Updated on 02/07/2025

Sign up

CAPM® Training with Certification

All-In-One: Preparation & Exam included in the price

2 days (14 hours)

Presentation

CAPM® (Certified Associate in Project Management) certification provides you with a structured mastery of the fundamentals of project management, based on PMI® standards.

This CAPM® course will enable you to understand the entire project lifecycle, and introduce you to agile approaches, predictive methods and the basics of business analysis.

At the end of this course, you'll be able to actively contribute to a project, speak the PMI® language and obtain your CAPM® certification.

Like all our training courses, this one is based on the latest version of the PMI® reference framework.

Objectives

- Master the key principles and processes of PMI® project management.
- Understand and apply the 10 areas of the PMBOK® Guide
- Know how to articulate predictive, agile or hybrid project management
- Produce fundamental project deliverables
- Prepare effectively for the CAPM® exam

Target audience

- Project managers
- Project team members

Prerequisites

There are no prerequisites for this course.

Note: Ambient IT is not the owner of CAPM®, this certification belongs to Project Management Institute®, Inc.

CAPM® Certification Preparation Training Program

Project management fundamentals

Definition of a project and project life cycleDifferences between project, program and portfolioOrganizational structures and project governanceRole of the project manager and stakeholdersPMI standards : PMBOK® Guide and CAPM vs PMWorkshop: Identifying stakeholders and constraints on a fictitious project

PMI framework and process groups

PMIL's 5 process groupsPMBOK's 10 knowledge areasProcesses, inputs, tools and deliverablesProject value integration and managementProcess interaction logicTailoring and adaptive management concept

Scope, schedule and cost management

Requirements gathering and scope definitionWork Breakdown Structure (WBS) creationDuration and cost estimation techniquesSchedule development: PERT, GanttProgress control: monitoring methodsWorkshop: Creating a WBS + simplified schedule on a mini-project

Risk and quality management

Identification, qualitative and quantitative analysis of risksRisk response plans (mitigate, transfer, avoid)Risk monitoring and controlQuality processes: planning, assurance, controlQuality management tools (diagrams, audits, checklists)

Resource and communication management

Identifying and allocating project resourcesRoles, Responsibilities and Capacity Planning (RACI)Motivating and leading the project managerInternal/external communication planManaging channels, frequency and stakeholdersWorkshop: Developing a RACI matrix + project communication plan

Procurement and stakeholder management

Procurement processes: make or buy, calls for tenderContract types and negotiationManaging supplier relationshipsIdentifying and mapping stakeholdersPlanning and managing expectations

Predictive, agile and hybrid approaches

Fundamentals of predictive approaches (waterfall)Agile principles: manifesto, customer value, adaptationScrum, Kanban, Lean methodsComparison between predictive, agile and hybrid approachesApproach selection according to project context

Introduction to Business Analysis

Role of the business analyst in the project cycleIdentification of business needsDefinition and prioritization of requirementsValidation and modeling techniquesAlignment between business and project strategy

CAPM® exam preparation

Structure of the exam (150 MCQs, 4 domains, 3h)Breakdown of questions by CAPM domainTypes of questions and classic pitfallsTips for time management and concentrationWorkshop: CAPM mock exam (40 MCQs)+ correction and personalized revision plan

Companies concerned

This course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced computer technology, or to acquire specific business knowledge or modern methods.

Positioning on entry to training

Positioning at the start of training complies with Qualiopi quality criteria. As soon as registration is finalized, the learner receives a self-assessment questionnaire which enables us to assess his or her estimated level of proficiency in different types of technology, as well as his or her expectations and personal objectives for the forthcoming course, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or security difficulties within the company (intra-company or virtual classroom) which could be problematic for the follow-up and smooth running of the training session.

Teaching methods

Practical training: 60% hands-on, 40% theory. Training material distributed in digital format to all participants.

Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

Validation

At the end of the session, a multiple-choice questionnaire is used to check that skills have been correctly acquired.

Certification

A certificate will be awarded to each trainee who completes the training course.