

Certified Associate in Project Management (CAPM)[®]

Examination Content Outline

Project Management Institute

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Published by: Project Management Institute, Inc.
14 Campus Boulevard
Newtown Square, Pennsylvania 19073-3299 USA.
Phone: +610-356-4600
Fax: +610-356-4647
E-mail: customercare@pmi.org
Internet: www.PMI.org

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Project Management and Processes in Context (15%)

- Understand/recognize project management terminology, process groups, and knowledge areas
- Understand the relationships between process groups and knowledge areas
- Recognize where outputs from one process become inputs into another
- Recognize that the same techniques and tools are used in several places

Project Integration Management (12%)

- Define the six processes typically associated with integration management
- Identify and describe the ITTOs associated with those six processes
- Describe the uses and components of a project management plan
- Describe the purpose of, and procedures related to, project change management

Project Scope Management (11%)

- Define the six processes typically associated with project scope management
- Identify and describe the ITTOs associated with those six processes
- Describe the purpose and elements of a Work Breakdown Structure (WBS)
- Describe the purpose and elements of a requirements document

Project Time Management (12%)

- Define the seven processes typically associated with project time management
- Identify and describe the ITTOs associated with those seven processes
- Perform simple calculation of activity estimates
- Describe the purpose and procedures related to sequencing activities
- Interpret various types of network diagrams to identify critical path activities

Project Cost Management (7%)

- Define the four processes typically associated with project cost management
- Identify and describe the ITTOs associated with those four processes
- Understand the concept of Earned Value Management (EVM)

Project Quality Management (6%)

- Define the three processes typically associated with project quality management
- Identify and describe the ITTOs associated with those three processes
- Identify and know when to use quality tools and quality control tools
- Apply quality tools to simple scenarios to identify issues, root causes, trends, and/or problems

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Project Human Resource Management (8%)

- Define the four processes typically associated with project human resource management
- Identify and describe the ITTOs associated with those four processes
- Interpret an organization chart and position descriptions for a project team
- Identify the specific differences between operational and project team management
- Identify and describe the five general techniques for managing conflict

Project Communication Management (6%)

- Define the three processes typically associated with project communication management
- Identify and describe the ITTOs associated with those three processes
- Identify and describe the communications skills necessary for project management
- Outline the components contained in a communications management plan

Project Risk Management (9%)

- Define the six processes typically associated with project risk management
- Identify and describe the ITTOs associated with those six processes
- Perform simple qualitative risk calculations

Project Procurement Management (7%)

- Define the four processes typically associated with project procurement management
- Identify and describe the ITTOs associated with those four processes
- Identify various types of fixed-price, cost-reimbursable and Time and Material contractual agreements

Project Stakeholder Management (7%)

- Define the four processes typically associated with project stakeholder management
- Identify and describe the ITTOs associated with those four processes
- Describe the four classification models used for stakeholder analysis