



MEDHIRA ENTERPRISES

Project Management Consulting and Training Services

Contact us at: +1 (718) 340-8465. Visit us at: www.medhira.com

Certified Associate Project Manager (CAPM®) Certification Review

Anita Dhir, PMP®, President, Medhira Enterprises

+1 (718) 340-8465 or +91 99203 94438

adhir@medhira.com

Copyright © 2013 Medhira Enterprises. All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means — electronic, mechanical, photocopying, recording, or otherwise — without the permission of Medhira Enterprises.

Agenda

Introduction

CAPM® Benefits

Application Process

CAPM® Exam Overview

CAPM® Exam Preparation Strategies

Post Certification Requirements

PMI Code of Professional Ethics

Questions

Introduction

● **Project Management Institute (PMI®)**

is the leading global professional association for project managers. It administers a globally accepted and recognized, examination-based professional certification program.

● **CAPM®** was introduced in 2005

**Join the growing community of
over CAPM®s 23,793!**

As of September 30, 2013

*One of the most
recognized
and respected
Certification /
Credential for
Project Managers
worldwide!*

CAPM® Benefits

● Business

- Provides a framework for **standardized** project management practices & effective communication



● Career

- Creates professional / job growth opportunities and expedites professional advancement within an organization and increases employee's value
 - For young professionals or students entering the job market, the CAPM® **provides an additional level of skill and knowledge to distinguish you from the competition**
 - For technical professionals moving into project management, the CAPM® **gives you the tools and skills to transition**
- Accepted worldwide as evidence of education and conveys to current & potential employers that you have a solid foundation of project management knowledge that you can readily apply in the workplace
- Provides professional **recognition** of your proven level of PM experience
- Increases your PM knowledge base and provides consistency (vocabulary, skillset, repeatable outcomes), authentication, and networking



Application Process - Qualifications

- CAPM® Eligibility Criteria
 - Candidates applying for certification as a Certified Associate Project Manager must satisfy the educational and / or experiential requirements and agree to abide by the **PMI's Code of Professional Conduct**
- CAPM® Certification Requirements
 - Approved Application
 - Successful Completion of CAPM® Examination
 - Maintenance of the Post Certification Requirements

Application Process - Qualifications (cont'd)

● Approved Application

- Secondary Diploma (high school diploma/global equivalent)
 - Secure a copy of the highest level of education degree/diploma that will be documented in the application, to be available in the case of an audit
- PM Info
 - PM Experience Verification
 - Demonstrated Project-based Experience (1,500 hours of professional experience on a project team)
 - OR**
 - Formal PM Education
 - Verifiable PM Formal Education consisting of 23 PM contact hours (instruction based learning)
- Agreement to Abide by the Code of Professional Conduct

Application Process - Qualifications (cont'd)

● PM Experience Verification

- If using PM experience to complete the application, candidates are required to document details about their 1,500 hours (minimum) of PM experience on a project team. For each project mentioned, information regarding number of hours spent and details of the work done in each of the five PM process groups is required.
- Applicants are required to provide the current contact information for the primary person who can verify your experience on each project submitted on the application. If an application is selected for audit, PMI will contact this person to validate the documented experience.

● Formal PM Education

- Utilizing your formal education in project management, is the simplest way to fulfill the second criteria required for the CAPM® application. If an application is selected for audit, you will need to provide transcripts / certificates that verify a minimum of 23 hours of formal PM education.

Application Process - Qualifications (cont'd)

Experience Verification Details – PM Process Group Definitions from the PMBOK®

Initiating Processes	Define and authorize the project or a project phase
Planning Processes	Define and refine objectives, and plan the course of action to attain the objectives and scope that the project was undertaken to address
Executing Processes	Integrate people and other resources to carry out the project management plan for the project
Controlling Processes	Regularly measure and monitor progress to identify variances from the project management plan so that corrective action can be taken when necessary to meet project objectives
Closing Processes	Formalize acceptance of the project, service or result and brings the project or a project phase to an orderly end

Application Process - Fees (cont'd)

● **Certification Fees - (U.S. dollars)**

- **PMI Member and Nonmember**

Computer-based testing (CBT)	\$225
------------------------------	-------

Paper-based testing (PBT)	\$300
---------------------------	-------

- *Note: Following your application submission, you will receive either the Exam Eligibility Letter to take the exam, or you will be notified that your application is being audited. You have up to 90 days to supply the requested information. The exam must be taken within 1 year of the date of your eligibility letter. If you fail the exam, you can take the exam up to three times within the eligibility period)*

● **Completed applications should be submitted to:**

Online: *(Faster, Preferred Method)*

www.pmi.org (<http://www.pmi.org/en/Certification/Project-Management-Professional-CAPM>).

Or

Written: PMI Certification Department
Four Campus Boulevard
Newtown Square, PA 19073-3299

CAPM® Exam Overview

● The Certified Associate Project Manager (CAPM®) Certification Examination:

- Measures PM knowledge, skills, tools, and techniques that are described in “A Guide to the Project Management Body of Knowledge” (PMBOK®) 2012 Edition (Fifth Edition)
- A 3-hour computer-based test, 150 multiple-choice questions
*(To pass the CAPM® examination, candidates must be “Moderately Proficient” in all Domains (PM Knowledge Areas). Of the **150** questions, **15** are considered pretest questions. Pretest questions do not affect the score and are placed throughout the examination randomly. Thus your score is based on **135** questions)*
- Is offered only by Prometric (www.2test.com) at various locations

CAPM® Exam Overview - Exam Content

From the PMBOK® Guide – 2012, Fifth Edition

CHAPTER IN PMBOK GUIDE 5TH EDITION	DOMAIN (KNOWLEDGE) AREA TO BE TESTED ON:	PERCENTAGE OF QUESTIONS	NUMBER OF QUESTIONS (Approximate)
Chapter 3	Project Management Processes	15%	22
Chapter 4	Project Integration Management	12%	18
Chapter 5	Project Scope Management	11%	16
Chapter 6	Project Time Management	12%	18
Chapter 7	Project Cost Management	7%	11
Chapter 8	Project Quality Management	6%	9
Chapter 9	Project Human Resource Management	8%	12
Chapter 10	Project Communications Management	6%	9
Chapter 11	Project Risk Management	9%	13
Chapter 12	Project Procurement Management	7%	11
Chapter 13	Project Stakeholder Management	7%	11
TOTAL		100%	150

CAPM® Exam Preparation Strategies

Resources

- **A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Fifth Edition**, Paperback, Publisher: Project Management Institute , Author: Project Management Institute, ISBN: 978-1935589679

Q& A Resources: Practice tests or Test Simulations

Medhira Complete CAPM® Exam Readiness Kit: Certification Study Notes + CAPM® Certification Exam Chapter based Test (200 questions) (ebook or Paperback, 2013 August) by Anita Dhir (Author), Publisher: Medhira Enterprises, www.medhira.com

Medhira Complete CAPM® Exam Readiness Kit: Certification Study Notes (ebook or Paperback, 2013 August) by Anita Dhir (Author), Publisher: Medhira Enterprises, www.medhira.com

Medhira Complete CAPM® Exam Readiness Kit: Certification Study Notes + CAPM® Certification Exam Practice Test (150 questions) (ebook or Paperback, 2013 August) by Anita Dhir (Author), Publisher: Medhira Enterprises, www.medhira.com

CAPM Exam Success Series: Exam Simulation Booklet (Fifth Edition PMBOK®Guide) , Crosswind Project Management Inc. 2013

- CAPM Exam Prep, 3rd Edition , Paperback (Paperback) by Rita Mulcahy (Author), Publisher: RMC Publications, Inc., ISBN-10: 1932735720, ISBN-13: 978-1932735727, (September 1, 2013)



CAPM® Exam Preparation Strategies (Cont'd)

● Tools

- Flash cards
- Text Books
- CD ROM self study
- Sample Exams ([Medhira CAPM sample test offerings](#))
- Create your own notes and review them

● Formal Education

- CAPM® Exam Prep Courses (It will give you confidence and a sense of readiness)
 - Universities and Training Organizations

(Visit



MEDHIRA ENTERPRISES
collaborating for success

for details)

● Study Groups

- Check out local PMI websites

There is no single source for preparing for the examination



CAPM® Exam Preparation Strategies (Cont'd)

● Planning (Cont'd)

- Review your qualifications such as **Diploma/Degrees** (Save a copy)
- Determine your **PM Formal Education** information (Save a copy)
 - If necessary, select type of training and supplier based on your PM education needs
- Set target date to take the CAPM® test and complete the CAPM® application early in the process
- Make your test **appointment** the day you get the approval letter from PMI
- Plan at least three weeks of intensive study and budget daily study time
- Take a CAPM® Exam Prep Course

CAPM® Exam Preparation Strategies (Cont'd)

● Planning (Cont'd)

- Obtain info about study groups (virtual and in-person)
- Obtain at least 3 sample exam question books
- Have a **study plan** that incorporates
 - Studying each chapter of the **PMBOK®**
 - Reviewing prior chapters
 - Concluding each chapter/study with **multiple** exam quizzes
 - Reviewing the answers missed doing the exam
 - Taking a complete 150 Question CAPM practice test periodically

Be positive and optimistic!

Discipline, Discipline, Discipline...

CAPM® Exam Preparation Strategies (Cont'd)

● Execution

- Make PMBOK® your best friend
 - Carry it with you everywhere
 - Study all domains
 - Memorize the glossary, chapter overviews (inputs, tools & techniques, outputs)
 - Use the PMBOK® Processes / 10 Knowledge Areas as a guideline (Review the guide as many times as possible)
 - Understand all examples and charts
 - Use quizzes and practice exams to measure progress
 - Discuss material with other CAPM® candidates
 - Finish the PMBOK® at least five days before the test and practice sample tests
- Create a sample exam binder
- Use flashcards
- Work your Plan!

Stick to your Study Plan!

CAPM® Exam Preparation Strategies (Cont'd)

● Day Before the Exam:

- Check out the Exam location prior to the exam date
- Exercise and get a good night's sleep before the exam

● Examination Day:

- Bring **two forms of a ID & the Eligibility letter**
- Carry your cell phone and a small bag that will fit in a locker
- Bring something to drink and nibble prior to the test (energy!) – *Take breaks only if necessary as the clock is ticking*
- Remember to BREATHE! A good brain needs oxygen
- Be prepared to sit for a long time
- Write down the Earned Value Formulae /other important information on the scratch paper that is provided once you begin the exam

DO NOT write anything on the scratch paper until you have started the test. This can lead to **disqualification!**

CAPM[®] Exam Preparation Strategies (Cont'd)

● Examination Day (Cont'd):

- Write the formulae prior to any calculations to avoid mistakes
- Read each question carefully (pay attention to words like “except”, “not”)
- Be wary of alternatives that include the words **always, never, only, must, and completely**
- Think of your answer before making your choice (If you do not know the answer, use the process of elimination)
- Mark questions for review if you are unable to respond quickly as the test offers you an option of marking a question for later review (Jot it down on the scrap paper as well)
- Answer **all** questions as there are no negative points for wrong answers

Post Certification Requirements

● Update your Resume

- After receiving your CAPM®, update your **resume** with your “CAPM®” status, as well as your **social media profiles** to let employers, potential employers and fellow professionals know that you have achieved this certification

Use the PMBOK® framework to guide your PM responsibilities

● Maintain your CAPM® Certification

- Purpose
 - Sustain the CAPM® as a global certification credential
 - Enhance the ongoing professional development of CAPM®s
 - Encourage and recognize individualized learning opportunities
 - Offer a standardized and objective mechanism for attaining and recording professional development activities
- CAPM®s must also comply with the PMI®’s Code of Professional Conduct to maintain certification status

Post Certification Requirements(Cont'd)

● Maintain your CAPM® Certification (Cont'd)

- Once you have passed the CAPM® examination, your certification remains in effect for **five** years
- To maintain your certification, before reaching the end of the five year period, you are required to apply for **recertification** and as part of the process take the CAPM® exam or, if eligible you can apply for any of PMI's additional credentials
- You must apply for CAPM® recertification and take the exam during the **last** year of your certification cycle.



PMI Code of Professional Ethics

Overview

The overall importance of the code of ethics is to present ourselves as Project Managers in a professional manner and to gain the respect of our clients, colleagues, and stakeholders. Key Features:

Vision and Applicability

- As we show we set high standards and have a vision of excellence. As Project Managers, we are the role models for the profession, team, and our companies.

4 Values:

1. Responsibility

- We, as Project Managers, take ownership for our position and projects.
- We agree to adhere to Governmental, legal, and regulatory standards.

2. Respect

- To value the relationships, both professional and personal within the organization. To show we have a high regard for ourselves, others, and the resources entrusted to us. We adhere to the copyrights and proprietary rights of all involved, including sensitive and secretive information.

3. Fairness

- We make decisions impartially and objectively. Our conduct must be free from self interest, prejudice, and favoritism. We treat all Stakeholders in a unbiased manner and all members without cultural prejudice.

4. Honesty

- To be truthful in all dealings with project team and stakeholders.

Questions ?

Visit www.medhira.com

MEDHIRA can help with your CAPM® and other PM needs:

- ❖ PM Career Advice
- ❖ Guidance & Mentoring
- ❖ CAPM®/PMP® Readiness Kits
- ❖ CAPM® Exam Prep Classes
- ❖ CAPM® Math Webinar
- ❖ 30+ Workshops and Webinars for PM Contact hours and PDU's

Medhira FACTORS in your CAPM® Success

