



# 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.

## Capm Quick Study Guide

## Kim Heldman

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**QuickStudy CAPM® Exam Test Prep** Aileen Ellis, 2024-05 Essential test prep for the Certified Associate in Project Management CAPM exam and handy reference to the exam content outline domains and tasks for test takers professionals and teams working in project management. This six page laminated quick reference guide is authored by expert and trainer Aileen Ellis PgMP PMP whose mission is to provide students the tools to gain certification in skills proven effective and highly valued by businesses worldwide. Ms. Ellis's goal is for professionals to understand processes and interactions with limited memorization which she has been doing for 25 years through workshops, her training material and books. With experience working with groups and individuals she knows what you need to succeed and has pulled the most important facts together in our famous QuickStudy format. This is a perfect tool for project teams to have on hand so key aspects of the process can be referred to and referenced quickly and easily keeping the team in sync. For all of this at this price you cannot miss having this guide in your toolbox for testing or for team use. 6 page laminated reference includes Domain I Project Management Fundamentals Core Concepts Task 1 Demonstrate an understanding of project life cycles processes Task 2 Demonstrate an understanding of project management planning Task 3 Demonstrate an understanding of project roles responsibilities Task 4 Determine how to follow execute planned strategies or frameworks Task 5 Demonstrate an understanding of common problem solving tools techniques Domain II Predictive Plan Based Methodologies Task 1 Explain when it's appropriate to use a predictive plan based approach Task 2 Demonstrate an understanding of a project management plan schedule Domain III Agile Frameworks Methodologies Task 1 Explain when it's appropriate to use an adaptive approach Task 2 Determine how to plan project iterations Task 3 Determine how to document project controls for an adaptive project Domain IV Business Analysis BA Frameworks Task 1 Demonstrate an understanding of BA roles responsibilities Task 2 Determine how to conduct stakeholder communication Task 3 Determine how to gather requirements Task 4 Demonstrate an understanding of product road maps Task 5 Determine how project methodologies influence BA processes Task 6 Validate requirements through product delivery

*Project Management Workbook and PMP / CAPM Exam Study Guide* Harold Kerzner, Frank P. Saladin, 2017-04-12 Sharpen your project management skills and prepare for the latest PMP CAPM exam. The Project Management Workbook and PMP CAPM Exam Study Guide is a two in one resource for mastering the Project Management Body of Knowledge PMBOK. As the companion to Project Management A Systems Approach to Planning, Scheduling and Controlling this book provides the opportunity to strengthen your understanding of project management in real world application with questions, problems and cases designed to enhance your critical thinking skills. Functioning as a stand alone study guide to the Project Management Professional PMP Certification Exam this book helps you develop the critical skills of a successful project manager with questions that show you what to expect on exam day. Interesting, enjoyable and thought provoking this workbook and study guide helps you dig into the PMBOK and gain the professional insights that come only

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**CAPM Exam Prep Complete Study Guide (Human Authored): with Project Management E-Learning Course and 1650 Practice Q&a (Certified Associate in Project Management)**

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