Certified Associate in Project Management

CAPM®

Training Course

In collaboration with Project Management Institute.
Why Bakkah?

Is a Saudi management consulting and education company that offers a wide range of products and services. We develop solutions tailored to our customer’s needs.

Our team of highly experienced, certified professionals help you reach the best decisions that ensure you realize optimum business profits by delivering projects on time, cost, and quality. We pride ourselves in having the skills and knowledge based on best industry practices that enable us to provide a myriad of solutions for business strategy to the most functional and operative areas.
Course Objective

- The Certified Associate in Project Management (CAPM)® training course is recognized as a standard to learn about the profession.
- In CAPM® training course, you will gain skills and knowledge in the domain of Project Management.
- Through this training you will learn essential PMBOK® Guide (6th Edition) terminologies, basic tools and techniques.

Course Methodology

1. Classroom Training

- Instructor-led, 4-Days intensive CAPM® training program
- Material and discussion language will be in English
- This accredited course from PMI® provides you with the 23 contact hours (PDUs).

2. Online Training

- 5 Days - Online Training
- Exam Simulation
- Group Activities after each lesson.
- Access to additional References – Glossary/ Recommended Reading/ Syllabus.
- Material language will be in English.
- Discussion language will be in both English and Arabic.
Targeted Audience

CAPM® training course is designed for the entry level, project coordinators, analysts who want to have the basic project management skills and apply a standards-based approach to project management.

Course Outline

Introduction

- The Standard for Project Management
- Foundational Elements
- Projects
- The Importance of Project Management
- Relationship of Project, Program, Portfolio, and Operations Management
- Project Management Business Documents

The Environment in Which Projects Operate

- Enterprise Environmental Factors
- Organizational Process Assets
- Organizational Systems

The Role of The Project Manager

- Definition of a Project Manager
- The Project Manager's Sphere of Influence
- Project Manager Competences
- Performing Integration

Project Integration Management

- Develop Project Charter
- Develop Project Management Plan
- Direct and Manage Project Work
- Manage Project Knowledge
- Monitor and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase
Project Scope Management
- Develop Project Charter
- Develop Project Management Plan
- Direct and Manage Project Work
- Manage Project Knowledge
- Monitor and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase

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

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 Stakeholder Management

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

### Project Procurement Management

- Plan Procurement Management
- Conduct Procurements
- Control Procurements