



# 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 Study Guide 2015

**Kim Heldman**

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**Mastering the NEW PMI Certified Associate in Project Management (CAPM)® Exam (2023 Version)** Klaus Nielsen, Giampaolo Marucci, Jean-Luc Favrot, 2024-04-08 Project Management Institute PMI is the leading professional association for project management and the authority for a growing global community of millions of project professionals and individuals who use project management skills PMI offers several certifications in the areas of project management risk management and other related areas The Certified Associate in Project Management CAPM is one credential offered by the Project Management Institute PMI The CAPM is an entry level certification for project practitioners Designed for those with less project experience the CAPM is intended to demonstrate candidates understanding of the fundamental knowledge terminology and processes of effective project management This certification is a popular prerequisite that helps employers find the professionals most suited to fulfill specific roles in their organizations Most study guides just explain the contents of the exam without providing tools to maximize learning The authors as authorized training partners with PMI translate the new 2023 examination content outline into what exam takers need to do and know in preparation for the exam It also provides them with exercises and prep questions as a quick and easy check to ensure they are on the right path in preparation for the exam thus maximizing their chance of passing *Certified Associate in Project Management (CAPM)® Exam Official Cert Guide* Vijay Kanabar, Arthur P. Thomas, Thomas Lechler, 2023-05-23 This is the eBook version of the print title Note that the eBook does not provide access to the practice test software that accompanies the print book Exam Update This product covers content for the new CAPM Exam to be released by PMI on July 25 2023 Learn more at [pmi.org](http://pmi.org) CAPM Learn prepare and practice for test day success with the Certified Associate in Project Management CAPM Exam Official Cert Guide a Project Management Institute PMI authorized self study resource This comprehensive guide from instructors and authors Vijay Kanabar Arthur P Thomas and Thomas Lechler addresses the all new 2023 CAPM Exam domains Project management fundamentals and core concepts Predictive plan based methodologies Agile frameworks methodologies Business analysis frameworks CAPM is an essential first step in building your career at any stage as a project manager and a stepping stone to the Project Management Professional PMP Certification CAPM is globally recognized as providing candidates with a solid foundation in hands on project management skills and knowledge The CAPM exam covers a broad range of project management approaches and prepares candidates in the skills tools and techniques that can be applied in the field of project management The Certified Associate in Project Management CAPM Exam Official Cert Guide features Complete coverage of all CAPM exam topics Do I Know This Already quizzes which help you identify knowledge gaps Chapter exercises to review key concepts A suggested study plan to optimize your final review This complete study package offers a deep dive on CAPM exam topics Organizing for project performance Predictive methodologies Adaptive frameworks Measurement tracking and managing uncertainty Business analysis frameworks and domains and more Pearson is an

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