

# uCertify

## Course Outline

**Certified Associate in Project Management (CAPM)  
Based on PMBOK7**



13 May 2024

1. Course Objective
2. Pre-Assessment
3. Exercises, Quizzes, Flashcards & Glossary  
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4. Expert Instructor-Led Training
5. ADA Compliant & JAWS Compatible Platform
6. State of the Art Educator Tools
7. Award Winning Learning Platform (LMS)
8. Chapter & Lessons  
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Chapter 2: Becoming a Certified Associate in Project Management (CAPM)®  
Chapter 3: Projects and Project Management  
Chapter 4: Organizing for Project Performance  
Chapter 5: Development Approach and Life Cycle Performance Domain  
Chapter 6: Planning, Project Work, and Delivery: Predictive Methodologies  
Chapter 7: Project Work and Delivery  
Chapter 8: Planning, Project Work, and Delivery: Adaptive Approaches  
Chapter 9: Overview of Adaptive Frameworks  
Chapter 10: Measurement, Tracking, and Managing Uncertainty  
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Chapter 13: Tailoring and Final Preparation  
Chapter 14: Appendix A: PMI Project Management Process Groups and Processes  
Chapter 15: Appendix B: PMBOK 7 Project Performance Domains and Project Management Principles  
Videos and How To
9. Practice Test

Here's what you get

Features

10. Post-Assessment

## 1. Course Objective

Kick start your prep for the PMI CAPM certification exam with the Certified Associate in Project Management (CAPM) Based on PMBOK7 course. The course covers PMI CAPM exam objective based interactive lessons with knowledge checks, quizzes, and key terms. It also contains assessments and practice tests based on the topics such as project management fundamentals, predictive plan-based methodologies, agile, and business analysis frameworks.

## 2. Pre-Assessment

Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

## 3. Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.



## 4. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.

**154**

**QUIZZES**

## 5. flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.

**247**

**FLASHCARDS**

## 6. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.

**247**

**GLOSSARY OF  
TERMS**

## 7. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

## 8. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

## 9. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

## 10. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been

recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**

1. Best Postsecondary Learning Solution

- **2015**

1. Best Education Solution
2. Best Virtual Learning Solution
3. Best Student Assessment Solution
4. Best Postsecondary Learning Solution
5. Best Career and Workforce Readiness Solution
6. Best Instructional Solution in Other Curriculum Areas
7. Best Corporate Learning/Workforce Development Solution

- **2016**

1. Best Virtual Learning Solution
2. Best Education Cloud-based Solution
3. Best College and Career Readiness Solution
4. Best Corporate / Workforce Learning Solution
5. Best Postsecondary Learning Content Solution
6. Best Postsecondary LMS or Learning Platform
7. Best Learning Relationship Management Solution

- **2017**

1. Best Overall Education Solution
2. Best Student Assessment Solution
3. Best Corporate/Workforce Learning Solution
4. Best Higher Education LMS or Learning Platform

- **2018**

1. Best Higher Education LMS or Learning Platform

2. Best Instructional Solution in Other Curriculum Areas
3. Best Learning Relationship Management Solution

- **2019**

1. Best Virtual Learning Solution
2. Best Content Authoring Development or Curation Solution
3. Best Higher Education Learning Management Solution (LMS)

- **2020**

1. Best College and Career Readiness Solution
2. Best Cross-Curricular Solution
3. Best Virtual Learning Solution

## 11. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

## Syllabus

Chapter 1: Introduction

Chapter 2: Becoming a Certified Associate in Project Management (CAPM)®

- Understanding Project Management



- Certified Associate in Project Management (CAPM)®
- Scope of the CAPM Exam
- How This Course Is Organized
- Steps to Becoming a Certified Associate in Project Management (CAPM)®
- Study and Exam-Taking Strategies
- Suggested Reading and Resources

### Chapter 3: Projects and Project Management

- What Is a Project?
- Understanding Project Management
- Projects vs. Operational Work
- Programs and Portfolios
- Creating Value Through Project Management
- Project Management Process Groups
- Project Management Challenges
- Project Management Trends
- Summary
- Review All Key Topics

- Suggested Reading and Resources

## Chapter 4: Organizing for Project Performance

- Project Performance Domains
- The Stakeholder Performance Domain
- The Project Manager's Role
- Project Organization Structures
- Project Management Office (PMO) and Steering Committees
- The Team Performance Domain
- Applying the PMI Code of Ethics and Professional Conduct
- Summary
- Review All Key Topics
- Suggested Reading and Resources

## Chapter 5: Development Approach and Life Cycle Performance Domain

- Fundamentals of the Project Life Cycle
- Project Life Cycle vs. Product Life Cycle
- Development Approach and Life Cycle Performance Domain Concepts
- Life Cycles in Practice

- Considerations for Selecting a Development Approach
- Project Activity, Deliverables, and Milestones
- Summary
- Review All Key Topics
- Suggested Reading and Resources

## Chapter 6: Planning, Project Work, and Delivery: Predictive Methodologies

- Choosing the Predictive, Plan-Based Methodology
- Process Groups of the Predictive, Plan-Based Approach
- Develop Project Charter
- Develop Project Team
- Develop Project Management Plan
- Direct and Manage Project Work
- Monitor and Control Project Work
- Close Project or Phase
- Foundations of Earned Value Analysis
- The Planning Performance Domain
- Summary

- Review All Key Topics
- Suggested Reading and Resources

## Chapter 7: Project Work and Delivery

- Project Work Performance Domain
- Managing Risk
- Project Delivery Performance Domain
- Project Integration
- Summary
- Review All Key Topics
- Suggested Reading and Resources

## Chapter 8: Planning, Project Work, and Delivery: Adaptive Approaches

- When to Use an Adaptive Approach
- Team Structure in Adaptive Projects
- Requirements for the Adaptive Project Environment
- Apparent Stages of Adaptive Projects
- Agile Life Cycles

- Hybrid Project Approaches
- Summary
- Review All Key Topics
- Suggested Reading and Resources

## Chapter 9: Overview of Adaptive Frameworks

- Lean
- Scrum
- Kanban
- Extreme Programming
- FDD, DSDM, and Crystal
- Frameworks for Scale
- Summary
- Review All Key Topics
- Suggested Reading and Resources

## Chapter 10: Measurement, Tracking, and Managing Uncertainty

- Problem Detection and Resolution
- The Measurement Performance Domain

- Key Performance Indicators (KPIs) for Project Control
- The Uncertainty Performance Domain
- Tracking and Managing Risk in Adaptive Projects
- Summary
- Review All Key Topics
- Suggested Reading and Resources

## Chapter 11: Business Analysis Frameworks

- The Importance of Business Analysis
- The Role of a Business Analyst
- Requirements: The Focus of Business Analysis
- Stakeholders and the Business Analyst
- Influence of Project Approaches on Business Analysis
- Summary
- Review All Key Topics
- Suggested Reading and Resources

## Chapter 12: Business Analysis Domains

- Domain 1: Needs Assessment
- Domain 2: Business Analysis Planning
- Domain 3: Requirements Elicitation and Analysis
- Domain 4: Traceability and Monitoring
- Domain 5: Solution Evaluation
- Summary
- Review All Key Topics
- Suggested Reading and Resources

## Chapter 13: Tailoring and Final Preparation

- Tailoring
- Final Preparation
- Summary
- Review All Key Topics
- Suggested Reading and Resources

## Chapter 14: Appendix A: PMI Project Management Process Groups and Processes

## Chapter 15: Appendix B: PMBOK 7 Project Performance Domains and Project Management Principles

- Project Performance Domains
- Principles of Project Management

## 12. Practice Test

### Here's what you get

**150**  
PRE-ASSESSMENTS  
QUESTIONS

**2**  
FULL LENGTH TESTS

**150**  
POST-ASSESSMENTS  
QUESTIONS

### Features

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

#### Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.



### 13. Post-Assessment

After completion of the uCertify course Post-Assessments are given to students and often used in conjunction with a Pre-Assessment to measure their achievement and the effectiveness of the exam.

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