



*Training Course:  
Certified Associate in Project Management  
CAPM*

*6 - 10 January 2025  
Accra (Ghana)*

## Training Course: Certified Associate in Project Management CAPM

Training Course code: MA2068 From: 6 - 10 January 2025 Venue: Accra (Ghana) - Training Course Fees: 5950 € Euro

### Introduction

The Certified Associate in Project Management Exam preparation course is designed for the aspiring candidates of the said exam. The course outline covers the exam topics in detail and enables the students to prepare for the exam. This certification can help the students to kick-start their career in the field of project management. The course contents are based on the PMBOK Guide 5th Edition.

Most of the aspiring project management professionals have heard about the PMP certification by PMI. However, an equally beneficial certification designed for entry-level candidates in Certified Associate in Project Management CAPM. The course helps the students to learn the concepts that will be tested in the CAPM certification exam.

### Course Objectives

By the end of this training, you will:

- Acquire the relevant knowledge and skills required to pass the CAPM® certification exam
- Develop the fundamentals of implementing standard processes and practices to be successful in your projects
- Be able to demonstrate a strong commitment to the Project Management profession
- Become an efficient Project Manager

### Target Competencies

- Project management
- Performing project scheduling
- Developing project plans
- Managing project budget
- Developing project controls
- Risk management

### Target Audience:

The CAPM training program is ideal for Project Management aspirants who are keen on taking their newly acquired skills to a new level on a global platform. This certification is best suited for:

- The course is specifically designed for the prospective candidates of the CAPM certification exam.
- Project managers working or looking forward to work in any organization
- IT managers
- Office and administration managers

### Course Outline:

Day 1 Overview of project management

- Defining project management terminologies
- Project management benefits
- Triple constraints
- Project life cycle
- Project stakeholders
- Effect of organizational structure

#### Day 2 Project selection

- Project selection models
- Benefit-cost ratio
- Average Rate of Return ARR
- Payback period
- Net Present Value NPV
- Internal Rate of Return IRR
- Decision trees

#### Day 3 Project planning and scheduling

- Project charter
- Project scope statement
- Building work breakdown structure
- Duration estimation
- Program Evaluation and Review Technique PERT
- Relationships between activities
- Network diagram
- Critical Path Method CPM
- Manipulating logic
- Resource allocation
- Resource leveling
- Duration acceleration

#### Day 4 Project budgeting

- Cost estimating techniques
- Cost baseline
- Project budget
- Slack management
- Compression by crashing

#### Project control

- Variance analysis
- Earned value
- Managing deviations
- Key performance indicators
- Dashboards and scorecards

#### Day 5 Project risk management

- Project risk identification
- Qualitative risk analysis

- Quantitative risk analysis
- Project risk response planning
- Contingency and management reserves

#### Program management

- Program life cycle
- Developing program work breakdown structure
- Developing a program schedule
- Developing program financial plan

## Registration form on the Training Course: Certified Associate in Project Management CAPM

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
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place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
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