



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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Thomas Sheffrey

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Project Management Workbook and PMP / CAPM Exam Study Guide Harold Kerzner, Frank P. Saladiis, 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 from applying what you've learned. Reading the PMBOK doesn't fully prepare you to pass the PMP exam let alone function as a project manager in the real world. Understanding how to apply the various methodologies is vital to your success and this book gives you a wealth of guided practice to hone your skills in advance. Practice applying project management concepts. Test your grasp of the PMBOK methodology. Preview the PMP with simulated exam questions. Enhance your critical thinking and project management skills. The project manager's role is broad in scope and detailed in function. Don't try to memorize the PMBOK, internalize it. This approach gives you a ready body of knowledge available for recall as needed and helps you become a more efficient, more effective project manager. Instinctive knowledge comes from copious practice and the Project Management Workbook and PMP CAPM Exam Study Guide is your ideal resource for developing your skills. PMI, PMBOK, CAPM, PMP and Project Management Professional are registered marks of the Project Management Institute Inc.

Achieve CAPM Exam Success Diane Altwies, Frank Reynolds, 2009-10. This study guide provides new project managers and participants with a brief yet comprehensive self study program for passing the Certified Associate in Project Management CAPM Exam. The companion CD ROM allows users to simulate 150 exam questions.

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

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Capm Exam Prep Study Guide: Belinda's All-In-One Program for Exam Success Belinda Goodrich,2018-12-15 The most comprehensive resource to prepare for the 2018 update to the Certified Associate in Project Management CAPM exam Based on Belinda Goodrich s comprehensive educational program for the Certified Associate in Project Management CAPM exam preparation the CAPM Exam Prep Study Guide is the only all in one program on the market that leverages the power of real time feedback and robust analytics on the CAPM exam Using data captured from 100s of students and instructors Belinda provides an intuitive format to learning the detailed concepts of the CAPM Exam 6th Edition Using a straight forward and real world approach the incredibly robust CAPM Exam Prep Study Guide includes a deep dive of the 49 PMBOK R Guide processes vocabulary and concepts to ensure maximum readiness for the exam Since 2008 Belinda has been guiding project managers to exam success through her innovative classroom programs Her courseware is in use by training companies around the world Using that formula for success Belinda has now packaged that information up in this self study book The CAPM Exam Study Guide includes Detailed information on all 49 processes Belinda s exclusive exam hints In text exercises to validate content comprehension Extensive vocabulary reviews Review questions for each chapter Four 75 question practice exams A full length mock 150 question exam FREE 90 day access to PM University online mock exams

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understanding of how projects are planned executed and closed successfully This book breaks down complex project management processes into simple easy to understand sections helping you prepare for the CAPM exam with confidence From understanding the five process groups Initiating Planning Executing Monitoring Controlling and Closing to mastering the knowledge areas that cover every facet of a project s lifecycle you ll be prepared to tackle any challenge that comes your way as a project manager Beyond exam preparation this guide will also help you develop the critical skills necessary for managing real world projects Learn how to assess and manage risks define clear project scopes optimize resources monitor performance and communicate effectively with stakeholders With practical tips real life examples and practice questions this book is designed to empower you to not only pass the exam but excel in the field of project management As an aspiring or established project manager earning your CAPM certification is an important step in advancing your career and opening doors to new opportunities This book will guide you every step of the way from understanding foundational concepts to mastering the CAPM exam format Equip yourself with the skills strategies and knowledge that will help you thrive in any project management role Take the first step toward becoming a certified project management professional today your career in project management starts here *Rizvi's CAPM Exam Prep Guide* S. Hasnain Rizvi,2016-08-11 Truth 1 This book will make you conquer the CAPM certification exam Truth 2 Rizvi s CAPM Exam Prep Guide is a no nonsense detailed approach to retain knowledge you gain and pass the CAPM exam on the first try Truth 3 This book will lead you through The PMBOK Guide 5th Ed with ease picking up on the key elements of project management Truth 4 This study guide simplifies the complicated terms definitions and concepts that are critical to passing the exam Truth 5 Inside you will find Project Management Fundamentals Chapters dedicated to each of the Knowledge Areas Clearly identified areas to focus on for the exam Sample questions to test key knowledge after each section Truth 6 You need to get Rizvi s CAPM Exam Prep Guide now

Achieve CAPM Exam Success, 3rd Edition Diane Altwies,2019-05-15 Used in conjunction with PMI s PMBOK Guide Sixth Edition 2017 this concise study guide presents all the fundamental knowledge concepts exercises practice questions and simulated exams needed to prepare for and successfully pass the CAPM exam on your first try However this book is much more than a study guide It is a valuable desk reference that project team members can use to improve their effectiveness and a good resource for those considering a career in project management Readers will have free web based access for 45 days to over 1000 questions including hundreds of situational questions enabling users to perform practice tests by simulating actual 150 question exams and arrange questions by Knowledge Area Note This access begins when you register for the test bank not when you purchase the book Key Features Provides free online access to over 1000 questions enabling you to perform practice tests by each of ten Knowledge Areas and or simulate actual 150 question exams and receive feedback on incorrect answers Contains a pre assessment test to help you develop a focused study plan and manage your time effectively and a post assessment test to evaluate your readiness for the actual CAPM exam Uses a sample project throughout to

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Mulcahy,2006-08-24 **CAPM and PMP Exam Prep Micro Study Guide** Ray Frohnhoefer, Santhio, 2013-04-30 Description A 20 page scientifically designed booklet using colors colorful illustrations and mnemonics to assist CAPM and PMP exam students in maximizing their retention of concepts Features Organized by PMBOK Guide Knowledge Area Key Problems and Solutions PMP Test Taking Tips An ideal gift for the aspiring exam applicant or as supplemental material for your exam prep course

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