



Consulting and Training | Reach New Heights

Course Name

Certified Associate in Project Management (CAPM)

Sector Name

Project & Contract Management

Document Type

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Certified Associate in Project Management (CAPM)

Course Introduction

The Certified Associate in Project Management (CAPM) course is one of the most recognized entry-level project management certifications designed for professionals seeking to build a strong foundation in project management principles and practices. Based on globally recognized project management standards, the course prepares participants to manage projects efficiently and support organizational success across different industries.

This course introduces learners to the fundamentals of project planning, project scheduling, budgeting, resource management, and risk management. Participants will gain practical knowledge of the project lifecycle, including project initiation, execution, monitoring, and closure processes.

The program also focuses on essential project management methodologies, communication strategies, stakeholder management, and team coordination techniques. Learners will understand how to define project scope, allocate resources effectively, track project performance, and manage project risks in dynamic business environments.

In addition, the CAPM course provides a detailed understanding of project documentation, quality management, cost control, and time management tools commonly used by project managers worldwide. Participants will also explore agile project management concepts

and modern project delivery frameworks used in today's organizations.

The course is ideal for recent graduates, junior project coordinators, team leaders, business professionals, and individuals looking to start a career in project management. It helps learners develop leadership, problem-solving, and organizational skills required to work on successful projects in various sectors such as IT, construction, healthcare, business, and engineering.

By completing the Certified Associate in Project Management course, participants strengthen their career opportunities, improve project management capabilities, and prepare for professional growth in the global project management field.

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Target Audience

- ✓ Project Manager
- ✓ Business Administrator
- ✓ Marketing Coordinator
- ✓ Account Executive
- ✓ Chief Operating Officer
- ✓ Operations Manager
- ✓ Executive Administrative
- ✓ Risk Manager
- ✓ Program Manager
- ✓ Business Analyst
- ✓ Quality Control Coordinator
- ✓ Assistant Manager
- ✓ Team Leader
- ✓ Senior Supervisors
- ✓ Researcher
- ✓ Entrepreneur
- ✓ Management Consultant
- ✓ Public Relations Director

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Learning Objectives

- ✓ Define project management frameworks, processes, and tools in compliance with the Project Management Institute (PMI) standards
- ✓ Apply different techniques that will assist in the project selection process
- ✓ Construct project diagrams, schedules, and plans, and use different techniques to perform an in-depth analysis on project schedules and plans
- ✓ Identify different methods for cost estimating and project budgeting
- ✓ Manage time and cost deviations through applying earned value analysis
- ✓ Employ risk management plans and apply risk response strategies to ensure the successful implementation of the project
- ✓ Develop program management plans in compliance with the Project Management Institute standards

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Course Outline

✓ Day 01

Overview Of Project Management

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

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Course Outline

✓ Day 02

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

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Course Outline

✓ Day 03

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

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Course Outline

✓ Day 04

Project Budgeting

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

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Course Outline

✓ Day 05

Project Control

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

Project Risk Management

- ✓ Project risk identification
- ✓ Qualitative risk analysis
- ✓ Quantitative risk analysis
- ✓ Project risk response planning
- ✓ Contingency and management reserves

Project Management

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

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 22, 2026	June 26, 2026	5 days	5950.00 \$	USA , Texas
Sept. 28, 2026	Oct. 2, 2026	5 days	4250.00 \$	UAE , Dubai
March 15, 2027	March 19, 2027	5 days	4250.00 \$	UAE , Dubai
Dec. 14, 2026	Dec. 18, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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