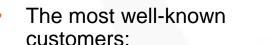
# PMI Certification CAPM – Certified Associate of Project Manager





# YOUR LECTURER/PROFESSOR

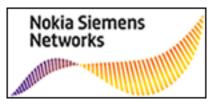
- Professor: **Dr. Danil Dintsis** (System analysis in information systems)
- Portfolio, Program and project manager (PfMP®, PgMP®, PMP® certified),
- ITSM ITIL® Expert, Managing professional, Strategic Leader certified
- DASA (DevOps Agile Skills Association) certified Product owner & accredited trainer
- Portfolio and project manager since 2003.
- danil.dintsis@faculty.gbsb.global



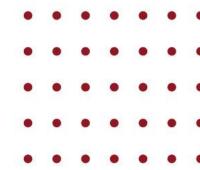














Microsoft

# **PMI® Certifications Family**



# Certified Associate in Project Management (CAPM)®

CAPM® certification demonstrates your understanding of the fundamental knowledge, terminology, and processes of effective project management.

**Discover the CAPM Certification Advantage** 



#### Project Management Professional (PMP)®

PMP® certification is the gold standard in project management. Recognized by organizations worldwide, the PMP validates your competence to perform in the role of a project manager, leading and directing projects and teams.

Discover the PMP Certification Advantage



#### Program Management Professional (PgMP)®

PgMP® certification is designed for those who manage multiple, complex projects to achieve strategic and organizational results.

Discover the PgMP Certification Advantage



#### Portfolio Management Professional (PfMP)®

PfMP® certification recognizes the advanced experience and skill of portfolio managers. The PfMP demonstrates your proven ability in the coordinated management of one or more portfolios to achieve organizational objectives.

Discover the PfMP Certification Advantage



#### PMI Construction Professional (PMI-CP)™

PMI-CP™ helps construction professionals define the gold standard in global construction projects and bring large, complex projects to life.

Discover the PMI-CP™ Certification Advantage



# PMI Risk Management Professional (PMI-RMP)®

PMI-RMP® certification demonstrates knowledge and expertise in the specialized area of assessing and identifying project risks along with plans to mitigate threats and capitalize on opportunities.

Discover the PMI-RMP Certification Advantage



https://www.pmi.org/certifications

# **CAPM® Certification**

Regardless of your career stage, the Certified Associate in Project Management (CAPM) $^{\mathbb{R}}$  is an asset that will distinguish you in the job market and enhance your credibility and effectiveness working on — or with — project teams.

Organizations with standardized practices attain better results, as shown in our 2015 Pulse of the Profession® report. Because the CAPM® recognizes your knowledge of the profession's preeminent global standard, you'll stand out to employers and be poised to move ahead.

Project management is a rapidly growing profession. Research indicates that employers will need to fill nearly 2.2 million new project-oriented roles each year through 2027. With the CAPM, you'll be on the fast track to opportunity.



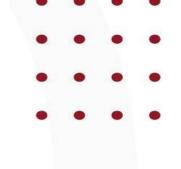
# **Exam Topics**

	Domain	Percentage of Items on Test
I.	Project Management Fundamentals and Core Concepts	36%
II.	Predictive, Plan-Based Methodologies	17%
III.	Agile Frameworks/Methodologies	20%
IV.	Business Analysis Frameworks	27%
	Total	100%



# Who is Eligible to Take an Exam

Educational Background		Project Management Education
Secondary diploma (high school diploma/ global equivalent)	AND	23 contact hours of formal education



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# Main Sources you need

PMBoK® v.6-7

Agile Guide

Ethics Codex

CAPM Examination
Content Outline

CAPM Handbook

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## **Enablers**

Support diversity and inclusion.

Appraise teams' skills.

Determine team member requirements.

Continuously assess and refresh team skills.

Maintain team knowledge and transfer.

Discuss responsibilities within teams.











# 12 Principles of Project Management





# **The PMI Talent Triangle**





# The PMI Talent Triangle

**Ways of Working:** Whether it's predictive, agile, design thinking, or new practices still to be developed, it's clear that there is more than one way that work gets done today. That's why we encourage professionals to master as many ways of working as they can - so they can apply the right technique at the right time, delivering winning results.

**Power Skills:** These interpersonal skills include collaborative leadership, communication, an innovative mindset, for-purpose orientation, and empathy. Ensuring teams have these skills allows them to maintain influence with a variety of stakeholders - a critical component for making change.

**Business Acumen:** Professionals with business acumen understand the macro and micro influences in their organization and industry and have the function-specific or domain-specific knowledge to make good decisions. Professionals at all levels need to be able to cultivate effective decision-making and understand how their projects align with the big picture of broader organizational strategy and global trends.

And because today's projects demand a broad set of skills and capabilities, PMI will continue to focus on giving you the tools and insights you need to develop new skills and tackle your next project challenge. This update to the PMI Talent Triangle will help you to navigate our profession's ever-evolving landscape with confidence.



# 12 Principles of Leadership

- ▶ Be a diligent, respectful, and caring steward (see Section 3.1).
- Create a collaborative project team environment (see Section 3.2).
- ▶ Effectively engage with stakeholders (see Section 3.3).
- Focus on value (see Section 3.4).
- ▶ Recognize, evaluate, and respond to system interactions (see Section 3.5).
- Demonstrate leadership behaviors (see Section 3.6).
- ► Tailor based on context (see Section 3.7).
- ▶ Build quality into processes and deliverables (see Section 3.8).
- Navigate complexity (see Section 3.9).
- Optimize risk responses (see Section 3.10).
- ▶ Embrace adaptability and resiliency (see Section 3.11).
- ▶ Enable change to achieve the envisioned future state (see Section 3.12).











# **Performance Domains**

- Stakeholders,
- Team,
- Development Approach and Life Cycle,
- Planning,
- Project Work,
- Delivery,
- Measurement, and
- Uncertainty.





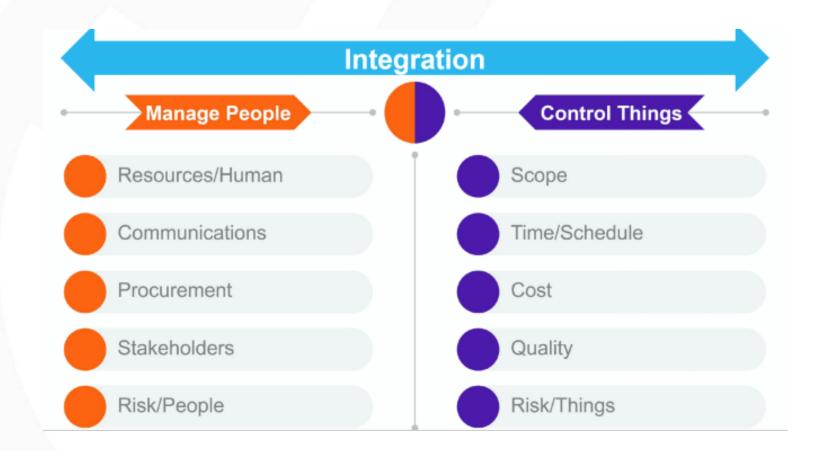








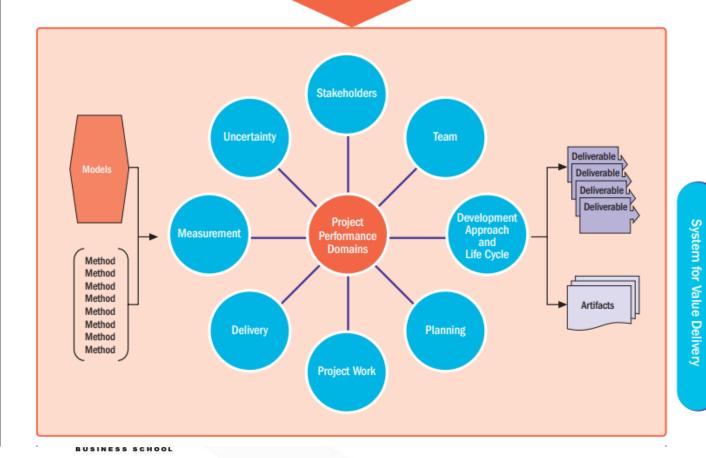
# Project management knowledge draws on ten areas:





Principles of Project Management						
Be a diligent, respectful, and caring steward	Create a collaborative team environment	Effectively engage with stakeholders	Focus on value			
Recognize, evaluate, and respond to system interactions	Demonstrate leadership behaviors	Tailor based on context	Build quality into processes and deliverables			
Navigate complexity	Optimize risk responses	Embrace adaptability and resiliency	Enable change to achieve the envisioned future state			

**Guide Behavior** 



Tailoring to the Project Context

Internal Environment

External Environment

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# Predictive and Agile projects in VUCA world

## **Traditional View of Project Management**

project project scheduling completion project selection planning initiation and control closeout

- project charter
- scope statement
- work breakdown structure
- organizational breakdown structure
- risk management
- subcontracting and bidding process

- time and schedule
- project budget
- metrics change orders

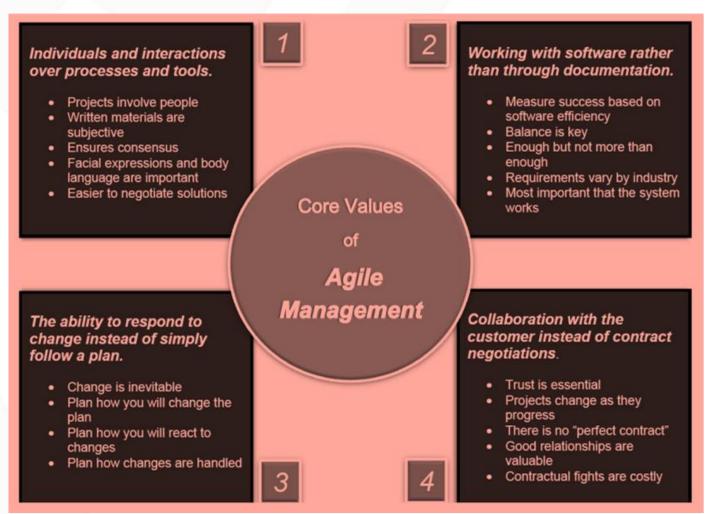
cost control

- milestone reports





# **Core Values of Agile Project Management**





### **Certification Timeline**

#### **Application Submission**

You have 90 days to complete your application once you have started it

#### **Application Completeness Review**

24 Hours

#### **Audit Process**

(If your application is selected)

You have 90 days to send your audit materials

PMI processes audit materials in 5-7 days (the eligibility period begins upon successful completion of the audit)

#### **Application Payment Process**

Once you submit the credential fee payment you can schedule your exam

#### **Multiple-Choice Examination Eligibility**

#### 1 Year

From the date of the application approval. You can take the exam up to 3 times during this 1 year.

#### **Certification Cycle**

Your certification cycle begins the day you pass the exam and are bestowed the credential

#### **Credential Maintenance**

#### 3 Years

You are required to earn and report 15 professional development units (PDUs) within this 3 year cycle

#### Credential Renewal

You can complete the renewal process once you have earned and reported the 15 PDUs per the requirements and submit renewal feed

#### **Credential Suspension**

#### 1 Year

Occurs on the third anniversary of the day you passed the exam if you have not fulfilled the Continuing Certification Requirements. During this period you will be unable to use the CAPM designation

#### **Credential Expiration**

Occurs at the end of your suspension period if you did not fulfill the Continuing Certification Requirements towards credential maintenance and renewal

#### After Credential Expiration

If you wish to hold the credential again, you must reapply



# **Registration Procedure**

Education level (the highest), including years of studies and EO name

Program management studies, including contact hours/pdus, course title, EO, dates of studies

CAPM exam preparation workshops – 23 CU/PDU

Address

Phone

Name as in ID and for certificate

Decide on location of exam

# You have 1 year for taking the exam



# Language

Select national language. At the same time, there is a switch to English When ordering English, it is impossible to view the translation into any language



# **Exam Insight**

Qs: 150

Duration: 230 min.

Graded: 145

Test Qs (for PMI): 5



# **Question type. Single selection**

Pregunta 2 de 200 Tomador de la Prueba Tiempo Restante: 03:48:30

Profesional en el Manejo do Proyectos (PMP®)

Una empresa internacional quiere comenzar la construcción de oficinas en una nueva región identificada por su potencial de crecimiento. ¿Cuál de los siguientes documentos debería elaborarse para justificar el inicio del proyecto?

- O A. Documentación de requisitos
- OB. Acta de constitución del proyecto
- C. Factores ambientales de la empresa
- Op. Caso de negocio

# **PROTOTYPE**



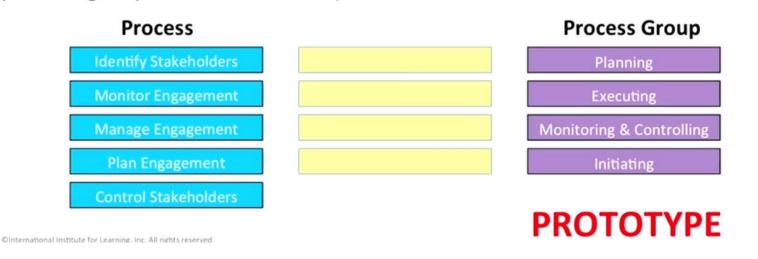




# **Question type. Align columns**

# Digitally Enhanced Items

Match each process in Project Stakeholder Management with its associated Process Group. (Drag the correct process to the yellow destination. Note all process groups will not be used.)

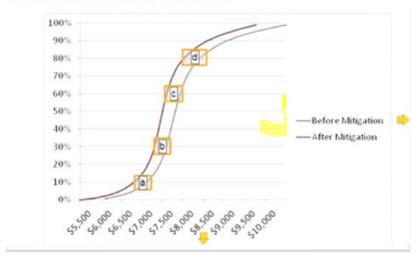




# Question type. Select area on an image

# Digitally Enhanced Item Types

Click the area where the cost will increase the most.



**PROTOTYPE** 

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# Question type. Based on a business case video/audio



Transcript of discussion to be shown below. Audio to be provided as well. All questions in the pane to the right.

# Sample question:

How can the project manager deliver the value sought by the project stakeholder more quickly?

- A. Hhihjhihi
- B. Qiwwowpw
- C. Huhsuhoho
- D. Momooa

# **PROTOTYPE**



# **Tips**

If you can't answer a question IMMEDIATELY, check ANY answer and come back to it after completing all 150 questions

Answers containing the words "always", "never", "must", "completely" are likely to be incorrect. Answers containing the words "often", "sometimes", "may", "may", "usually" are likely to be correct

Pay attention to the words "except", "includes", "is not an example", "first", "last", "best", "next", "never", "always", "not", "most likely", "least of all", "basic", "initial", "most"

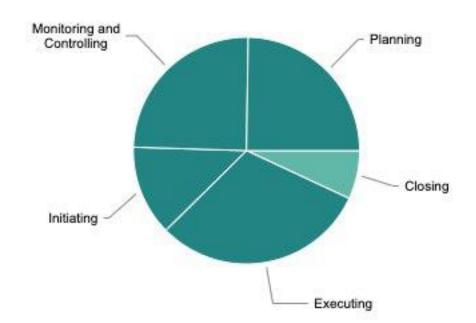


# How do you see your results

# Exam Breakdown

Domain proportion and performance by target level.







# **Preparation strategy**

Become a PMI Member and join a local PMI group. (This is optional, but very useful!)

Take a course or read a book to prepare for CAPM

Read the PMBOK® Guide + Agile Practice guide

Take practice tests

Identify your strengths and weaknesses

If necessary, take courses in weak areas

Apply for the CAPM Exam.

Practice according to your own plan

(This does not mean this plan, but a personal one, taking into account individual characteristics and capabilities).

Take as many Sample CAPM and PMP Exams as possible



# **Exam Preparation and Passing Strategy**

Practice according to your own plan (This does not mean this plan, but a personal one, taking into account individual characteristics and capabilities).

Make sure that you have passed at least 3-4 full tests in a row with a score of 120+

Register for the exam on a convenient date, time and place

Take and PASS the exam

Celebrate



Demand for Project Managers GPM (Green Project management association) Estimates demand on 25 mln. Of PMs by 2030.

Project management activities will be the part of 57% of World GDP by 2030



# Are You Intersted in the Preparation Course? E-mail us: <a href="mailto:external.certifications@gbsb.global">external.certifications@gbsb.global</a>



