



Method Certified Associate in Project Management Program - CAPM

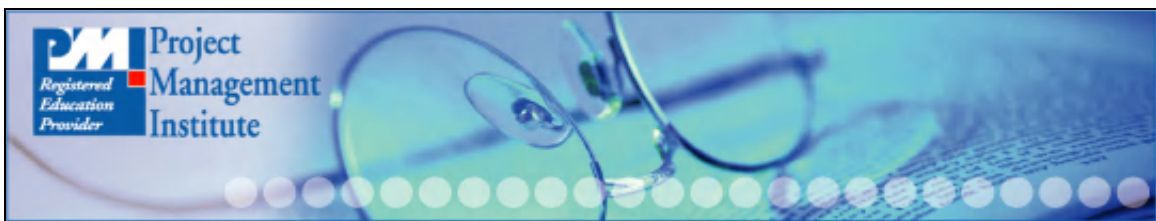
By:

Tareq A. Nashawati, PMP



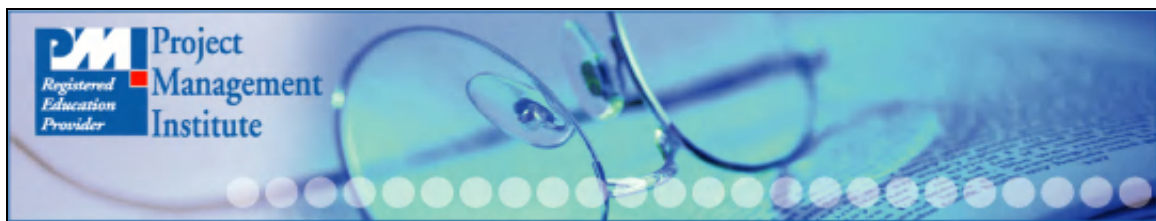
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1 Program Value

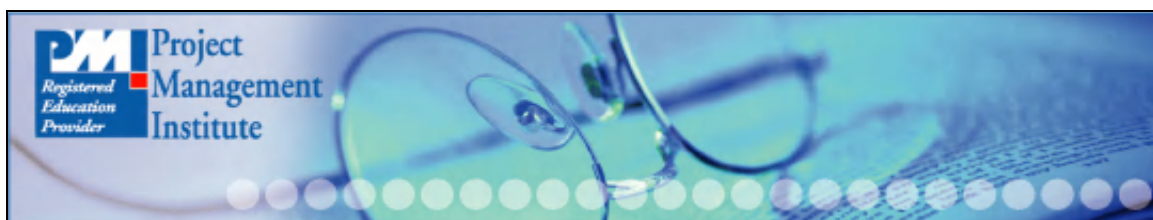
- Prepares entry-level project management practitioners (Team members, team leaders, and new project managers) and students at the undergraduate or graduate level who wish to demonstrate fundamental project management knowledge to earn the Certified Associate in Project Management (CAPM) credential granted by PMI® Project Management Institute.
- CAPM is a helpful career enhancement tool that will offer important benefits to individuals in a variety of situations in the ever widening world of project management.
- CAPM holder is expected to have a strong knowledge in project management terminology, processes, tools, and techniques.
- Gives you the chance to join the international project management community.





2 Target Audience

- Project team members and team leaders.
- New and prospective project managers.
- Fresh graduates interested in project management as a career choice.



3 Program Description

3.1 Program Goals

- Empower participants to initiate their career in project management.
- Help candidates attain the highly accredited Certified Associate Project Manager (CAPM) Certification.
- Help participants contribute to projects as subject matter experts, junior project manager, and team members.

3.2 Program Objectives

- Help CAPM® certification candidates prepare for and pass the exam.
- Review of the Project Management Body of Knowledge according to PMBOK® Guide, Fourth edition.
- Review Project Management knowledge Areas.
- Get hands on MS Project 2007 as a project management tool.
- Learn as much new project management terms as possible.

3.3 Program Contents

Getting Started (02 hrs.)

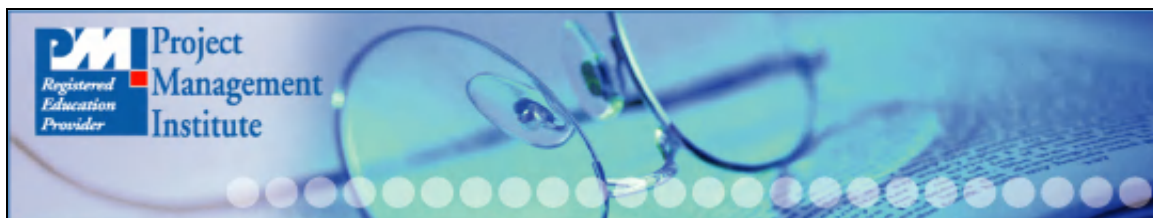
- Training Overview
- Project Management as a Career Choice

Section 1: Project Management Framework (05 hrs.)

- Module1: Definition of the Project Management Discipline
- Module2: Project Life Cycle and Organization

Section 2: The Standard for Project Management of a Project (01 hrs.)

- Module3: Project Management Processes



Section 3: Project Management Knowledge Areas (28 hrs.)

- Module4: Project Integration Management
- Module5: Project Scope Management
- Module6: Project Time Management
- Module7: Project Cost Management
- Module8: Project Quality Management
- Module9: Project Human Resources Management
- Module10: Project Communications Management
- Module11: Project Risk Management
- Module12: Project Procurement Management

Section 4: MS Project 2007 Session (03 hrs.)

Section 5: RECAP (01 hrs.)

- Quick Review
- CAPM Passing Tips

3.4 Material Provided:

- Training manual
- Power point slides
- Exercises and quizzes
- CAPM Handbook
- CAPM Mock Exam (150 questions) with answers and explanations
- PMBOK® Guide 4th edition
- Course completion certificate by Method as a Registered Education Provider of the PMI.



4 Program Leader

Mr. Tareq A. Nashawati, PMP

4.1.1 Short Biography

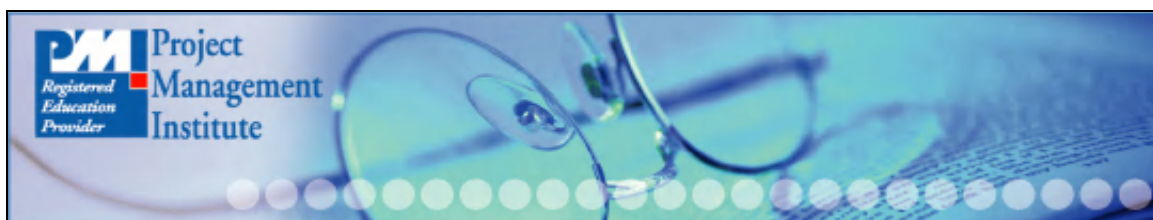
Mr. Tareq Nashawati is a certified project management professional (PMP) from PMI. He prepared dozens of people to get certified, and he has years of project management and training experience with several entities in Jordan, KSA, UAE and others. Among those are: UNOPS, UNICEF, MOICT (Jordan), MoE (Jordan), Al-Jumaih Holding Co. (KSA), MoJ (KSA), MoI (KSA), Tadawul (KSA), MoI (UAE), and many others.

Mr. Nashawati is an expert in Managing Projects using MS Project 2007. He also participated in many engagements in developing project management processes based on PMI standards for a group of large organizations.

4.1.2 Related Experience

Took on visible project management and consultancy roles for key project management improvement. He was involved in several engagements among them:

- Social society development project for UNOPS (United Nations Office for Project Services) – Iraq (including project management, coordination, training, and procurement)
- Project Management Professional (PMP) training course with Method in 2006.
- Trained on various soft skills with EJABI in Jordan for Amman Chamber of Commerce.
- Contributed in Method's Project Management KIT for project Managers design and development. For a number of firms in Jordan.
- Established the PMO in KPI Middle-east.
- Delivered PMP Trainings for dozens of professionals.
- Contributed in developing Method's web portal in 2005.
- Participated in developing Method's PMP Online Training.

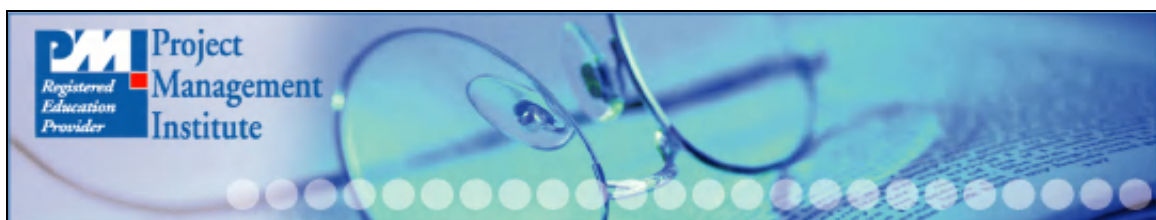


4.1.3 Education & Certifications

- Amman University, Amman, Jordan
 - B.Sc. Business Administration.
- Certified Project Management Professional (PMP)
- De Bono Cognitive Thinking skills program (CoRT)
- Neuro-Linguistic Programming Practitioner (NLP)

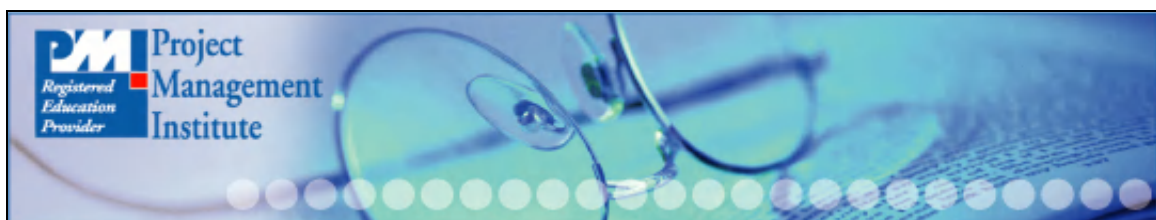
4.1.4 Recent Work Experience

- Method Corp, Project Management Senior Consultant / Trainer
- Business Capacity Builders, Chief Consultant and Senior Trainer
- KPI Middle-east, PMO Manager



5 Why Method

- Training conducted by a **professional certified trainer from PMI**, Mr. Tareq A. Nashawati, PMP.
- Proven **leadership & track record** with an impressive history of conducting successful PM training for thousands of professionals and helping hundreds get certified as PMPs.
- **First** Registered Education Provider of PMI in Jordan.
- Proven **track record in project management consulting** with great success for clients in Jordan including Jordan Telecom, Arab Bank, MOICT and others.
- **Focus.** Method is the only Middle East Company that is fully focused on Project Management.



6 Fees & Logistics

6.1 Dates & Times

Method CAPM Program usually starts on a Sunday (on the dates mentioned below). The program will run over two consecutive weeks, Sunday to Thursday, 3:00 to 7:00 PM. Total program duration is 40 hours.

Upcoming Run: From Apr 25th to May 6th, 2010

6.2 Venue

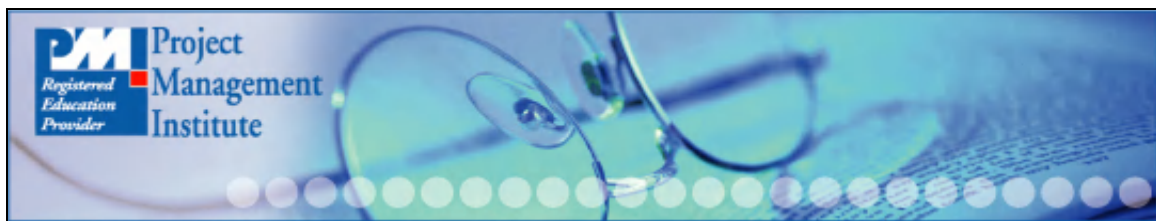
The training will be held at the brand new state of the art training facilities of **GURUS**, the professional service training firm at Abu Al Haj complex, 8th Floor. **GURUS** venues have an advantage over five stars hotel facilities in many ways. The most important is the fact that they are custom designed specifically for training purposes and for the comfort of training participants. Furthermore their design and setup promotes modern adult training themes such as active learning, group discussions, exercises, and interaction among participants and the facilitator. Also, **GURUS** provides a private setting for participants to interact and also network during breaks in comfortable and professional lounges, away from the hustle and bustle of a hotel venue.

6.3 Fees

Cost per participant is JD 495 includes PMBOK® Guide 4th edition, training material and certificates by Method as a Registered Education Provider of the PMI.

6.4 Registration

Other details, terms and conditions can be found in the **Registration Form**.





7 Contact Info

Please call us for more details.

Hala Badaro

Learning Team Leader Method

Office: (00962-6) 515-3802 Ext. 220

Fax: (00962-6) 516-5222

E-mail: training@methodcorp.com

Amani Al Himsi

Marketing & Customer Care Officer Method

Office: (00962-6) 515-3802 Ext. 250

Fax: (00962-6) 516-5222

E-mail: ahimsi@methodcorp.com

