CAPM®: Certified Associate in Project Management

Date and duration

Training code : CAPMB-EN
Duration : 3 days
Nombre d'heures : 21 heures

Training with certification

CAPM® : Certified Associate in Project Management

Body

Whether you are a beginner in project management or already a project manager, the Certified Associate in Project Management (CAPM)® certification is a true passport to your career. It is a major asset for anyone aiming to work in this field and provides additional assurance of quality to project team members. Established by the Project Management Institute (PMI), this certification is a global benchmark in project management, widely recognized around the world.
Our CAPM® training introduces you to all the phases and components of a project. It equips you with the essential skills needed to manage projects from start to finish. Whether you work in engineering, construction, telecommunications, banking, or IT, the course content applies to all these domains.
At the beginning of the program, you will receive the PMBOK Guide – 7th Edition along with the official course materials, both included in the training. At the end of this 3-day course, you will take a practice exam in the form of multiple-choice questions (MCQs) designed to give you the best chance of passing the official CAPM® exam, which is available online. Upon passing, you will be awarded the title of Certified Associate in Project Management.

Oo2 Formations – Authorized Training Partner
As a premium Authorized Training Partner (ATP) accredited by PMI® under number 4351, Oo2 delivers certification programs that fully comply with the institute’s strict quality standards.

Objectifs

At the end of this CAPM® training, you will achieve the following objectives:

- Assimilate the fundamentals of project management according to the PMBOK® Guide (7th Edition), including its tools and techniques.
- Understand the key elements of project initiation: project charter, sponsor, stakeholders, and vendors; define and assess stakeholders.

- Identify risks and evaluate their impact (schedule, budget); understand the different phases of project management.
- Define the project scope; manage the project schedule, team, and budget; ensure effective monitoring of project execution; define and enforce project quality standards.
- Anticipate and manage project-specific risks; develop effective internal and external communication; manage contracts, vendors, and internal agreements.
- Understand the processes for closing procurements and finalizing the project.
- Be fully prepared to take the CAPM® certification exam.

Points forts

CAPM® "All Inclusive" Training includes:

- The official PMI® course material with quizzes, videos, and more.
- The PMI® PMBOK® Guide – 7th Edition in French.
- Access to the X-AM exam simulator (+1,000 questions).
- A one-year PMI® membership.
- Registration for the CAPM® exam.
- Exclusive benefits.

Certification

This training prepares you for the Certified Associate in Project Management (CAPM®) professional certification exam. Once the training is completed, the exam will be available directly through your PMI account, allowing you to schedule it online.

CAPM® Exam Details (2025)

Eligibility: Before taking the exam, you must first submit an online eligibility application on the PMI website (www.pmi.org) and obtain their approval. This process ensures that you meet the required education and training prerequisites.

- **Format**: Multiple-choice exam with 150 questions
- **Duration**: 3 hours
- **Location**: Online
- **Open book**: Yes, limited to the official course materials provided during the training
- **Languages available**: English, Arabic, Brazilian Portuguese, French, German, Italian, Japanese, and Spanish
- **Passing score**: 135 correct answers

Domain	Percentage	Main Content
Fundamentals & Concepts	36%	Life cycle, processes, roles, structures, key documents.
Predictive Methodologies	17%	Planning, scope, cost, schedule, risk, quality, communication.
Agile/Adaptive Methodologies	20%	Agile principles, Scrum, Kanban, roles, iterations.
Business Analysis	27%	Requirements gathering, analysis, stakeholder engagement, business case.

After successfully passing the exam, PMI will send you an email confirming your official **CAPM® certification, valid for 3 years**. You will then receive your certificate.

Modalités d'évaluation

Quiz / QCM

Pré-requis

Prerequisites for attending this CAPM® training:

- This course is open to anyone wishing to acquire solid foundations in project management. No formal prior experience is required, although any experience—even informal—in project management can be an advantage.
- It is not necessary to have in-depth project management knowledge, as the training covers the fundamental principles.

Prerequisites for taking the CAPM® exam (PMI® requirements):

- **Secondary education diploma (or equivalent)**: A high school diploma, bachelor's degree, or a recognized equivalent is required.
- **23 hours of project management training**: This CAPM® training fulfills this requirement.

Public

This training is intended for the following audiences:

- **Professionals aiming to move into project management roles** (e.g., project assistants, coordinators, or functional analysts).
- **Beginners in project management** (e.g., recent graduates or individuals seeking a career change).
- **Project team members wishing to validate their skills** (e.g., developers, technicians, or consultants).
- **Specialists looking to collaborate more effectively with project managers** (e.g., technical experts and quality specialists).
- **Individuals with no prior project management experience** but with an interest in this field.

Cette formation s'adresse aux profils suivants

Chef de projet / Responsable de projet
Responsable des opérations / logistiques
Manager

Programme

Roundtable Introduction

- Individual introductions
- Exploration of participants' expectations and objectives
- Introduction to the training framework
- Alignment with specific objectives and challenges
- Identification of participants' expectations and perspectives

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I. Fundamentals and Basic Concepts of Project Management

Demonstrate an understanding of project life cycles and processes.

- Differentiate between a project, a program, and a portfolio.
- Distinguish between a project and operations.
- Differentiate between predictive and adaptive approaches.
- Distinguish between issues, risks, assumptions, and constraints.

- Review and critique project scope.
- Apply the PMI Code of Ethics and Professional Conduct to scenarios.

Explain how a project can drive change.
Demonstrate an understanding of project management planning.

- Describe the purpose and importance of cost, quality, risk, schedule, etc.
- Differentiate between project management plan deliverables and product management plan deliverables.
- Distinguish between a milestone and task duration.
- Determine the number and type of resources in a project.
- Use a risk register in a given situation.
- Use a stakeholder register in a given situation.

Explain project closure and transition.
Demonstrate an understanding of project roles and responsibilities.

- Compare and contrast the roles and responsibilities of project managers and project sponsors.
- Compare and contrast the roles and responsibilities of the project team and the project sponsor.
- Explain the importance of the project manager’s role (e.g., initiator, negotiator, auditor, coach, active member, and facilitator).
- Explain the differences between leadership and management.

Explain emotional intelligence (EQ) and its impact on project management.
Determine how to monitor and execute planned strategies or frameworks (e.g., communication, risks, etc.).

- Provide examples of how to appropriately respond to a planned strategy or framework (e.g., communication, risk).
- Explain project launch and benefits planning.
- Demonstrate an understanding of common problem-solving tools and techniques.
- Assess the effectiveness of a meeting.

Explain the purpose of focus groups, stand-up meetings, brainstorming sessions, etc.

II. Predictive, Plan-Based Methodologies

Explain when it is appropriate to use a predictive, plan-based approach.

- Identify the relevance of a predictive, plan-based approach to organizational structures (e.g., virtual, co-located, matrix, hierarchical, etc.).
- Determine activities within each process.
- Provide examples of typical activities within each process.

Distinguish between the different components of a project.
Demonstrate an understanding of project management scheduling.

- Apply critical path methods.
- Calculate schedule variance.
- Explain Work Breakdown Structures (WBS).
- Explain work packages.
- Apply a quality management plan.

Apply an integration management plan.
Determine how to document project controls in predictive, plan-based projects.

- Identify artifacts used in predictive, plan-based projects.

Calculate cost and schedule variances.

III. Agile Frameworks and Methodologies

Explain when it is appropriate to use an adaptive approach.

- Compare the advantages and disadvantages of adaptive projects and predictive, plan-based projects.
- Identify the relevance of adaptive approaches to organizational structures (e.g., virtual, co-located, matrix, hierarchical, etc.).
- Identify organizational process assets and enterprise environmental factors that support adaptive approaches.

Determine how to plan project iterations.

- Distinguish logical units of iterations.
- Interpret the advantages and disadvantages of iterations.
- Translate a WBS into an adaptive iteration.
- Determine scope inputs.

Explain the importance of adaptive project tracking compared to predictive, plan-based tracking.
Determine how to document project controls in adaptive projects.

- Identify artifacts used in adaptive projects.

Explain the components of an adaptive plan.

- Differentiate between components of adaptive methodologies (e.g., Scrum, Extreme Programming (XP), Scaled Agile Framework (SAFe®), Kanban, etc.).
  Determine how to prepare and execute task management steps.
- Interpret success criteria for adaptive project management tasks.
- Prioritize tasks in adaptive project management.

IV. Business Case Analysis Frameworks

Demonstrate an understanding of business case analysis roles and responsibilities.

- Distinguish between stakeholder roles (e.g., process owner, process manager, product manager, product owner, etc.).
- Describe the importance of defining roles and responsibilities (Why identify stakeholders first?).
- Differentiate between internal and external roles.

Determine how to communicate with stakeholders.

- Recommend the most appropriate communication channel/tool (e.g., reporting, presentation, etc.).
- Demonstrate why communication across teams is important for a business analyst (features, requirements, etc.).

Determine how to gather requirements.

- Match tools to scenarios (e.g., user stories, use cases, etc.).

- Identify requirement-gathering approaches for a given situation (e.g., stakeholder interviews, surveys, workshops, lessons learned, etc.)..).

Explain a requirements traceability matrix/product backlog.
Demonstrate an understanding of product roadmaps.

- Explain the application of a product roadmap.
- Determine which components align with which releases.

Determine how project methodologies influence business case analysis processes.

- Define the role of a business analyst in adaptive and/or predictive plan-based approaches.

Validate requirements through product delivery.

- Define acceptance criteria (adapting requirements as needed).
- Determine whether a project/product is ready for delivery based on a requirements traceability matrix/product backlog.