

aractech
Global Learning for Operational Leaders

PROJECT MANAGEMENT | PM-051

Preparation for Certified Associate in Project Management (CAPM)®

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Course content

Why Attend

Project management skills are valuable in almost every role, and employers increasingly look for formal evidence of those skills when recruiting and promoting staff.

The Certified Associate in Project Management (CAPM)® from PMI is an entry-level certification that demonstrates understanding of project management fundamentals, predictive and agile approaches, and business analysis concepts.

Course Methodology

• This training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes an interactive mixture of lecture-led learning, case studies, practical exercises and group discussions.

Course Objectives

• Understand core principles and best practices covered in Preparation for Certified Associate in Project Management (CAPM)®.

• Apply practical techniques to day-to-day operational challenges.

• Build an implementation action plan suitable for your organization.

Target Audience

• Early-career project professionals

• Project coordinators and administrators

• Team members working on projects

• Graduates seeking a project management career



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Course outline

Detailed course outline

Day-by-day outline for Preparation for Certified Associate in Project Management (CAPM)®.

Day 1 - Project Management Fundamentals

• 09:00-09:34 | What Is a Project: Projects, programmes, portfolios and operations

• 09:34-10:08 | The CAPM® Exam: Domains, eligibility, format and study approach

• 10:08-10:42 | Project Lifecycles: Predictive, iterative, incremental, agile and hybrid

• 10:42-11:00 | Project Management Principles: The PMBOK Guide principles and performance domains

• 11:00-11:30 | Coffee break

• 11:30-11:46 | Project Management Principles: The PMBOK Guide principles and performance domains (continued)

• 11:46-12:20 | Roles in Projects: Sponsor, project manager, team and stakeholders

• 12:20-12:53 | Organisational Structures: Functional, matrix and projectised organisations

• 12:53-14:00 | Practice Questions: Fundamentals and core concepts

Day 2 - Predictive Project Planning

• 09:00-09:34 | Project Charter and Initiation: Defining purpose, objectives and authority

• 09:34-10:08 | Scope Management: Requirements, scope statement and work breakdown structure

• 10:08-10:42 | Schedule Planning: Activities, sequencing, durations and critical path

• 10:42-11:00 | Cost Planning: Estimating, budgeting and cost baselines

• 11:00-11:30 | Coffee break

• 11:30-11:46 | Cost Planning: Estimating, budgeting and cost baselines (continued)

• 11:46-12:20 | Quality, Resource and Communication Planning: Essentials for every project

• 12:20-12:53 | Risk Planning: Identifying, analysing and planning responses

• 12:53-14:00 | Exercise: Develop a basic project plan



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Day 3 - Executing, Monitoring and Controlling

- 09:00-10:00 | Managing Project Work: Directing teams and managing deliverables
- 10:00-10:30 | Stakeholder Engagement: Communication and expectation management
- 10:30-11:00 | Monitoring Performance: Variance analysis and basic earned value
- 11:00-11:30 | Coffee break
- 11:30-12:00 | Change Control: Change requests and integrated change control
- 12:00-12:30 | Procurement Basics: Contract types and supplier management
- 12:30-13:00 | Project Closure: Acceptance, handover and lessons learned
- 13:00-14:00 | Practice Questions: Predictive approach scenarios

Day 4 - Agile Frameworks and Business Analysis

- 09:00-09:34 | Agile Principles: The Agile Manifesto and agile mindset
- 09:34-10:08 | Scrum Essentials: Roles, events and artefacts
- 10:08-10:42 | Kanban and Lean: Flow, visual boards and work-in-progress limits
- 10:42-11:00 | Agile Planning: User stories, backlogs, estimation and iterations
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Agile Planning: User stories, backlogs, estimation and iterations (continued)
- 11:46-12:20 | Business Analysis Fundamentals: Needs assessment and requirements elicitation
- 12:20-12:53 | Requirements Traceability and Validation: Ensuring solutions meet needs
- 12:53-14:00 | Practice Questions: Agile and business analysis scenarios



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Day 5 - Exam Readiness

- 09:00-09:34 | Key Formulas and Terms: Essential knowledge for the exam
- 09:34-10:08 | Question Types: Situational, definition and calculation questions
- 10:08-10:42 | Exam Strategy: Time management and eliminating wrong answers
- 10:42-11:00 | Mock Exam: Timed practice exam under exam conditions
- 11:00-11:30 | Coffee break
- 11:30-12:19 | Mock Exam: Timed practice exam under exam conditions (continued)
- 12:19-12:53 | Mock Exam Review: Detailed answer explanations
- 12:53-13:27 | Closing Knowledge Gaps: Focused review of weak areas
- 13:27-14:00 | Personal Study Plan: Steps to book and pass the exam



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Seminar dates

Available seminar dates

Live dates and pricing for Preparation for Certified Associate in Project Management (CAPM)® generated from the course details page.

Date	Location	Format	Fee
4 - 8 January 2027	Frankfurt	Classroom	**€2,215**
11 - 15 January 2027	Dubai	Classroom	**€2,745**
18 - 22 January 2027	Kuala lumpur	Classroom	**€2,425**
25 - 29 January 2027	Berlin	Classroom	**€3,400**
1 - 5 February 2027	Istanbul	Classroom	**€2,250**
8 - 12 February 2027	Stockholm	Classroom	**€3,400**
15 - 19 February 2027	Cape Town	Classroom	**€1,895**
22 - 26 February 2027	Paris	Classroom	**€2,210**
1 - 5 March 2027	Malmo	Classroom	**€3,400**
8 - 12 March 2027	Amsterdam	Classroom	**€2,415**



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Date	Location	Format	Fee
15 - 19 March 2027	Dubai	Classroom	**€2,745**
22 - 26 March 2027	London	Classroom	**€2,815**
5 - 9 April 2027	Cape Town	Classroom	**€1,895**
12 - 16 April 2027	Copenhagen	Classroom	**€3,400**
19 - 23 April 2027	Dubai	Classroom	**€2,745**
26 - 30 April 2027	Barcelona	Classroom	**€2,175**
3 - 7 May 2027	Cape Town	Classroom	**€1,895**
10 - 14 May 2027	Frankfurt	Classroom	**€2,215**
17 - 21 May 2027	Istanbul	Classroom	**€2,250**
24 - 28 May 2027	Kuala lumpur	Classroom	**€2,425**



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Date	Location	Format	Fee
7 - 11 June 2027	Oslo	Classroom	**€4,200**
14 - 18 June 2027	Istanbul	Classroom	**€2,250**
21 - 25 June 2027	Dubai	Classroom	**€2,745**
5 - 9 July 2027	Cape Town	Classroom	**€1,895**
12 - 16 July 2027	Paris	Classroom	**€2,210**
19 - 23 July 2027	Dubai	Classroom	**€2,745**
26 - 30 July 2027	Amsterdam	Classroom	**€2,415**
2 - 6 August 2027	Dubai	Classroom	**€2,745**
9 - 13 August 2027	Dublin	Classroom	**€3,360**
16 - 20 August 2027	Cape Town	Classroom	**€1,895**



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Date	Location	Format	Fee
23 - 27 August 2027	Manchester	Classroom	**€3,360**
6 - 10 September 2027	Dubai	Classroom	**€2,745**
13 - 17 September 2027	Barcelona	Classroom	**€2,175**
20 - 24 September 2027	Cape Town	Classroom	**€1,895**
4 - 8 October 2027	Frankfurt	Classroom	**€2,215**
11 - 15 October 2027	Dubai	Classroom	**€2,745**
18 - 22 October 2027	Kuala lumpur	Classroom	**€2,425**
25 - 29 October 2027	London	Classroom	**€2,815**
1 - 5 November 2027	Liverpool	Classroom	**€3,360**
8 - 12 November 2027	Dubai	Classroom	**€2,745**



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15 - 19 November 2027	Cape Town	Classroom	**€1,895**
22 - 26 November 2027	Paris	Classroom	**€2,210**
6 - 10 December 2027	Dubai	Classroom	**€2,745**
13 - 17 December 2027	Brussels	Classroom	**€3,400**
20 - 24 December 2027	Dubai	Classroom	**€2,745**
27 - 31 December 2027	London	Classroom	**€2,815**
4 - 8 January 2027	Online / Live	Online / Live	**€1,515**
11 - 15 January 2027	Online / Live	Online / Live	**€1,515**
18 - 22 January 2027	Online / Live	Online / Live	**€1,515**
25 - 29 January 2027	Online / Live	Online / Live	**€1,515**



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Date	Location	Format	Fee
1 - 5 February 2027	Online / Live	Online / Live	**€1,515**
8 - 12 February 2027	Online / Live	Online / Live	**€1,515**
15 - 19 February 2027	Online / Live	Online / Live	**€1,515**
22 - 26 February 2027	Online / Live	Online / Live	**€1,515**
1 - 5 March 2027	Online / Live	Online / Live	**€1,515**
8 - 12 March 2027	Online / Live	Online / Live	**€1,515**
15 - 19 March 2027	Online / Live	Online / Live	**€1,515**
22 - 26 March 2027	Online / Live	Online / Live	**€1,515**
5 - 9 April 2027	Online / Live	Online / Live	**€1,515**
12 - 16 April 2027	Online / Live	Online / Live	**€1,515**



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19 - 23 April 2027	Online / Live	Online / Live	**€1,515**
26 - 30 April 2027	Online / Live	Online / Live	**€1,515**
3 - 7 May 2027	Online / Live	Online / Live	**€1,515**
10 - 14 May 2027	Online / Live	Online / Live	**€1,515**
17 - 21 May 2027	Online / Live	Online / Live	**€1,515**
24 - 28 May 2027	Online / Live	Online / Live	**€1,515**
7 - 11 June 2027	Online / Live	Online / Live	**€1,515**
14 - 18 June 2027	Online / Live	Online / Live	**€1,515**
21 - 25 June 2027	Online / Live	Online / Live	**€1,515**
5 - 9 July 2027	Online / Live	Online / Live	**€1,515**



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12 - 16 July 2027	Online / Live	Online / Live	**€1,515**
19 - 23 July 2027	Online / Live	Online / Live	**€1,515**
26 - 30 July 2027	Online / Live	Online / Live	**€1,515**
2 - 6 August 2027	Online / Live	Online / Live	**€1,515**
9 - 13 August 2027	Online / Live	Online / Live	**€1,515**
16 - 20 August 2027	Online / Live	Online / Live	**€1,515**
23 - 27 August 2027	Online / Live	Online / Live	**€1,515**
6 - 10 September 2027	Online / Live	Online / Live	**€1,515**
13 - 17 September 2027	Online / Live	Online / Live	**€1,515**
20 - 24 September 2027	Online / Live	Online / Live	**€1,515**



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4 - 8 October 2027	Online / Live	Online / Live	**€1,515**
11 - 15 October 2027	Online / Live	Online / Live	**€1,515**
18 - 22 October 2027	Online / Live	Online / Live	**€1,515**
25 - 29 October 2027	Online / Live	Online / Live	**€1,515**
1 - 5 November 2027	Online / Live	Online / Live	**€1,515**
8 - 12 November 2027	Online / Live	Online / Live	**€1,515**
15 - 19 November 2027	Online / Live	Online / Live	**€1,515**
22 - 26 November 2027	Online / Live	Online / Live	**€1,515**
6 - 10 December 2027	Online / Live	Online / Live	**€1,515**
13 - 17 December 2027	Online / Live	Online / Live	**€1,515**



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Date	Location	Format	Fee
20 - 24 December 2027	Online / Live	Online / Live	**€1,515**
27 - 31 December 2027	Online / Live	Online / Live	**€1,515**