



# **Method Certified Associate in Project Management Program - CAPM**

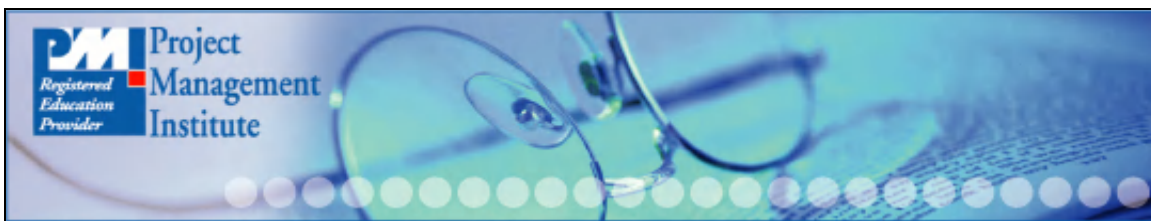
**By:**

**Mohammad Amawi, PMP, PMOC**



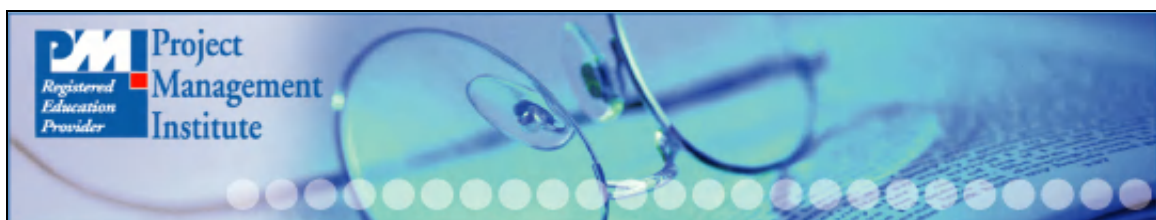
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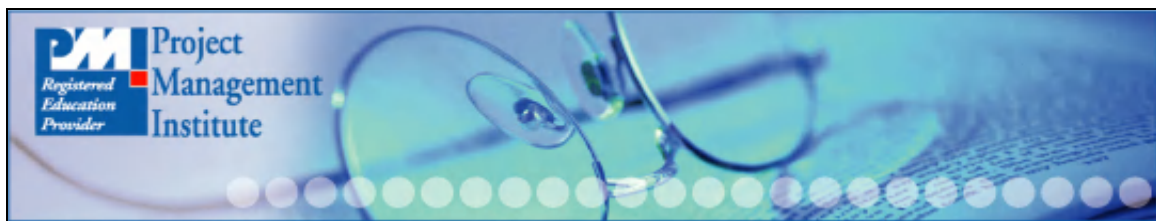
## 1 Program Value

- 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<sup>®</sup> certification candidates prepare for and pass the exam.
- Review of the Project Management Body of Knowledge according to PMBOK<sup>®</sup> 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.)**

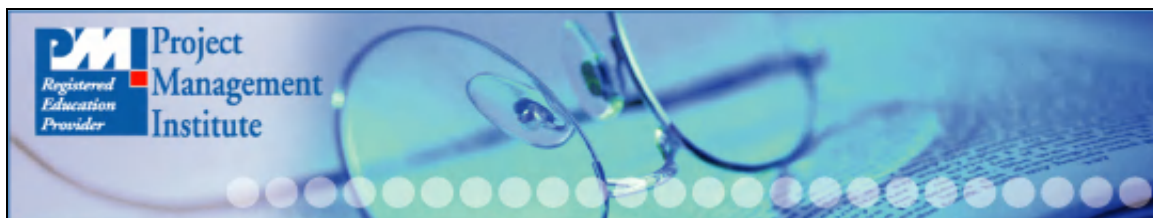
- Training Overview
- Project Management as a Career Choice

#### **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:**

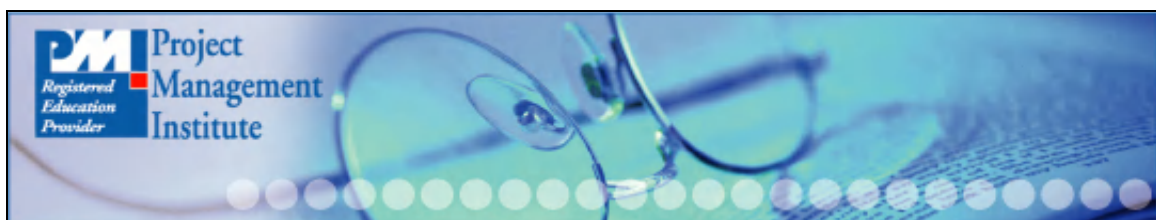
- Training manual
- Power point slides
- Exercises and quizzes
- CAPM Handbook
- CAPM Mock Exam (150 questions) with answers and explanations
- PMBOK® Guide 4<sup>th</sup> edition
- Course completion certificate by Method as a Registered Education Provider of the PMI.



## 4 Program Leader

### Mohammad Amawi, PMP, PMOC

- **A certified Project Management Professional (PMP)** with proven track record in managing technical assistance projects for public and private sectors, organizations aiming at improving their competitiveness and performance. Responsibilities included monitoring and managing the project's scope, schedule, cost and quality of deliverables as well as the project team.
- **A trainer in Project Management across several sectors** in Jordan and other countries in the region such as Sudan and Saudi Arabia.
- **Extensive experience in instituting change within government institutions** with the aim of enhancing the competitiveness of the private sector. **Experience in the areas of institutional development and capacity building** both in the public and private sectors, public sector reform, licensing streamlining, industrial operations and management as well as development projects management.
- **Project Manager for several USAID, DfID & EU funded projects.**



## 5 Why Method

- Training conducted by a **professional certified trainer from PMI**, Mr. Mohammad Amawi, PMP, PMOC.
- 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 Oct 31<sup>st</sup> to Nov 11<sup>st</sup>, 2010

### 6.2 Venue

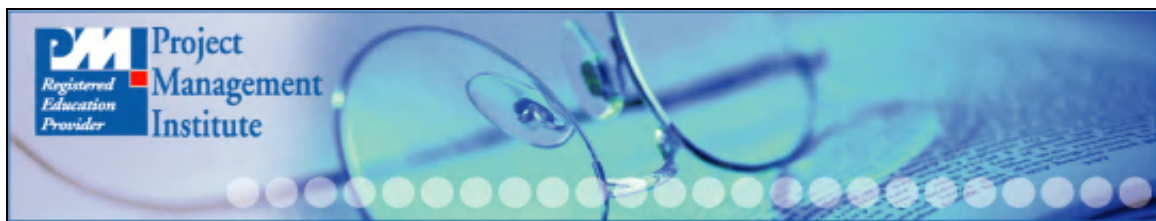
The training will be held at the brand new state of the art training facilities of **GURUS**, the professional service training firm at Abu Al Haj complex, 8<sup>th</sup> Floor. GURUS venues have an advantage over five stars hotel facilities in many ways. The most important is the fact that they are 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**

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