

## Introduction

This 24-hour certificate course provides participants with knowledge and skills in project management that will:

- Increase the value of their contribution to organizational projects
- Prepare them to take the Project Management Institute's (PMI) Certified Associate in Project Management (CAPM) examination.

This course is suitable for organizational members from different disciplines who participate in or support projects. It also provides a valuable stepping-stone for experienced project managers who are considering seeking PMI's certification as a project management professional (PMP).

## CAPM Examination

The CAPM examination is comprised of 150 multiple-choice questions. The allotted time to complete the examination is three hours.

Candidates must pass the examination in order to be awarded the CAPM credential. Candidates are granted a one-year eligibility window. Candidates have a maximum of three attempts to receive a passing score on the CAPM examination within the one-year eligibility period.

## CAPM Certificate Course Overview

The course meets the PMI's requirement for educational hours required to be a candidate for the CAPM examination. The course uses as a resource the PMI's guide to the Project Management Body of Knowledge (PMBOK), Third Edition.

The course structure illustrated in this brochure is for six 4-hour sessions. Other schedules can be adapted to satisfy participants' needs, e.g., eight 3-hour evenings.

## CAPM Course Structure

### Session One – Project Management Overview

- An Introduction to Project Management
- Project Management Processes
- An Introduction to the CAPM Examination

### Session Two – Project Knowledge Areas Session 1

- Project Integration Management
- Developing the Project Plan
- Managing the Project Scope

### Session Three – Project Knowledge Areas Session 2

- Managing Time
- Developing and Creating a Project Schedule
- Managing Project Costs

### Session Four - Project Knowledge Areas Session 3

- Project Quality Management
- Project Human Resources
- Project Communications Management

### Session Five - Project Knowledge Areas Session 4

- Project Risk Management
- Project Procurement Management
- Professional Responsibility

### Session Six – Course Review and Examination

- Course Review
- Practice Examination

## Additional Training Modules

The following are examples of some of the additional training resources available from OLC:

- Effective leadership
- Building self-organizing project teams
- Interpersonal communication
- Performance measurement
- Process management
- Process improvement
- Developing organization agility
- Creativity and innovation
- Key objective planning
- Organizational transformation
- New product development
- Systems engineering

## Instructors

**Robert McQueen:** Dr. McQueen has over 30 years experience in engineering and project management, including engineering design, technology development, and organizational project management with Bechtel Corporation, General Electric Company, and FMC Corporation. He also has over 15 years experience in research and education in the fields of project and engineering management with ITU, San Jose State University and the Organizational Learning Center. He received his Ph.D. in Mechanical Engineering from the University of Leeds (England) in 1966.

**Ronald Murata:** Mr. Murata has over 20 years experience in engineering design, technology development, engineering management, and project management with Lockheed Martin Corporation (Martin Marietta) and General Electric Company. He also has over 10 years experience in research and education in the field of project and process management with the Organizational Learning Center, ITU, and San Jose State University. He received his M.S. in Mechanical Engineering from Santa Clara University in 1970.

**Laura Uden:** Dr. Uden has over 15 years experience in leading organizational change projects, implementing process improvements, performing organizational assessments, and facilitating improvement teams. She also has over 10 years experience teaching project and process management, statistical process control, and organizational assessment at San Jose State University and in various Silicon Valley companies. She received her M.S. in Systems Engineering Management from SJSU in 1996 and her Ph.D. in Change Management from Salford University in Great Britain in 2005.

**Edna Robison:** Ms. Robison has over 20 years experience in research, educational training, and organizational management with the University of the Philippines Institute for Small-Scale Industries, Voicemail International, Centigram Communications Corporation, Appiant Technologies, and LabCommerce. She has extensive experience in developing and providing educational training courses in industry and in undertaking organizational assessments. Edna received her BA degree in English from Silliman University and her Master of Public Administration degree from the University of the Philippines. In addition to her responsibilities as a trainer, she is also responsible for OLC's business development activities.

## About PMI and the CAPM

The Project Management Institute (PMI), with more than 200,000 members in over 150 countries, is the world's foremost advocate for the project management profession. A vital and forward-thinking organization, PMI sets industry standards, conducts research and provides education, certification and professional exchange opportunities designed to strengthen and further establish the profession.

PMI offers a project management Credentialing Program, the purpose and goal of which is the development, evaluation, promotion, and administration of a rigorous education experiential and examination-based, professional credential. The Certified Associate in Project Management (CAPM) is designed for project team members and entry-level project managers, as well as qualified undergraduate and graduate students.

The CAPM credential can benefit a wide range of team members who want to demonstrate clear direction to their work. By gaining knowledge of project management processes and terminology, professionals from all disciplines can reach higher levels of performance in their work.

## About OLC

OLC's mission is to offer world-class, cost-effective services to companies to enable them to achieve their performance and profitability goals and build capabilities that enable high performance.

OLC is a non-profit consulting company registered in California. OLC associates have extensive real-world experience in helping industry leaders, managers and employees improve their capabilities and performance.

OLC is committed to working with its customers to ensure that the project management improvement services provided satisfy specific needs identified by the customer and build on existing capabilities.

## CAPM Instructors Have Worked With:

AEM (Italy)  
Apple Computer  
Applied Materials  
APTECH  
Bay Area Rapid Transit (BART)  
Cal Eastern Labs  
Cisco Systems  
EPRI  
Entergy  
FEI Microwave  
Gazeley (UK)  
General Electric  
Hewlett Packard  
JDS Uniphase  
Lockheed Martin  
Nevada Power Company  
North East Wales Institute  
Open University (UK)  
Peking University  
Public Service of New Mexico  
Quantum  
Salford University (UK)  
Tennessee Valley Authority  
Terrapinn (Singapore)  
Tsinghua University  
Tutor-Saliba/Slattery  
Unisys  
VLSI Logic

## Contact Information

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# Organizational Learning Center

## Certified Associate in Project Management (CAPM) Certificate Course Description



**Vision** provides a focus for **actions**

**Action** is the framework for **learning**

**Learning** is the foundation for **success**