



CAPM Study Guide

1. Introduction to Project Management

- Five Project Management Process Groups: Initiating, Planning, Executing, Monitoring and Controlling, and Closing.
- Project, Program, Portfolio, and Operational Management: Projects are temporary and unique, programs are groups of related projects, portfolios are collections of projects and programs, and operational management involves the ongoing execution of activities that produce the same product or service.
- Project Lifecycle: Conception, Definition, Planning, Performance, and Closure.
- Tailoring: Selecting and adapting the project's processes, methodologies, inputs, outputs, etc., to best suit the project's unique context.

2. Project Environment

- Factors and assets impacting the project: Environmental factors might include legal regulations, market conditions, and social and cultural influences. Organizational assets might include process assets and knowledge repositories.
- Organizational Systems: Includes functional, matrix, and project-oriented structures.
- Project Management Office (PMO): Standardizes project-related governance processes and facilitates sharing of resources, methodologies, tools, and techniques.
- Hierarchy of projects, programs, and portfolios: Projects are part of programs, which are part of portfolios.

3. Role of the Project Manager

- Primary Functions: Planning, executing, and closing projects, managing teams, making decisions, and communicating.

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Kim Heldman



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CAPM® in Depth Paul Sanghera, 2018-07-03 Use this study guide to prepare for the Certified Associate in Project Management CAPM exam based on PMBOK's sixth edition administered by the Project Management Institute PMI. The revised and updated second edition of the best-selling CAPM in Depth has a laser sharp focus on the exam objectives for project managers and others who want to pass the CAPM exam. No prior knowledge of project management is assumed. The chapters and the sections within each chapter are presented in a logical learning sequence. The concepts and topics both simple and complex are clearly explained when they appear for the first time. This facilitates step-wise learning, prevents confusion, and makes this book useful for those who want to get up to speed quickly to pass the CAPM exam even if you are new to the discipline of project management. This book tells the story of project management in a cohesive, concise yet comprehensive fashion. Unlike most CAPM exam books, this book is not just an exam cram book. It is an easy-to-understand guide that is a valuable reference both before and after the exam. What You'll Learn: Understand the body of knowledge required to earn the Certified Associate in Project Management CAPM certification. Acquire the knowledge needed to successfully manage projects in any field. Who This Book Is For: Project management practitioners preparing for the CAPM exam, entry-level project managers and project team members preparing for the CAPM exam, beginners who want to join the field of project management and get up to speed quickly, project managers who need a quick and easy reference to the discipline of project management, instructors and trainers who need a textbook for a course on project management.

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