Certified Associate in Project Management (PMI-CAPM)
PMI Exam Preparation Training

Haward Technology Middle East

Course Title
Certified Associate in Project Management (PMI-CAPM): *PMI Exam Preparation Training*

Course Date/Venue
October 14-18, 2024/Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Course Reference
PM0541

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

This course is designed to provide participants with a detailed and up-to-date overview of Certified Associate in Project Management (PMI-CAPM). It covers the difference between projects and operational work; the process groups, project management challenges, project performance domains, stakeholders and project manager role; the emotional intelligence, people skills, project organizational structures and team performance domain; and the development approach and life cycle performance domain including project activities that deliverables and milestones.

Further, the course will also discuss the predictive-plan based methodology, predictive life cycle, project charter and project team; the project management plan and project schedule; managing, monitoring and controlling a project work and closing the project; planning and managing procurement; engaging with stakeholders and managing project communications and risk; and the quality management including project controls, forecasting and integration.

During this interactive course, participants will learn the adaptive approach and team structure in adaptive projects; the requirements for the adaptive project environment including the typical steps of the adoptive projects and agile life cycles; the Agile Manifesto, Lean, Scrum, Kanban and extreme programming (XP); the feature-driven development, dynamic systems development, crystal methods and scaling adaptive frameworks; the uncertainty and business analysis frameworks; the business analyst role and the influence of project approaches on business analysis; and the business analysis planning, need analysis, elicitation, traceability, monitoring and solution evaluation.

The course is carefully developed to reflect the best practices that also match the training requirements of distinguished professional organizations such as the Project Management Institute (**PMI**) and **FIDIC**. The Professional Development Units/Hours (**PDUs**) or Continuing Education Units (**CEUs**) awarded to our participants are recognized by the Project Management Institute (**PMI**) and by the International Association for Continuing Education & Training (**IACET-USA**).

Course Objectives
Upon successful completion of this course, each participant will be able to:-

- Get prepared for the next CAPM exam and have enough knowledge and skills to pass such exam in order to get the Certified Associate in Project Management (CAPM) from the Project Management Institute (PMI)

- Discuss the difference between projects and operational work

- Explain process groups, project management challenges, project performance domains, stakeholders and project manager role

- Evaluate emotional intelligence, people skills, project organizational structures and team performance domain

- Describe development approach and life cycle performance domain including project activities that deliverables and milestones

- Apply predictive-plan based methodology, illustrate predictive life cycle, create a project charter and build a project team

- Develop a project management plan and project schedule as well as manage, monitor and control a project work and close the project

- Plan and manage procurement, engage with stakeholders and manage project communications and risk

- Carryout quality management including project controls, forecasting and integration

- Identify when to use the adaptive approach and develop team structure in adaptive projects

- Recognize the requirements for the adaptive project environment including the typical steps of the adoptive projects and agile life cycles

- Discuss Agile Manifesto, Lean, Scrum, Kanban, and extreme programming (XP)

- Apply feature-driven development, dynamic systems development, crystal methods and scaling adaptive frameworks

- Measure, track, and manage uncertainty and apply business analysis frameworks

- Discuss business analyst role and the influence of project approaches on business analysis

- Carryout business analysis planning, need analysis, elicitation, traceability, monitoring and solution evaluation

PMI Recognition of Haward Courses

The Project Management Institute (**PMI**) recognizes Haward's Certificates and Continuing Education Units (CEUs).

The recognition and acceptance of our PDUs/CEUs fall under Categories E, F and G of PMI's "Professional Education" section at the PMP Application. Hence, what the delegates simply need to do is to complete this section as part of the PMP Application and submit it to PMI upon the receipt of Haward's certificates and ANSI/IACET's CEUs. PMI will automatically accept the delegates with 30 Contract Honors as a fulfillment of the required Professional Education.

Haward Technology, being the first **Authorized Provider** of the International Association for Continuing Education & Training (**IACET-USA**) in the Middle East, is authorized to award ANSI/IACET **CEUs** that are automatically accepted and recognized by the Project Management Institute (**PMI**).

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes electronic version of the course materials, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of project management for managers, specialists and engineers who have project management responsibilities but with limited training or experience in this area.

Exam Eligibility & Structure

Exam Candidates shall have the following minimum prerequisites:-

Educational Background		Project Management Education
Secondary degree, such as a high school diploma, GED (general educational development), or global equivalent	**AND**	At least 23 hours of project management education completed before the exam

Course Certificate(s)
Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations
Certificates are accredited by the following international accreditation organizations:-

- **The International Accreditors for Continuing Education and Training (IACET - USA)**

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **3.0 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- **British Accreditation Council (BAC)**

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Training Fee
US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Exam Fee
US$ 400 per Delegate + **VAT**

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Ahmad Radaideh, BSc, PMI-PMP, PMI-SP, SFC, is a **Senior Project Management Consultant** with extensive years of teaching, training and practical experience in the areas of **Project** Management, **Project Risk** Management, **Feasibility** Studies, Governance, **Risk Identification** Tools & Techniques, **Project** Life Cycle, **Project Stakeholder & Governance**, **Project Management** Processes, **Project Integration** Management, **Project Management** Plan, **Project Work** Monitoring & Control, **Project Scope** Management, **Strategic** Management, **Conflict** Management, **Stakeholder** Management, **Project Time** Management, **Project Cost** Management, **Project Quality** Management, **Value Engineering**, **Quality** Assurance, **Project Human Resource** Management, **Project Communications** Management, **Contract** Management, **Knowledge** Management, **Materials** Management, **Asset** Management, **Procurement & Purchasing** Management, Quality Management System (**QMS**), **Business** Management, **Time** Management, **Performance** Management, **Construction** Management, **Negotiation & Presentation** Skills, **Supervisory & Management** Skills, **Purchasing**, **Warehousing**, **Coaching & Mentoring** and **Strategic Decision Making**. Further, he is well-versed in **Primavera P6**, **FIDIC** Contracts, **Project** Planning, **Data** Analysis, **Claims** Management, **Design Development**, **Delay & Claims** Analysis and **Cost Control & Estimation.**

During his career life, Mr. Ahmad occupied several significant positions and dedication as the **Projects Manager**, **Senior Instructor/Trainer**, **PMO Manager** and **Planning & Control Engineer** of Jordan Engineers Association (JEA), Rawafed Al Totok Company, Dar Al Omran Architecture & Engineering and Collaboration, Management & Control Solutions.

Mr. Ahmad has a **Bachelor's** degree in **Civil Engineering**. Further, he is a **Certified Instructor/Trainer**, a **Certified Project Management Professional** (**PMI-PMP**), a **Certified PMI Scheduling Professional** (**PMI-SP**), a **Scrum Fundamentals Certified** (**SFC**), a **Certified Primavera P6 Professional Project Management**, a **Certified Associate** in **Project Management**, a **Certified Six Sigma Yellow Belt,** a **Certified ISO 9001 Internal Auditor** and a member of Jordan Engineers Association (**JEA**). He has further delivered numerous trainings, courses, seminars, conferences and workshops internationally.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1:   **Sunday, 14ᵗʰ of October 2024**

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	**PRE-TEST**
0830 – 0930	**Lesson 1: Becoming a Certified Associate in Project Management (CAPM)** *Introduction to PMI • About the CAPM Exam*
0930 – 0945	*Break*
0945 - 1145	**Lesson 2: Projects & Project Management** *What is Project?*
1145 – 1230	**Lesson 2: Projects & Project Management (cont'd)** *What's the Difference Between Projects & Operational Work*
1230 – 1245	*Break*
1245 – 1420	**Lesson 2: Projects & Project Management (cont'd)** *What are Process Groups? • What Project Management Challenges will You Face?*
1420 – 1430	**Recap**
1430	*Lunch & End of Day One*

Day 2:   **Monday, 15ᵗʰ of October 2024**

0730 – 0930	**Lesson 3: Organizing for Project Performance** *Project Performance Domains • Stakeholders • The Project Manager Role*
0930 – 0945	*Break*
0945 - 1200	**Lesson 3: Organizing for Project Performance (cont'd)** *Emotional Intelligence and People Skills • Project Organizational Structures • Team Performance Domain*
1200 - 1230	**Lesson 4: Development Approach & Life Cycle Performance Domain** *What is a Life Cycle? • Development Approach and Life Cycle Performance Domain*
1230 - 1245	*Break*
1245- 1420	**Lesson 4: Development Approach & Life Cycle Performance Domain (cont'd)** *Project Activities, Deliverables, and Milestones*
1420 – 1430	**Recap**
1430	*Lunch End of Day Two*

Day 3:   **Tuesday, 16ᵗʰ of October 2024**

0730 – 0930	**Lesson 5: Planning, Project Work & Delivery: Predictive Methodologies** *When Should You Choose a Predictive, Plan-Based Methodology? • Process Groups of the Predictive, Plan-Based Approach • Tailoring a Predictive Life Cycle • Creating a Project Charter • Building the Project Team*
0930 – 0945	*Break*
0945 - 1100	**Lesson 5: Planning, Project Work & Delivery: Predictive Methodologies (cont'd)** *Developing a Project Management Plan • Developing a Project Schedule • Directing and Managing Project Work • Monitoring and Controlling Project Work • Closing the Project or Phase*

1100 - 1230	***Lesson 6: Project Work & Delivery*** *Planning and Managing Procurement • Engaging Stakeholders • Managing Project Communications*
1230- 1245	*Break*
1245 - 1420	***Lesson 6: Project Work & Delivery (cont'd)*** *Managing Risk • Quality Management • Project Controls and Forecasting • Project Integration*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4:   **Wednesday, 17ᵗʰ of October 2024**

0730 – 0845	***Lesson 7: Planning, Project Work & Delivery: Adaptive Methodologies*** *When to Use the Adaptive Approach • Team Structure in Adaptive Projects • Requirements for the Adaptive Project Environment*
0845 - 0930	***Lesson 7: Planning, Project Work & Delivery: Adaptive Methodologies (cont'd)*** *The Structure and Culture of Adaptive Teams • Typical Steps of Adaptive Projects • Agile Life Cycles*
0930 – 0945	*Break*
0945 – 1230	***Lesson 8: Overview of Adaptive Frameworks*** *The Agile Manifesto • Lean • Scrum • Kanban • Extreme Programming (XP) • Feature-driven Development, Dynamic Systems Development Method, and Crystal Methods • Frameworks for Scaling Adaptive Frameworks*
1230 – 1245	*Break*
1245 – 1420	***Lesson 9: Measurement, Tracking, & Managing Uncertainty*** *Detect and Resolve Problems • Measuring Performance • The Uncertainty Performance Domain*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5:   **Thursday, 18ᵗʰ of October 2024**

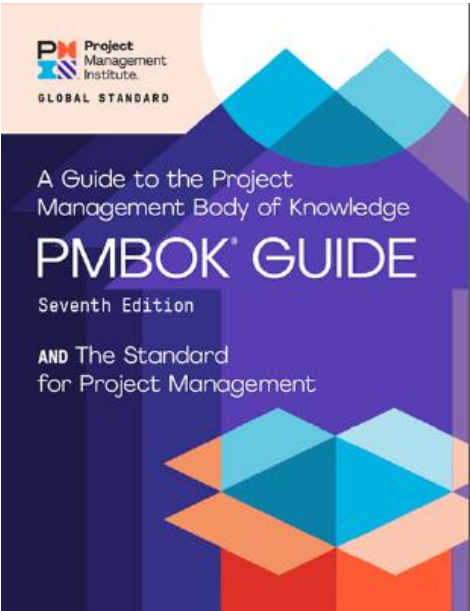|	
0730 – 0930	***Lesson 10: Business Analysis Frameworks*** *The Importance of Business Analysis • Business Analyst Role • Requirements as the Focus of Business Analysis • Stakeholders and the Business Analyst*
0930 – 0945	*Break*
0945 - 1045	***Lesson 10: Business Analysis Frameworks (cont'd)*** *Influence of Project Approaches on Business Analysis • Stakeholders and the Business Analyst • Influence of Project Approaches on Business Analysis*
1045 – 1230	***Lesson 11: Business Analysis Domains*** *Business Analysis Planning • Needs Analysis • Requirements Elicitation and Analysis • Traceability and Monitoring • Solution Evaluation*
1230 - 1245	*Break*
1245 – 1345	***Lesson 12: Capstone Activity: Putting It All Together*** *Group Work*
1345 – 1400	***Course Conclusion***
1400 – 1415	***POST-TEST***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

MOCK Exam

Upon the completion of the course, participants have to sit for a MOCK Examination similar to the exam of the Certification Body through Haward's Portal. Each participant will be given a username and password to log in Haward's Portal for the MOCK exam during the 7 days following the course completion. Each participant has only one trial for the MOCK exam within this 7-day examination window. Hence, you have to prepare yourself very well before starting your MOCK exam as this exam is a simulation to the one of the Certification Body.

Book(s)

As part of the course kit, the following e-book will be given to all participants:

Title: A Guide to the Project Management Body of Knowledge (PMBOK Guide)
ISBN: 978-1628256642
Author: Project Management Institute
Publisher: Project Management Institute

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the "Mindview Software" and "Raidlog Simulator".

Mind map

Word

Mindview Software

Raidlog Simulator

Course Coordinator

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