals who wish to earn the certificate.

05 Project Analysts

06 CAPM Candidates



# Course Objectives:

- By the end of the CAPM (Certified Associate in Project Management) course, participants will be able to:

01

Understand key project management principles, concepts, and terminology.

02

Apply the five project management process groups (Initiating, Planning, Executing, Monitoring and Controlling, and Closing) to project management scenarios.

03

Demonstrate knowledge of the ten project management knowledge areas and their interactions.

04

Create a project charter and develop a project management plan.

05

Define project scope, collect requirements, and manage scope changes.



# Course Outlines

## Introduction to Project Management

- ✓ Project management
- ✓ Benefits of project management
- ✓ Project Constraints

## The Project's Environment

- ✓ Project Influences
- ✓ Enterprise Environmental Factors
- ✓ Organizational Process Assets
- ✓ Organizational Structures Types
- ✓ Project Management Office (PMO)

## The Role of Project Manager

- ✓ The Project Manager's Sphere of Influence
- ✓ Project Manager Competencies
- ✓ Leadership & Management

## Process Groups & Knowledge Areas

- ✓ Project Management Processes Groups
- ✓ Project Life Cycle
- ✓ Key definitions
- ✓ Project & Development Lifecycle

# Course Outlines

## Project Scope Management

- ✔ Plan Scope Management
- ✔ Collect Requirements
- ✔ Define Scope
- ✔ Create Work Breakdown Structure (WBS)
- ✔ Validate Scope
- ✔ Control Scope

## Project Schedule Management

- ✔ Plan Schedule Management
- ✔ Define Activities
- ✔ Sequence Activities
- ✔ Estimate Activity Durations
- ✔ Develop Schedule
- ✔ Control Schedule

## Project Cost Management

- ✔ Plan Cost Management
- ✔ Estimate Costs
- ✔ Determine Budget
- ✔ Control Costs

## Project Quality Management

- ✔ Plan Quality Management
- ✔ Manage Quality
- ✔ Control Quality
- ✔ Seven Basic Tools of Quality



# Course Outlines

## Project Resource Management

- ✓ Plan Resource Management
- ✓ Estimate Activity Resources
- ✓ Acquire Resources
- ✓ Develop Team
- ✓ Manage Team
- ✓ Control Resources

## Project Communications Management

- ✓ Plan Communications Management
- ✓ Manage Communications
- ✓ Monitor Communications

## Project Risk Management

- ✓ Plan Risk Management
- ✓ Identify Risks
- ✓ Perform Qualitative Risk Analysis
- ✓ Perform Quantitative Risk Analysis
- ✓ Plan Risk Responses
- ✓ Implement Risk Responses
- ✓ Monitor Risks

## Project Procurement Management

- ✓ Plan Procurement Management
- ✓ Conduct Procurements
- ✓ Control Procurements

# Course Outlines

## Project Stakeholder Management

- ✓ Identify Stakeholders
- ✓ Plan Stakeholder Engagement
- ✓ Manage Stakeholder Engagement
- ✓ Monitor Stakeholder Engagement

## Project Integration Management

- ✓ Develop project charter
- ✓ Develop project management plan
- ✓ Direct and manage project execution
- ✓ Manage project knowledge
- ✓ Monitor and control project work
- ✓ Integrated change control
- ✓ Close project

