



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.

Study Guide For Capm

Kavita Sharma



Study Guide For Capm:

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 cram book. It is an easy-to-understand guide that is a valuable reference both before and after the exam. What You'll Learn: Understand the body of knowledge required to earn the Certified Associate in Project Management CAPM certification. Acquire the knowledge needed to successfully manage projects in any field. Who This Book Is For: Project management practitioners preparing for the CAPM exam; entry-level project managers and project team members preparing for the CAPM exam; beginners who want to join the field of project management and get up to speed quickly; project managers who need a quick and easy reference to the discipline of project management; instructors and trainers who need a textbook for a course on project management.

Project Management Workbook and PMP / CAPM Exam Study Guide Harold Kerzner, Frank P. Saladis, 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

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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.

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Kerzner, Frank P. Saladis, 2010-10-26 The Leading project management workbook and an unparalleled PMP CAPM Exam study guide. Now updated and revised in a Tenth Edition, this powerful two-in-one resource, the Project Management Workbook and PMP CAPM Exam Study Guide by Harold Kerzner, supplements the industry leading project management bible, Project Management Tenth Edition, with the most useful workbook of insightful problems and exercises. Provides a stand-alone self-study guide to the Project Management Professional PMP Certification Exam, complete with simulated exam questions. Offers solutions to all problems, questions, and cases, making it a must-have resource for mastering the critical skills of successful project management. CAPM, PMP, and Project Management Professional are registered marks of the Project Management Institute Inc.

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although the primary purpose of the book is to help the reader pass the CAPM exam it will also serve as a good reference after the exam

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