Preparing for the CAPM® Certification Training

Duration: **3 Day**

BILGINC IT Academy
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The training is a globally recognized certification designed for individuals starting their careers in project management. This training equips participants with the fundamental knowledge and practical skills required to work effectively within project teams and manage projects confidently.

This highly interactive **3-day course** is aligned with the **PMI® Exam Content Outline (ECO)** and helps participants understand and apply project management best practices across multiple domains. It covers both traditional and agile methodologies and prepares learners to confidently approach the CAPM® exam.

This course meets the 23-hour education requirement for the CAPM® exam.

Prerequisites

CAPM® is designed for entry-level project management roles like project coordinator, associate and junior project manager, and project team members. The full list of prerequisites for undertaking the examination and the application process can be found atwww.pmi.org.

The pre-requisites for the CAPM® exam are:

- High-school diploma - and
- 23 hours of formal project management education

Learners who apply after course attendance will meet PMI's requirement for 23 hours of accredited project management training before being accepted for the exam.

Pre-Course Learning

Learners are provided with a QA Study Guide as well as interactive, online content which introduces the PMI processes, knowledge areas and process groups. The full list of bite-sized activities in your pre-course learning may take up to ten hours to complete. Completing your pre-course learning will ensure you get the most from the course and have the best chance of passing the examination.

Who Should Attend

- Aspiring project coordinators and team members
- Entry-level or junior project managers
- Professionals planning to pursue the PMP® certification
- Anyone starting a career in project management

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What You Will Learn

By the end of this training, you will have gained knowledge and skills in the following areas:

- Understand PMI's project management principles and practices
- Recognize when to apply predictive vs. agile approaches
- Prepare efficiently for the CAPM® exam
- Build a strong foundation for future PMP® certification

Training Outline

1. Project Management Fundamentals and Core Concepts

- Project life cycles
- Planning processes
- Project roles and responsibilities
- Problem-solving tools and techniques

2. Predictive, Plan-Based Methodologies

- Traditional project delivery models
- Project scheduling and planning
- Monitoring and control of predictive projects

3. Agile Frameworks and Methodologies

- Adaptive planning and iterative delivery
- Agile lifecycle and task management
- Agile controls and plan components

4. Business Analysis Frameworks

- Stakeholder engagement and communication
- Requirements gathering and validation
- Creating product roadmaps
- Business analysis roles in project environments

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