



THE UNIVERSITY OF ARIZONA

CONTINUING AND PROFESSIONAL EDUCATION

Certified Associate in Project Management (C

MSB105 / 130 Hours / 12 Months / Self-Paced / Materials Inc

Course Overview:

This course will provide entry-level project managers with the knowledge and skills necessary to succeed on the Institute's nationally recognized Certified Associate in Project Management (CAPM) exam. This credential is a required credential in the field of project management and is often a required credential in the field. This comprehensive course will provide assignments to help students prepare for, and successfully complete, the CAPM exam.

Certified Associate in Project Management Exam Prep Objectives:

- Describe the importance of project management, organizational project management maturity and
- Identify the nine knowledge areas of PMI's Guide to the PMBOK®
- Describe the project management process from start to finish
- Identify the 44 key processes of project management and how they relate
- Describe projects and project management disciplines
- Identify the steps taken when initiating a project
- Describe how to plan project work
- Develop project schedules, cost estimates, and budgets
- Explain how to plan project quality, staffing, and communications
- Describe the process for monitoring and controlling project work, schedules, costs, quality, staffing
- Explain how to monitor and control project risks and contracts

About ProTrain:

ProTrain is committed to offering world class interactive online courses that provide training and learning during their experience. The ProTrain course structure has been developed to provide activities to guide learning. Learning activities include hands-on assignments that allow students to use what they are learning in work environments; and collaborative assignments, like wikis and discussion groups that allow them to learn from each other in the same course.

While a student learns, they are not alone. Each student will receive guidance and support from his or her Student Services Specialist (SSS) representative. In addition, we will offer live monthly webinars and support categories. Throughout the entire course, students are monitored by the SSS representative using progra

System (PRS).

ProTrain will provide Students who successfully complete their online certification programs and pass th to the new ProTrain Education-2-Employment Career Tracker system. The Career Tracker will allow our c resumes at no additional cost, and letting industry employers find their talent through the same database

Curriculum Developer Biography:

Willow Nolland is an expert in education and eLearning, with more than ten years of experience in curricula has worked in higher education for over twelve years, and has developed numerous courses and has bee disciplines. She has experience with academic program development and coordination, curriculum develo partnerships, and student development. In addition, she has developed and administered professional de teachers, counselors, healthcare workers and members of private industry. She is a certified Quality Man online course development. She designs and teaches online courses at the college level and is proficient has helped educators redesign their courses to transition them from a face-to-face format to an online for to others. As a freelance instructional designer and curriculum developer, her projects have included cour education courses for nurses, CEU curriculum development for healthcare workers and teachers, and col universities.

Course Outline:

Lesson One: Introduction to Project Management and the PMBOK Guide

This lesson will provide an overview of the PMBOK Guide, as well as the concept of project managemen Management, Program Management, Project Management, and Organizational Project Management will about the business value of project management and the relationship between project management, ope strategy. Finally, students will learn about the role of the project manager and his or her responsibilities

Lesson Two: Organizational Influences and Project Life Cycle

Projects and project management take place in an environment that is broader than that of the project it ensure that work is carried out in alignment with the organization's goals and managed in accordance wi lesson describes how organizational influences affect the methods used for staffing, managing, and exec stakeholders on the project and its governance, the project team's structure and membership, and differ of activities within the project's life cycle.

Lesson Three: Project Management Processes

The PMBOK® Guide describes the nature of project management processes in terms of the integration t the purposes they serve. Project management processes are grouped into five categories known as Proj Groups). This lesson provides information for project management of a single project organized as a net project management processes, and includes information regarding project management process intera

Lesson Four: Project Integration Management

Project Integration Management includes the processes and activities to identify, define, combine, unify, project management activities within the Project Management Process Groups. In this lesson, students v includes making choices about resource allocation, making trade-offs among competing objectives and interdependencies among the project management Knowledge Areas.

Lesson Five: Project Scope Management

This lesson will explore the topic of Project Scope Management. Project Scope Management includes all the work required, and only the work required, to complete the project successfully. Managing defining and controlling what is and is not included in the project.

Lesson Six: Project Time Management

In this lesson, students will learn the processes involved in Project Time Management, which refers to the completion of the project. Specifically, this lesson will address the concepts of schedule planning and estimating activity resources and durations, and schedule development and control.

Lesson Seven: Project Cost Management

This lesson will provide an overview of the processes involved in Project Cost Management. Students will be managed in a way that allows for completion within the allocated budget. Within this lesson, students will learn funding, managing, and controlling costs for each project.

Lesson Eight: Project Quality Management

This lesson will provide a comprehensive overview of Project Quality Management. This topic includes the organization that determine quality policies, objectives, and responsibilities so that the project will satisfy Quality Management uses policies and procedures to implement, within the project's context, the organization. appropriate, it supports continuous process improvement activities as undertaken on behalf of the performance works to ensure that the project requirements, including product requirements, are met and validated.

Lesson Nine: Project Human Resource Management

This lesson will provide an overview of Project Human Resource Management, which includes the project team. The project team is comprised of the people with assigned roles and responsibilities for completing varied skill sets, may be assigned full or part-time, and may be added or removed from the team as the project also be referred to as the project's staff. Although specific roles and responsibilities for the project team members in project planning and decision-making is beneficial.

Lesson Ten: Project Communications Management

This lesson will provide students with the knowledge and skills necessary to perform effective Project Communications processes that are required to ensure timely and appropriate planning, collection, creation, distribution, and monitoring, and the ultimate disposition of project information. Project managers spend most of their time project stakeholders, whether they are internal (at all organizational levels) or external to the organization.

Lesson Eleven: Project Risk Management

In this lesson, students will learn about Project Risk Management, which includes the processes of conducting analysis, response planning, and controlling risk on a project. The objectives of project risk management positive events, and decrease the likelihood and impact of negative events in the project.

Lesson Twelve: Project Procurement Management

This lesson will provide a comprehensive overview of Project Procurement Management, which includes

products, services, or results needed from outside the project team. The organization can be either the buyer or the provider of a project. It also includes the contract management and change control processes required to develop and manage the project. It is issued by authorized project team members. In addition, Project Procurement Management includes the contract management organization (the buyer) that is acquiring deliverables from the project from the performing organization (the provider). It includes the obligations placed on the project team by the contract.

Lesson Thirteen: Project Stakeholder Management

This lesson will provide an overview of Project Stakeholder Management. This includes the processes used to identify organizations that could impact or be impacted by the project, to analyze stakeholder expectations and interests, to develop appropriate management strategies for effectively engaging stakeholders in project decisions and activities, to execute continuous communication with stakeholders to understand their needs and expectations, addressing their interests and fostering appropriate stakeholder engagement in project decisions and activities.

All necessary materials are included.

Certification(s):

This course prepares the student to take the **Project Management Institute (PMI) Certified Associate in Project Management** exam.

To apply for the CAPM, students will need to have:

- A secondary degree (high school diploma or the global equivalent)
AND
- At least 1,500 hours of project experience
OR
- 23 hours of project management education by the time you sit for the exam.

System Requirements:

Internet Connectivity Requirements:

- Cable and DSL internet connections are recommended.

Hardware Requirements:

- Minimum Pentium 400 Mhz CPU or G3 Macintosh. 1 GHz or greater CPU recommended.
- 256MB RAM minimum. 1 GB RAM recommended.
- 800x600 video resolution minimum. 1025x768 recommended.
- Speakers/Headphones to listen to Dialogue streaming audio sessions.
- A microphone to speak in Dialogue streaming audio sessions.

Operating System Requirements:

- Windows Vista, 7, 8, 8.1

- Mac OSX 10 or higher.
- OpenSUSE Linux 9.2 or higher.

Web Browser Requirements:

- Google Chrome is recommended.
- Firefox 13.x or greater.
- Internet Explorer 6.x or greater.
- Safari 3.2.2 or greater.

Software Requirements:

- Adobe Flash Player 6 or greater.
- Oracle Java 7 or greater.
- Adobe Reader 7 or greater.

Web Browser Settings:

- Accept Cookies<./li>
- Disable Pop-up Blocker.

**Outlines are subject to change, as courses and materials are updat