

# PROJECT MANAGEMENT (CAPM)<sup>®</sup> EXAM PREP COURSE

## FOR WHOM?

The course is designed for both novice and experienced project managers who would like to structure their project management knowledge, those preparing for the CAPM<sup>®</sup> exam and anyone who works in project teams.

The CAPM<sup>®</sup> shows the world that you possess the foundational knowledge and skills that project teams demand. It proves that you're ready to take on a wide range of projects too—with ways of working that include predictive project management, agile principles and business analysis. Earning your CAPM<sup>®</sup> equips you with all you need to start a career in project management.

The newly updated, 3 hour, 150-question CAPM<sup>®</sup> certification exam tests your aptitude on Project Management Fundamentals and Core Concepts.

Updates to the exam include:

- Agile Frameworks/Methodologies
- Business Analysis Frameworks
- Predictive Plan-Based Methodologies.

The CAPM certification is essential to gain entry and start building your career as a project manager. It also positions you to pursue any of our major certifications including the gold standard in project management certification, the Project Management Professional (PMP)<sup>®</sup>.

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## WHAT WILL YOU LEARN?

By the end of the training, participants should know:

- Project Management Fundamentals and Core Concepts, specifically:
  - Understand of the various project life cycles and processes.
  - Differentiate between predictive and adaptive approaches.
  - Demonstrate an understanding of project management planning.
  - Recognize project roles and responsibilities.
  - Grasp methods for executing and adjusting to predefined strategies, including areas like communication and risk.
  - Show proficiency in familiar problem-solving methods and tools.
  - Highlight the pivotal function a project manager fulfills.
- Agile Frameworks/Methodologies, specifically:
  - Determine suitable scenarios for applying an adaptive approach within organizational structures.
  - Compare the pros and cons of adaptive and predictive, plan-based projects.
  - Identify the suitability of adaptive approaches for the organizational structure (e.g., virtual, colocation, matrix structure, hierarchical, etc.).
  - Identify organizational process assets and environmental factors that facilitate the use of adaptive approaches.
  - Determine how to plan project iterations.
  - Determine how to document project controls for an adaptive project.
  - Distinguish between the components of different adaptive methodologies (e.g., Scrum, Extreme Programming (XP), Scaled Adaptive Framework (SAFe®), Kanban, etc.).
  - Determine how to prepare and execute task management steps.
- Business Analysis Frameworks, specifically:
  - Demonstrate an understanding of business analysis (BA) roles and responsibilities.
  - Demonstrate the importance of stakeholder and team communication to the business analyst role.
  - Determine how to gather requirements and using the best approach for a situation.
  - Explain the application of a product roadmap.
  - Determine how project methodologies influence business analysis processes.
  - Validate requirements through product delivery.

## TRAINING PROGRAM

The course is aligned with the PMI® certification requirements of the Certified Associate in Project Management (CAPM)® exam. The course includes 3 days of instructor-led training on PMI® certified materials, divided into 11 lessons, including an introductory lesson and a conclusion.

- Lesson 1: Becoming a Certified Associate in Project Management
- Lesson 2: Projects and Project Management
- Lesson 3: Organizing for Project Performance
- Lesson 4: Development Approach and Life Cycle Performance Domain
- Lesson 5: Planning, Project Work and Delivery: Predictive Methodologies
- Lesson 6: Project Work and Delivery
- Lesson 7: Planning, Project Work and Delivery: Adaptive Methodologies
- Lesson 8: Overview of Adaptive Frameworks
- Lesson 9: Measurement, Tracking, and Managing Uncertainty
- Lesson 10: Business Analysis Frameworks
- Lesson 11: Business Analysis Domains
- Lesson 12: Capstone Activity
- Lesson 13: Conclusion

## TRAINING MATERIALS

- Templates and tools to use after the workshop;
- Electronic Participant's Guide;
- Electronic presentation;
- List of recommendations - books, articles, podcasts etc.;
- Project Management (CAPM)® Exam Prep Course - PMI authorized materials.

**COURSE DURATION:** 3 days  
23 PDUs



## MAŁGORZATA KUSYK

**Project Management Expert/ Agile Coach**

AgilePMO Founder, Kozminski University program director, active volunteer of Project Management Institute® - PMI Poland Chapter President 2014-2016.  
Mentor, business trainer, MBA lecturer and speaker worldwide.

**Certificates: PMP®/AgilePM®/PSM®**

*Małgorzata has 20 + years of experience of managing global projects and programmes across multiply industries. 10 + social initiatives experience of setting up and leading non-profit organisations and programs. She an Agile Coach, specializing in transition and transformation initiatives, where she combines agile with traditional approaches. She is also the author of the innovative business solutions and training programs, including the first Transition Manager Academy. The author of articles, HR Business Partner book chapter – Agile HR and an inspiring blog. She is known for creativity and openness to experiments, so the solutions she proposes are unique and tailored to the needs of the client. Małgorzata believes that “Talent wins games, but teamwork and intelligence wins championships”.*

PMI Volunteer of the Year 2015 – The Best Leader AWARD

Strong Women in IT 2019 title

Strong Women in IT 2021 - Global Edition title