



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.

Best Capm Study Guide

Thomas Sheffrey



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PMP / CAPM Exam Preparation Guide Thomas Sheffrey, 2005-09-26 Business Economics Project Management When you're studying for the PMP CAPM exam the most important thing to manage is your time This practical guide will help you study for the Project Management Professional PMP Certified Associate in Project Management CAPM Certification Exam more efficiently and productively It is aligned with and references PMI's Project Management Body of Knowledge Third Edition PMBOK Guide Unlike other review materials that are organized according to knowledge areas and cover the forty four processes almost equally this guide divides materials into process groups or domains and weights your review materials the way PMP CAPM weights the exam For example approximately 11% of the exam questions will be on the Initiation Phase so approximately 11% of the review materials in this book covers the Initiation Phase The guide flows like projects flow There are six sections Initiation Phase Planning Phase Execution Phase Monitor and Control Phase Closing Phase Professional Responsibility This is not an unabridged everything you ever need to know about project management guide It focuses exclusively on information you need to know to pass the exam and features A total of 175 pre review questions and 175 post review questions along with complete answers and explanations The facts presented clearly and concisely with no frills no fine print and no digression Terms definitions formulas charts diagrams and lists that help you retain the information and pass the test Advice on how to study and how to take the actual exam plus a comprehensive index so it's easy to find information you want to review

CISA Certified Information Systems Auditor Study Guide David L. Cannon, 2009-10-06 Prepare for CISA certification and improve your job skills with the training you'll receive in this valuable book Covering the very latest version of the exam it's packed with instruction on all exam content areas including the most up to date regulations IS auditing best practices and compliances You'll find practical exercises and plenty of real world scenarios just what you need for the CISA exam and beyond Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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CAPM/PMP Project Management Certification All-In-One Exam Guide, Fourth Edition Joseph Phillips, 2018-05-11 This up to date self study system offers 100% coverage of every topic on the CAPM and PMP exams Thoroughly revised for the current PMI Project Management Body of Knowledge PMBOK Guide this up to date resource offers complete coverage of all the material included on the Certified Associate in Project Management and Project Management Professional exams You ll find learning objectives at the beginning of each chapter exam tips and practice exam questions with in depth answer explanations Written by a leading project management consultant and trainer CAPM PMP Project Management Certification All in One Exam Guide Fourth Edition will help you pass the exams with ease and will also serve as an essential on the job reference Covers all exam topics including Project integration management Managing the project scope Managing project time costs and quality Managing project resources Managing project communications Managing project risks Project procurement management Managing project stakeholders Project management processes Electronic content includes 750 CAPM and PMP practice exam questions test yourself by exam domain or take a complete exam Bonus process review quiz Video training from the author Process ITTO Quick Review Guide PMP Memory Sheets Secured Book PDF

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