



Certified Associate in Project Management (CAPM) Certification need dates, time, location.

January 27 & 28 in person
February 11 via Zoom
February 24 & 25 in person
Each session 8:30am-4:30pm

Hours: 35

Course Description:

You will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI®) to manage projects successfully.

Prerequisites:

To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

Microsoft Word 2000, 2002, 2003 or Microsoft Office Word 2007, Level 1
Project Management Fundamentals: Second Edition

Audience:

This course is designed for persons in a variety of job roles who currently contribute to project teams in various ways, including providing subject matter expertise (e.g., marketing, finance, customer care, processing, fulfillment) and serving as project team sponsors, facilitators, liaisons, or coordinators, but who do not function as project managers and who have little or no formal exposure to or training in standardized project management terminology and processes.

Topics:

Understanding Project Management Fundamentals

- Define Project Management Basics
- Examine Organizational Influences on Project Management
- Examine the Project Management Context

Identifying Project Management Processes

- Examine the Project Life Cycle
- Recognize Process Groups

Initiating a Project

- Examine Project Selection
- Prepare a Project Statement of Work
- Create a Project Charter
- Identify the Elements of a Project Management Plan

Managing Project Scope

- Document Stakeholder Requirements
- Create a Scope Statement
- Develop a Work Breakdown Structure
- Review Deliverables and Work Results
- Control the Project Scope

Estimating Project Time

- Create an Activity List
- Create a Project Schedule Network Diagram
- Estimate Activity Resources
- Estimate Duration for Project Activities

Developing and Controlling a Project Schedule

- Draft a Project Schedule
- Identify the Critical Path
- Optimize the Project Schedule
- Establish a Schedule Baseline
- Control the Project Schedule



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Analyzing Project Cost

- Estimate Project Costs
- Establish the Cost Baseline
- Reconcile Funding and Costs
- Control Project Costs

Measuring Project Quality

- Create a Quality Management Plan
- Execute a Quality Assurance Plan
- Perform Quality Control

Organizing Human Resources for a Project

- Document the Project Roles, Responsibilities, and Reporting Relationships
- Acquire the Project Team
- Develop the Project Team
- Manage the Project Team

Devising Effective Communication Methods

- Identify Project Stakeholders
- Create a Communications Management Plan
- Distribute Project Information
- Manage Stakeholder Relationships and Expectations
- Report on Project Performance

Analyzing Project Risks

- Examine a Risk Management Plan
- Identify Project Risks and Triggers
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Develop a Risk Response Plan
- Monitor and Control Project Risks

Processing Project Procurements

- Plan Project Procurements
- Prepare a Procurement Statement of Work
- Prepare a Procurement Document
- Examine the Conduct Procurements Process
- Obtain Responses from Sellers
- Determine Project Sellers
- Administer Project Procurements
- Close Project Procurements

Integrating Project Workflow

- Identify the Direct and Manage Project Execution Process
- Identify the Monitor and Control Project Work Process
- Develop an Integrated Change Control System
- Utilize the Integrated Change Control System
- Close the Project or Phase Administratively



JEFFREY DERAMUS
PROFESSIONAL FACILITATOR

Jeffrey has been a Learning Specialist since 2001 and joined The Computer Workshop Team in 2017. He is a highly requested instructor, consistently receiving rave reviews from his students.

A previous student once stated, "...an amazing instructor. His knowledge, enthusiasm, and patience made the material easy to follow and understand." Jeffrey not only facilitates most of the soft-skills courses at The Computer Workshop, but he also provides his top-level skills in designing and developing course curricula, scope and sequence, as well as course presentation materials. Having earned his Project Management Professional (PMP) Certification back in 2016, he continues his personal education and training in the areas of Agility and Business Analysis. Jeffrey recently earned his Certified ScrumMaster (CSM) and Professional Scrum with Kanban (PSK 1) Certifications and plans to continue to add to his "alphabet soup".





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Order Form

- Classes require a minimum of 8 participants to be held. Must be registered by January 14. Payment will be processed at that time.
- Courses are taught by The Computer Workshop Instructors and materials for each class are handed out at the class.

Fee Schedule (Price is per person for the complete CAPM Course)

GGP Member: o \$2,900.00

All Others: o \$3,250.00

Participants enroll in the full series. Refunds for missed classes are not available; though rescheduling an individual class may be available at the discretion and availability of instructor.

Name	Email	Phone Number	Course code

If it's easier to send a list of participants, please send a spreadsheet. Information above must be given for each person.

Payment: Please calculate and provide total due here _____.

Check enclosed Invoice Me Credit card.* Pay via Square [here](#). Payment must be received prior to class start unless otherwise arranged. Contact info@geaugagrowth.com for invoicing.

Email order form to info@geaugagrowth.com

Make checks payable to the Geauga Growth Partnership.

Mail to Geauga Growth Partnership, 12373 Kinsman Rd # 106, Newbury, OH 44065

Please fill out the following: Company Name & Complete Address are required

Ordered by: _____ Phone: _____ Email: _____

Terms and Conditions: Payment is required prior to start of class unless otherwise arranged. If class is canceled for any reason, payment will be refunded within 10 days. You may cancel up to 14 days in advance of a class for a full refund otherwise a credit will be issued towards future classes. GGP reserves the right to cancel or reschedule any class/program greater than 7 days prior. Questions? Call GGP at 440-564-1060