



# CAPM Study Guide

## 1. Introduction to Project Management

- **Five Project Management Process Groups:** Initiating, Planning, Executing, Monitoring and Controlling, and Closing.
- **Project, Program, Portfolio, and Operational Management:** Projects are temporary and unique, programs are groups of related projects, portfolios are collections of projects and programs, and operational management involves the ongoing execution of activities that produce the same product or service.
- **Project Lifecycle:** Conception, Definition, Planning, Performance, and Closure.
- **Tailoring:** Selecting and adapting the project's processes, methodologies, inputs, outputs, etc., to best suit the project's unique context.

## 2. Project Environment

- **Factors and assets impacting the project:** Environmental factors might include legal regulations, market conditions, and social and cultural influences. Organizational assets might include process assets and knowledge repositories.
- **Organizational Systems:** Includes functional, matrix, and project-oriented structures.
- **Project Management Office (PMO):** Standardizes project-related governance processes and facilitates sharing of resources, methodologies, tools, and techniques.
- **Hierarchy of projects, programs, and portfolios:** Projects are part of programs, which are part of portfolios.

## 3. Role of the Project Manager

- **Primary Functions:** Planning, executing, and closing projects, managing teams, making decisions, and communicating.

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**James Lee Haner, Cate McCoy**



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James Lee Haner, Cate McCoy, 2018-12-07 Don't Let the Real Test Be Your First Test Take the 2018 version of the challenging CAPM exam with confidence using this highly effective exam focused study resource CAPM Certified Associate in Project Management Practice Exams contains more than 1000 practice questions and is fully aligned with the Project Management Body of Knowledge Guide Sixth Edition All questions simulate those on the live test in content style tone and difficulty To facilitate retention every question is accompanied by in depth explanations for both correct and incorrect answers Covers all 58 learning objectives for the CAPM exam including Project integration management Project scope management Project schedule management Project cost management Project quality management Project resource management Project communications management Project risk management Project procurement management Project stakeholder management Digital content includes Test engine that provides full length practice exams or customized quizzes by chapter or by exam domain 600 practice exam questions

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