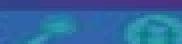


**QuickStudy****CAPM®****Exam Test Prep**

Quick Reference

Domains and tasks essential to project management and certification



- The Certified Associate in Project Management (CAPM®) professional certification is designed for:
 - Individuals interested in a career in project management
 - Project team members who wish to learn more about project management
- The CAPM® Examination Content Outline serves as a foundational framework for grouping the subjects covered in the CAPM® exam; content covers four domains:
 - Project management fundamentals and core concepts (36%)
 - Predictive, plan-based methodologies (37%)

3. Agile frameworks/methodologies (20%)

4. Business analysis frameworks (27%)

- This guide builds upon that foundation, offering a detailed exploration of the exam's content.

QUICKSTUDY PMBOK® Guide Quick Reference: an excellent prepared companion to this Guide, ideal for those studying for the CAPM® exam or working in the project management area.

OVERVIEW

DOMAIN 1: PROJECT MANAGEMENT FUNDAMENTALS & CORE CONCEPTS

TASK 1:

Demonstrate an understanding of project life cycles & processes

- Identify the characteristics that define a:
 - Project as a temporary endeavor with specific goals
 - Program as a group of related projects and programs, managed in a coordinated manner to achieve benefits
 - Portfolio as a collection of projects, programs, portfolios, and operations managed as a group to achieve strategic objectives
 - Portfolio focus on moving the organization forward through sharing resources, managing risks, and changing priorities
- Clarify that projects are temporary efforts aimed at creating unique products, services, or results
- Projects:
 - Have a beginning and an end
 - Are governed by a project life cycle and run by a project manager
 - Operations are:
 - Ongoing activities that maintain the business's normal functioning
 - Persistent and repetitive
 - Governed by a product life cycle and run by a functional manager
- Differentiate predictive approaches, which plan the project in detail from the start, from adaptive (or agile) approaches, which adapt to changes and evolve with stakeholder input throughout the project:
 - There is often more measurement and control with predictive approaches, whereas we see more servant leadership and self-managed teams with adaptive approaches
- Define issues as current problems that have occurred and need to be addressed and risks as potential future events that could impact the project:
 - Risks that may have a negative impact are called threats
 - Risks that may have a positive impact are called opportunities
- Define assumptions as things believed to be true for the planning process and constraints as limitations that affect project execution
- Explain project scope, including boundaries, deliverables, and requirements, to ensure it aligns with project objectives and stakeholder expectations
- Understand values outlined in the PMI Code of Ethics and Professional Conduct, such as responsibility, respect, fairness, and honesty, in hypothetical project management situations to demonstrate ethical decision-making
- Explain how projects can drive organizational change, improve processes, or introduce new products or services, thereby contributing to the organization's growth and adaptation to market or environmental changes

TASK 2:

Demonstrate an understanding of project management planning

Project management plan vs. product management plan

Project management plan

- Focuses on execution, monitoring, and closure of a specific project
- Outlines approach to managing project's scope, schedule, costs, quality, resources, communications, risks, procurement, and stakeholder engagement
- Allows to ensure project meets its objectives within defined constraints of time, budget, and quality
- Temporary and specific to project at hand, detailing how project objectives will be achieved

Product management plan

- Focuses on the life cycle of a product from conception through development, launch, growth, maturity, and retirement
- Addresses market analysis, product strategy, positioning, customer persona, competitive analysis, pricing strategy, go-to-market strategy, performance metrics, feedback and iteration plan, and road map for product evolution
- Allows to satisfy customer needs and achieve product-related business goals, such as market share, revenue, or profitability
- Ongoing and evolving as products and market conditions change, guiding product development and positioning over time

Milestones vs. task durations

Milestones

- Milestones represent significant events or achievements within a project that mark completion of major phases or objectives, without consuming time themselves
- Have zero duration and zero resources
- Indicate progress: serve as checkpoints to evaluate project advancement and facilitate stakeholder communication

Task durations

- Characterize measure amount of working time required to complete a specific task or activity, directly influencing project timeline
- Calculate project timelines: essential for scheduling and resource planning, as they determine how long each activity will take to complete within the overall project timeline

Types of project resources

- Human resources: personnel involved in the project, including project managers, team members, contractors, consultants, and any other stakeholders who contribute directly or indirectly to project outcomes
- Physical resources: tangible assets, such as equipment, materials, supplies, and facilities, needed to perform project activities

Registers

Risk register

- Project document used to identify, assess, and manage risks throughout the life of a project
- Serves as a central repository where all identified risks are documented and tracked
- Key components:
 - Risk descriptions: detailed description of each identified risk
 - Risk category: classification of the risk, such as technical, legal, financial, operational, or environmental
 - Probability: assessment of how likely it is that the risk will occur
 - Impact: potential effect on project of risk materializes
 - Owner: role or impacts on project's scope, schedule, costs, or quality
 - Priority: ranking of risk, on the basis of its probability and impact, helping to identify which risks require immediate attention or resources
 - Response strategies: actions planned or taken to decrease probability and impact of threats or increase probability of impact of opportunities
 - Owner: person or team responsible for monitoring the risk and implementing mitigation or response strategies
 - Status: status of the risk (e.g., active, monitoring, closed); and updates on the implementation of response strategies

Stakeholder register

- Project document that records detailed information about all stakeholders
- Ensures the needs and expectations of all stakeholders are understood and addressed throughout the project life cycle
- Key components:
 - Stakeholder identification: lists all individuals, groups, or organizations that may impact or be impacted by the project
 - Assessment information: includes details about each stakeholder's interest, influence, power, and potential impact on the project
 - Stakeholder classification: stakeholders may be categorized on the basis of several factors, including their level of interest and influence on the project, to prioritize engagement efforts
 - Contact information: provides necessary contact details for each stakeholder
 - Requirements or expectations: documents specific needs, expectations, or concerns of each stakeholder regarding the project
 - Assigned roles: applicable, specific roles or responsibilities assigned to stakeholders within the project, such as project sponsor, steering committee member, or subject matter expert

Project closure & transitions

Project closure

- Complete deliverables: ensure all project deliverables are completed, approved, and in accordance with project objectives and stakeholder expectations

Capm Quick Reference Guide

Joseph Phillips

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