



## **Certified Associate Project Management [CAPM] Training Program**

### **Who can do?**

- Fresh University Graduates and like to pursue a career in Project Management
- Already working professional who are looking to understand Project Management Skills.
- People who would like to do the international certification CAPM. This course also covers exam preparation as well.

**100,000+ Students  
have been Trained**

**since  
1997**

**Program is  
offered by**



**Invest in  
People the  
only Asset  
that Appreciates**



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## **Table of Content**

Detail

Inauguration

Structure

Topics & Time Allocation

About the Program Designer & Instructor

Syllabus

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# Program Details

## INAUGURATION

The Training Program will be inaugurated by a senior member of 3DEducators

## Program Structure

No of classes per week      **01 Class**  
Duration of each class      **03 - Hour**

## Other Learning Activities

Projects      **1**  
Classroom Assignments      **4**  
Presentations by Trainees      **1**

## PROGRAM TOPICS AND TIME ALLOCATION

The participants will cover the following syllabus:

Certified Associate Project Management (CAPM)

In Affiliation with





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### About the Program Instructor

This Training Program has been designed and will be conducted by Senior most Event managers & Project Managers, who have extensive experience of Event & Project Management. They have worked with various large commercial industries and for different departments. They also served foreign, International and Local organization too. The Trainers who are conducting this program are have on the position of the following:

- ✓ Senior Country Head – Multinationals Companies
- ✓ Director Information Technology
- ✓ Corporate Trainers & Consultants

They trainers are foreign qualified and having the degrees of PhD, MS(Technology Management), M.Sc. (Applied Physics) and Certification of MCSE, MCDBA, CISA, CISSP and PMP Certification by PMI (USA)

As Consultant & Senior Trainers, the team of trainers from banking side we at 3D Educators – Trainers & Consultants would not compromise on the faculty quality, where the trainers who are also provide training for different service local and multinational industries or companies.



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# Program Syllabus

## CERTIFIED ASSOCIATE PROJECT MANAGEMENT (CAPM TRAINING)

### 1. Introduction to Project Management (6%)

- 1.1 Understand the five project management process groups and the processes within each group
- 1.2 Recognize the relationships among project, program, portfolio, and operational management
- 1.3 Define a typical project lifecycle
- 1.4 Understand the function and importance of tailoring for different projects

### 2. Project Environment (6%)

- 2.1 Identify the factors and assets that may impact the outcome of a project
- 2.2 Distinguish between organizational systems
- 2.3 Understand the purpose and activities of a Project Management Office
- 2.4 Recognize the hierarchy of projects, programs and portfolios

### 3. Role of the Project Manager (7%)

- 3.1 State the primary functions of a project manager
- 3.2 Understand a project manager's sphere of influence
- 3.3 Identify the major elements included in the PMI triangle
- 3.4 Recognize the difference between leadership and management



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### **4. Project Integration Management (9%)**

- 4.1 Understand the seven project management processes in the project integration management knowledge area
- 4.2 Identify the input, tools, techniques and outputs defined in the seven processes in project integration management
- 4.3 Understand the purpose of project integration management and the project manager's role within it
- 4.4 Identify concepts and procedures related to project change management
- 4.5 Identify tailoring consideration in project integration management and recognize key documents
- 4.6 Identify methods for project integration and knowledge management

### **5. Project Scope Management (9%)**

- 5.1 Understand the six project management processes in the project scope management knowledge area
- 5.2 Identify the Input, tools, techniques and outputs defined in the six processes in project scope management
- 5.3 Identify key concepts and tailoring consideration for project scope management, and key roles in scope management
- 5.4 Identify the purpose and elements of a Work Breakdown Structure (WBS) for both Product and Project scope
- 5.5 Understand project scope management for agile/adaptive projects, including the use of prototypes

### **6. Project Schedule Management (9%)**

- 6.1 Define the six project management processes in the project schedule management knowledge area
- 6.2 Identify the Input, tools, techniques and outputs defined in the six processes in project schedule management
- 6.3 Solve simple network diagrams problems and perform basic scheduling calculations
- 6.4 Identify considerations for agile/adaptive environments in project schedule management



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### 7. Project Cost Management (8%)

- 7.1 Understand the four project management processes in the project cost management knowledge area
- 7.2 Identify the Input, tools, techniques and outputs defined in the four processes in project cost management
- 7.3 Identify key concepts in project cost management, including tailoring and special considerations for agile/adaptive environments
- 7.4 Understand and apply basic forecasting and earned value methods for project cost management

### 8. Project Quality Management (7%)

- 8.1 Understand the three project management processes in the project quality management knowledge area
- 8.2 Identify the Input, tools, techniques and outputs defined in the three quality management processes
- 8.3 Understand the reasons for and approaches to adapting quality management in different project environments
- 8.4 Identify quality tools and approaches for continuous improvement

### 9. Project Resource Management (8%)

- 9.1 Define the six project management processes in the project resource management knowledge area
- 9.2 Identify the Input, tools, techniques and outputs defined in the six processes in project resource management
- 9.3 Identify key concepts and trends in project resource management, including tailoring and special considerations for agile/adaptive environments
- 9.4 Identify techniques for developing a team, managing conflict, and resolving resource-related problems
- 9.5 Understand the components of a resource management plan and data representation techniques for managing project resources



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### **10. Project Communication Management (10%)**

- 10.1 Understand the three project management processes in the project communication management knowledge area
- 10.2 Identify the Input, tools, techniques and outputs defined in the three project communication management processes
- 10.3 Identify key concepts and approaches in project communication management, including tailoring and special considerations for agile/adaptive environments
- 10.4 Recognize the dimensions of communication and components of a communications management plan
- 10.5 Identify communications skills and methods for project communication management

### **11. Project Risk Management (8%)**

- 11.1 Understand the seven project management processes in the project risk management knowledge area
- 11.2 Identify the Input, tools, techniques and outputs defined in project risk management
- 11.3 Identify the key documents in project risk management
- 11.4 Perform simple risk calculations
- 11.5 Recognize when and how to adjust risk based on the project environment

### **12. Project Procurement Management (4%)**

- 12.1 Understand the three processes in the project procurement management knowledge area
- 12.2 Identify the Input, tools, techniques and outputs defined in the three project procurement processes
- 12.3 Identify key concepts and tailoring considerations for project procurement management, including trends and emerging practices
- 12.4 Identify various types of contracts, agreements, and source selection methods



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### **13. Project Stakeholder Management (9%)**

- 13.1 Understand the four project management processes in the project stakeholder management knowledge area
- 13.2 Identify the Input, tools, techniques and outputs defined in the four project stakeholder management processes
- 13.3 Recognize key stakeholders roles and needs
- 13.4 Identify the key concepts and benefits of stakeholder management



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## **TERMS & CONDITIONS**

### **WITHDRAWAL FROM THE DIPLOMA/CERTIFICATION**

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma his/her fee will be forfeited.

### **CONDUCT AND DISCIPLINE**

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

### **EVALUATION AND GRADING**

The performance of students is evaluated through continuous observation of a student's performance in the Diploma – class participation, submission of assignments, quizzes and exercises.



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The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the Diploma will be 60 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the Diploma:

<b>A</b>	<b>87 - 100</b>
<b>B+</b>	<b>81 -86</b>
<b>B</b>	<b>72 - 80</b>
<b>C+</b>	<b>66 - 71</b>
<b>C</b>	<b>60 - 65</b>
<b>F</b>	<b>below 60</b>

A black and white photograph of three business professionals (two men and one woman) in a meeting, looking at a document. The image is partially obscured by a large red graphic element consisting of several overlapping, semi-transparent red shapes that form a stylized 'V' or arrow shape pointing downwards.

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Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.



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### **ONLINE LIVE CLASSES FACILITY AVAILABLE**

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to [info@3deducators.com](mailto:info@3deducators.com) with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it [info@3deducators.com](mailto:info@3deducators.com). Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

### **DISTANCE NOT MATTER**

You can join in the live classes Sessions of 3D EDUCATORS – TRAINERS & CONSULTANTS from anywhere of the world.

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### PRECAUTIONARY MEASURES

- During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- If you have taken the admission in the course online lonely, then ethically it is recommended and suggested that you alone in the class.
- Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

### CONTACT US

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<http://www.3deducators.com>

Get the Admission Form

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**MANAGEMENT  
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TRAINERS & CONSULTANTS**

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**SAMPLE CERTIFICATE**



**CERTIFICATE**

*Invest In People the Only Asset that Appreciates...*

*The Certificate Witnesseth that*

**Dr. Muhammad Allama Iqbal**

*Has Successfully Completed the 32-Hours Training of the*

**"Certified Associate Project Management"**

Conducted By

**3D EDUCATORS - TRAINERS & CONSULTANTS**

From 22 Nov 2009 To 22 Jan 2010

CERTIFICATE ID: 3DCIA1010/5/2003093



Principal of Institute

globally recognized

Global Partner - International Management Research & Technology Consortium - IMRTC USA

Global Partner - PECB CANADA, Partner Institute of SDC - Government of Pakistan