

# Certified Associate in Project Management (CAPM)<sup>®</sup>

EXAMINATION CONTENT OUTLINE

**Project Management Institute**

**PMI Certified Associate in  
Project Management (CAPM)<sup>®</sup>  
Exam Content Outline**

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# INTRODUCTION

Project Management Institute (PMI) offers a professional certification known as the Certified Associate in Project Management (CAPM)<sup>®</sup> for individuals seeking to gain more responsibility or add project management skills into their current role. The CAPM certification offers recognition to practitioners who are interested or are just starting a career in project management, as well as project team members who wish to demonstrate their project management knowledge. This certification indicates knowledge of the principles and terminology within A Guide to the Project Management Body of Knowledge (PMBOK<sup>®</sup> Guide) Sixth Edition, which outlines generally recognized best practices in project management.

Individuals who contribute specialized skills to a project team can benefit from this certification by aligning their work with project managers. Individuals who do not have project experience but are interested in project management can also benefit from this certification by demonstrating their professional knowledge. This knowledge can be applied to on-the-job experiences that help develop competencies in the practice of project management. Individuals who carry the CAPM designation after their name enjoy a high level of credibility from Project Management Professional (PMP)<sup>®</sup> certification holders, project managers, employers, and peers.

PMI identified three subject-matter experts (SMEs) familiar with the CAPM certification program to update the CAPM learning objectives (LOs) to reflect the content of the revised PMBOK Guide Sixth Edition. Under the guidance of ProExam (Professional Examination Service), the SMEs worked together to create the LOs over a two-month period. The revised and updated LOs incorporating new and existing content, with special emphasis on the creation of LOs reflecting agile/adaptive approaches as described in the PMBOK Guide Sixth Edition.

The larger list of LOs were then reviewed, edited, and validated by a separate group of 12 SMEs using both web-based and in-person meetings. Through this iterative process, the SMEs developed a preliminary list of 128 LOs. During the final review of the larger list of LOs were combined and rewritten to make a total of 58 learning objectives.

# **CAPM EXAM CONTENT OUTLINE**

## **(Learning Objectives)**

### **1. Introduction to Project Management (6%)**

- 1.1 Understand the five project management process groups and the processes within each group
- 1.2 Recognize the relationships among project, program, portfolio, and operational management
- 1.3 Define a typical project lifecycle
- 1.4 Understand the function and importance of tailoring for different projects

### **2. Project Environment (6%)**

- 2.1 Identify the factors and assets that may impact the outcome of a project
- 2.2 Distinguish between organizational systems
- 2.3 Understand the purpose and activities of a Project Management Office
- 2.4 Recognize the hierarchy of projects, programs and portfolios

### **3. Role of the Project Manager (7%)**

- 3.1 State the primary functions of a project manager
- 3.2 Understand a project manager's sphere of influence
- 3.3 Identify the major elements included in the PMI triangle
- 3.4 Recognize the difference between leadership and management

### **4. Project Integration Management (9%)**

- 4.1 Understand the seven project management processes in the project integration management knowledge area
- 4.2 Identify the input, tools, techniques and outputs defined in the seven processes in project integration management
- 4.3 Understand the purpose of project integration management and the project manager's role within it
- 4.4 Identify concepts and procedures related to project change management
- 4.5 Identify tailoring consideration in project integration management and recognize key documents
- 4.6 Identify methods for project integration and knowledge management

## **CAPM EXAM CONTENT OUTLINE (Learning Objectives)**

### **5. Project Scope Management (9%)**

- 5.1 Understand the six project management processes in the project scope management knowledge area
- 5.2 Identify the Input, tools, techniques and outputs defined in the six processes in project scope management
- 5.3 Identify key concepts and tailoring consideration for project scope management, and key roles in scope management
- 5.4 Identify the purpose and elements of a Work Breakdown Structure (WBS) for both Product and Project scope
- 5.5 Understand project scope management for agile/adaptive projects, including the use of prototypes

### **6. Project Schedule Management (9%)**

- 6.1 Define the six project management processes in the project schedule management knowledge area
- 6.2 Identify the Input, tools, techniques and outputs defined in the six processes in project schedule management
- 6.3 Solve simple network diagrams problems and perform basic scheduling calculations
- 6.4 Identify considerations for agile/adaptive environments in project schedule management

### **7. Project Cost Management (8%)**

- 7.1 Understand the four project management processes in the project cost management knowledge area
- 7.2 Identify the Input, tools, techniques and outputs defined in the four processes in project cost management
- 7.3 Identify key concepts in project cost management, including tailoring and special considerations for agile/adaptive environments
- 7.4 Understand and apply basic forecasting and earned value methods for project cost management

## **CAPM EXAM CONTENT OUTLINE (Learning Objectives)**

### **8. Project Quality Management (7%)**

- 8.1 Understand the three project management processes in the project quality management knowledge area
- 8.2 Identify the Input, tools, techniques and outputs defined in the three quality management processes
- 8.3 Understand the reasons for and approaches to adapting quality management in different project environments
- 8.4 Identify quality tools and approaches for continuous improvement

### **9. Project Resource Management (8%)**

- 9.1 Define the six project management processes in the project resource management knowledge area
- 9.2 Identify the Input, tools, techniques and outputs defined in the six processes in project resource management
- 9.3 Identify key concepts and trends in project resource management, including tailoring and special considerations for agile/adaptive environments
- 9.4 Identify techniques for developing a team, managing conflict, and resolving resource-related problems
- 9.5 Understand the components of a resource management plan and data representation techniques for managing project resources

### **10. Project Communication Management (10%)**

- 10.1 Understand the three project management processes in the project communication management knowledge area
- 10.2 Identify the Input, tools, techniques and outputs defined in the three project communication management processes
- 10.3 Identify key concepts and approaches in project communication management, including tailoring and special considerations for agile/adaptive environments
- 10.4 Recognize the dimensions of communication and components of a communications management plan
- 10.5 Identify communications skills and methods for project communication management

## **CAPM EXAM CONTENT OUTLINE (Learning Objectives)**

### **11. Project Risk Management (8%)**

- 11.1 Understand the seven project management processes in the project risk management knowledge area
- 11.2 Identify the Input, tools, techniques and outputs defined in project risk management
- 11.3 Identify the key documents in project risk management
- 11.4 Perform simple risk calculations
- 11.5 Recognize when and how to adjust risk based on the project environment

### **12. Project Procurement Management (4%)**

- 12.1 Understand the three processes in the project procurement management knowledge area
- 12.2 Identify the Input, tools, techniques and outputs defined in the three project procurement processes
- 12.3 Identify key concepts and tailoring considerations for project procurement management, including trends and emerging practices
- 12.4 Identify various types of contracts, agreements, and source selection methods

### **13. Project Stakeholder Management (9%)**

- 13.1 Understand the four project management processes in the project stakeholder management knowledge area
- 13.2 Identify the Input, tools, techniques and outputs defined in the four project stakeholder management processes
- 13.3 Recognize key stakeholders roles and needs
- 13.4 Identify the key concepts and benefits of stakeholder management





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