CAPM Exam Tips Websites

Prepared by: Celeste Ng

Updated: February, 2024

Sources: As given on each slide

The 15 most in-demand tech jobs for 2024 — and how to hire for them Feature 05 Jan 2024 · 11 mins Careers IT Jobs IT Leadership From cloud engineers to developers to security pros, the battle for the best IT talent wages. Here's what to

Certifications: Relevant certifications for an IT director include Project Management Professional (PMP), Certified Information Systems Security Professional (CISSP), and Information Technology Infrastructure Library (ITIL).

look for (and what to offer) when hiring for the 15 most

in-demand IT jobs for 2024.

Source:

in

https://www.cio.com/article/230935/hiring-the-most-in-demand-tech-jobs-for-2021.html

The 15 most in-demand tech jobs for 2024 Ave. exp. & has all New to the role needed skill 75th 25th 50th Job percentile percentile percentile Systems security \$198,500 \$137,250 \$167,750 manager Network/cloud \$133,000 \$165,750 \$196,750 architect **Applications** \$134,750 \$163,250 \$195,500 architect IT director \$132,000 \$161,250 \$192,000 **ERP** integration \$187,500 \$120,500 \$153,250 manager \$149,500 \$174,250 Big data engineer \$122,000 Data security \$120,000 \$147,500 \$170,250 analyst \$144,250 \$167,000 \$119,000 Data scientist

The most in-demand IT Jobs in 2024

ERP integration manager

An ERP integration manager oversees the integration of software systems and applications in an organization, maintaining the flow of data and ensuring interoperability across the organization.

Requirements: Candidates for this role should have strong ERP knowledge, experience integrating technologies in an enterprise setting, and strong technical expertise. It's a role that typically requires at least a bachelor's degree in IT, computer science, business administration, or a related field, along with experience in ERP implementation and integration project management.

Certifications: Relevant certifications include Project Management Professional (PMP), Six Sigma certification scheme, Oracle SaaS ERP certifications, and SAP certifications.

Source:

https://www.cio.com/article/2309 35/hiring-the-most-in-demandtech-jobs-for-2021.html

Skills and experience to look for:

- Project management, data management, and problem-solving skills
- Strong technical knowledge of programming languages, databases, and integration tools such as SQL, ETL tools, and web services
- Experience working closely with vendors, third-party providers, and working with cross-functional teams for successful integrations

One of the most in-demand IT Jobs in the future



Source: https://www.pmi.org/

Contents

Project Management Institute (PMI)

PMI Certifications – CAPM, PMP, others

PMI Exams – CAPM

PMBOK – 6th Edition, 7th Edition

Contents

Project Management Institute (PMI)

PMI Certifications – types, CAPM, PMP

PMI Exams – CAPM

PMBOK – 6th Edition, 7th Edition

Project Management Institutes (PMI)

(URL: Google, 2022; Wikipedia, 2022; PMI, 2024)

美國專案管理協會

Project Management Institute



Not-for-profit organization

The Project Management Institute is a U.S.-based not-for-profit professional organization for project management. Wikipedia

Founded: 1969

Revenue: 318.4 million USD (2020)

President: Sunil Prashara

Staff: 636 (2021)

Subsidiary: Disciplined Agile Inc.

Founders: Ned Engman, Eric Jenett, J Gordon Davis, Susan Gallagher, James Snyder

Disclaimer

View 3+ more

Joe Cahill

Customer

Officer (CCO

Chief

Executives



Prashara President & Chief

Executive



Mark Lines Vice President Disciplined Agile (DA



Dave Garrett Chief Strategy & Growth





Formation

Professional Association Type

Organization

Purpose

Project management

Location

Newtown Square, Pennsylvania, United States

Coordinates

29°58'40.3674"N 75°25'7.4352"W

Region served

Worldwide.

Services

Certification, Industry standards, Conferences,

Publications

Membership

680.000+ (2021)[1]

Board of directors Jennifer Tharp, Chair Tony Appleby, Chair

Emeritus[2]

Key people

Michael DePrisco, Interim

President and CEO

Revenue

▼\$318.37 million (2020)

Expenses

V\$266.34 million (2020)

Staff

636 (2021)

Volunteers

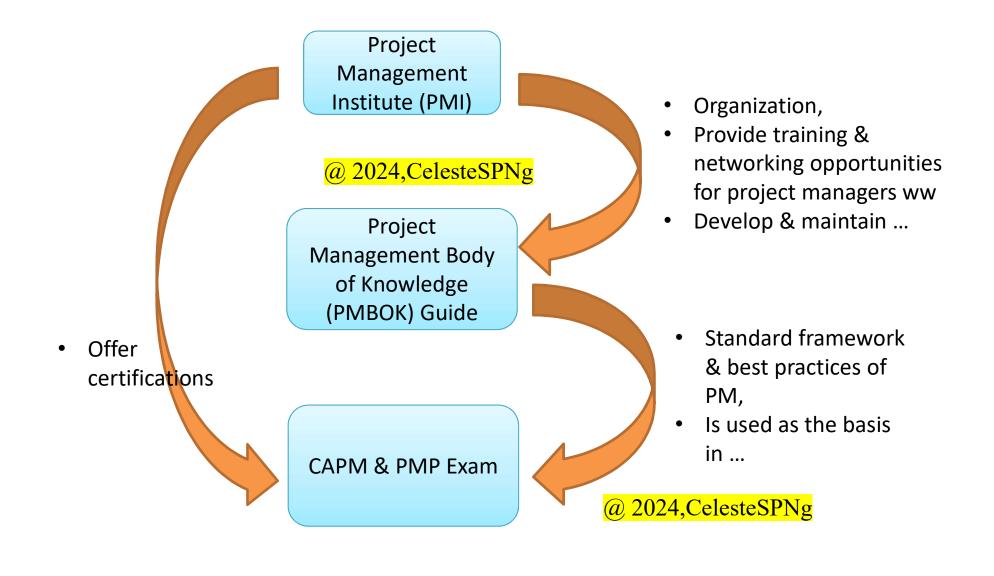
14,000 (2021)

Website

www.pmi.org

PMI

- U.S.-based not-forprofit professional organization for project management (非營利, 專案管理 "專業組")
- The global authority in project management (全球 專案管理權 威,)
- Committed to advancing the project management profession (致力於推 動專案管理專業發展)



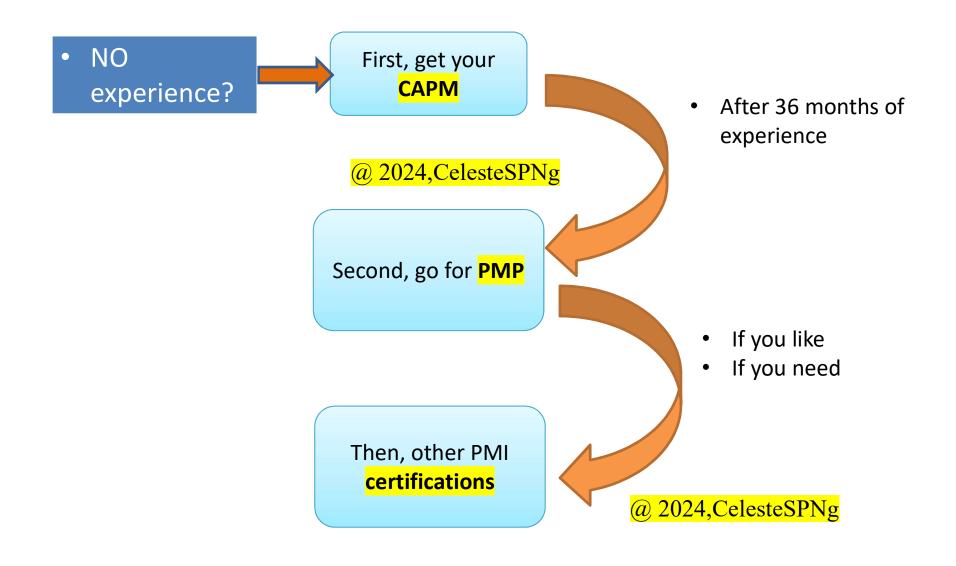
Contents

Project Management Institute (PMI)

PMI Certifications – CAPM, PMP, others

PMI Exams – CAPM

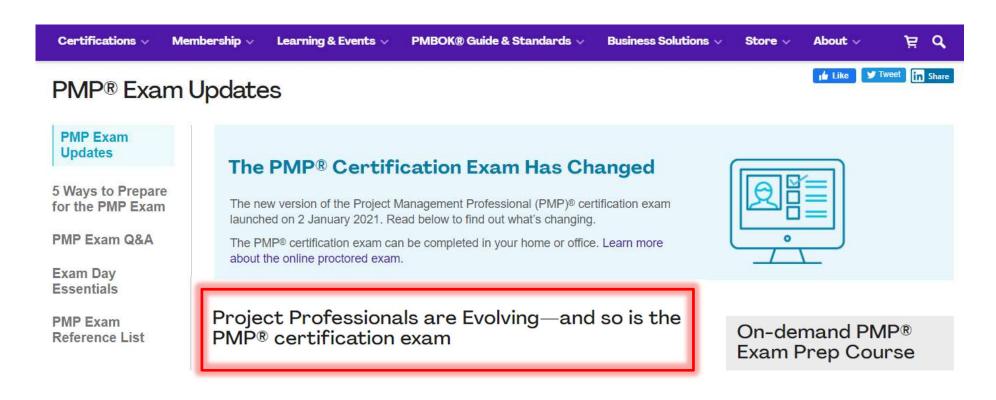
PMBOK – 6th Edition, 7th Edition



PMI Certification: Online test, from 2nd Jan 2021

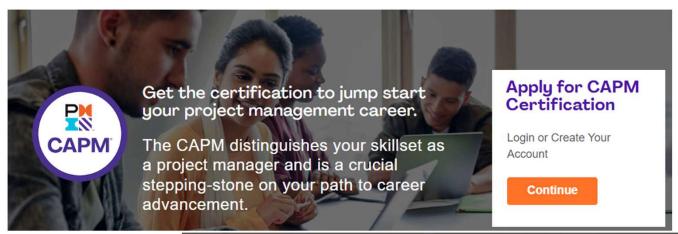
(URL: https://www.pmi.org/certifications/project-management-pmp)

美國專案管理協會(PMI)認證!



(URL: PMP Certification | Project Management Institute (pmi.org))

Certified Associate in Project Management (CAPM)®





(URL: 2024, https://www.pmi.org/certifications/certified-associate-capm)

Certified Associate in Project Management (CAPM)®



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

Celeste: available exam language The CAPM Exam is available in the following languages: English, Spanish, Arabic, Italian, French, Portuguese (Brazilian), German, and Japanese.

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)®.

#1 Certification

CAPM® is ranked #1 out of the 9 Most In-Demand Professional Certifications You Can Get Right Now.

Source: Entrepreneur &

(URL: PMP Certification | Project Management Institute (pmi.org))

Why earn CAPM certification?

- Being CAPM certified creates opportunities for entry-level project management roles like project coordinator associate and junior project manager.
- Earning your CAPM certification means automatically meeting the 35 hours of project management education and training required to sit for the PMP exam.
- Whether you're looking to build on your current skillset or pursue an exciting new career, the CAPM distinguishes your skills and empowers you to build the project management career of your dreams.

25M

New project management oriented employees needed to meet global talent demands by 2030

1.6M

PMI Certification holders worldwide including CAPM, PMP, ACP, and more

(URL: 2024, PMP Certification | Project Management Institute (pmi.org))

Am I Eligible?

To sit for the exam, you must meet the following CAPM requirements:

 Have a secondary degree, such as a high school diploma, GED (general educational development), or global equivalent

 Have at least 23 contact hours of project management education completed before the exam (PMI's online Project Management Basics course can help fulfill this

requirement)

How Much Does It Cost?

There is an exam fee required to earn the CAPM.

Member: \$225.00 Non-Member: \$300.00

Save Money With A PMI Membership

Package your certification with a PMI membership to save on your certification exam fe

Become a Member

Are you a student? Apply for our Student Bundle for substantial savings

Apply

Have advanced project

You may be eligible for the Project Manag

(URL: 2024, https://www.pmi.org/certifications/certified-associate-capm)

How to Get Your CAPM Certification

Plan

The CAPM can take your career to the next level. Map out your plan to get the certification.

Map Your Journey

Prepare

From our on-demand CAPM Exam Prep Course to our Authorized Training Partnerconducted training sessions, we have a wide range of study resources to set you up for success.

Prepare for the Exam

Take the Exam

With eligibility confirmed and the exam fee paid, you'll be ready to schedule and take the exam.

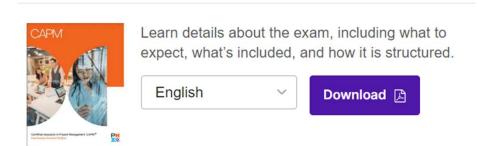
Apply for Your CAPM

(URL: 2024, https://www.pmi.org/certifications/certified-associate-capm)

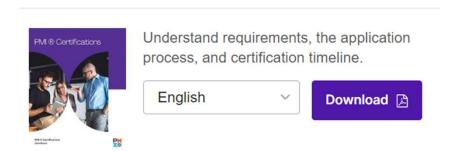
Get Started With These Important Resources

You'll find answers to your questions here.

CAPM Exam Content Outline



Certification Handbook



PMI Certification: **PMP & others**, from 11th Feb 2023

(URL: PMP Certification | Project Management Institute (pmi.org))

View >

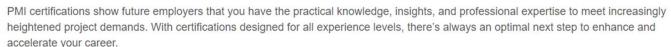
in Share Share Tweet Share

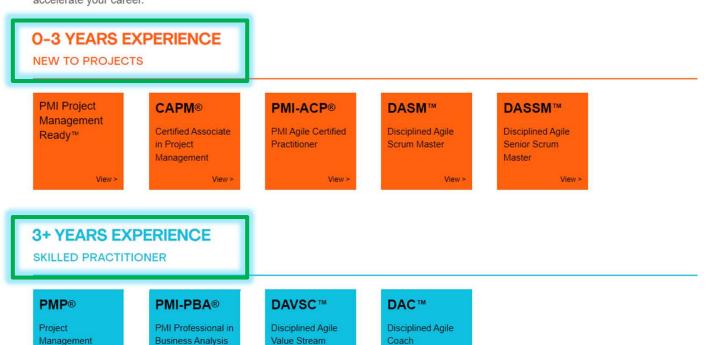
Question a

Certification Framework

Professional

View >





Consultant

View >

View >

PMI Certification: PMP & others, from 11th Feb 2023

(URL: PMP Certification | Project Management Institute (pmi.org))

SPECIALIZATION

PMI-RMP®

PMI Risk Management Professional

View >

PMI-SP®

PMI Scheduling Professional

View >

AHPP™

Agile Hybrid Project Pro™

View >

AM-MC

Agile Metrics Micro-Credential

View >

CD-P

Citizen Developer Practitioner

View >

CDBA

Citizen Developer Business Architect

View >

BEPC

Built Environment Project Communication Pro

BEPM

Built Environment Performance and Materials Management Pro View >

BETI

Built Environment Technology and Innovation Pro

View >

PMI-CP™

Construction
Professional in
Built Environment
Projects™
View >

OTF

Organizational Transformation Foundation

View >

OTI

Organizational Transformation Implementation

View

8+ YEARS EXPERIENCE

SENIOR LEVEL PRACTITIONER

ОТО

Organizational Transformation Orchestration

View >

PgMP®

Program Management Professional

View >

PfMP®

Portfolio Management Professional

View >

Contents

Project Management Institute (PMI)

PMI Certifications – types, CAPM, PMP

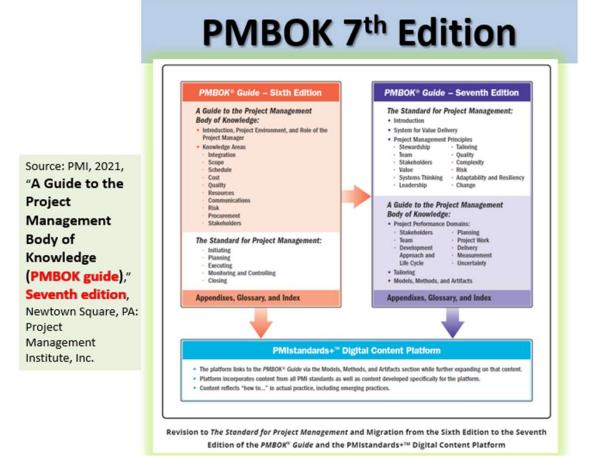
PMI Exams – CAPM

PMBOK – 6th Edition, 7th Edition

CAPM Exam

Both CAPM and PMP exams are based on

 – PMI's Project Management Body of Knowledge (PMBOK)



PMBOK 7th Edition

Source: PMI, 2021, "A Guide to the **Project Management Body of Knowledge** (PMBOK guide)," Seventh edition, Newtown Square, PA: Project Management Institute, Inc.

PMBOK® Guide - Sixth Edition PMBOK® Guide - Seventh Edition

The Standard for Project Management:

- Introduction
- System for Value Delivery
- Project Management Principles
- Stewardship
- · Tailoring
- Team
- · Quality
- Stakeholders
- Complexity

- Systems Thinking
 - · Adaptability and Resiliency
- Leadership
- · Change

A Guide to the Project Management **Body of Knowledge:**

- · Project Performance Domains:
- Stakeholders
- Team
- · Project Work
- Development
- Delivery
- Approach and Life Cycle
- Measurement Uncertainty
- Tailoring
- . Models, Methods, and Artifacts

Appendixes, Glossary, and Index



The Standard for Project Management:

A Guide to the Project Management

. Introduction, Project Environment, and Role of the

Body of Knowledge:

Project Manager

Knowledge Areas

Integration

Scope

Schedule Cost

Quality

Risk

Initiating

Planning

Executing

· Monitoring and Controlling

Appendixes, Glossary, and Index

Resources

Procurement

Stakeholders

Communications



- The platform links to the PMBOK® Guide via the Models, Methods, and Artifacts section while further expanding on that content.
- Platform incorporates content from all PMI standards as well as content developed specifically for the platform.
- Content reflects "how to..." in actual practice, including emerging practices.

Revision to The Standard for Project Management and Migration from the Sixth Edition to the Seventh Edition of the PMBOK® Guide and the PMIstandards+™ Digital Content Platform

CAPM Exam Content

	Domain	Percentage of Items on Test	
1.	Project Management Fundamentals and Core Concepts	36%	
II.	Predictive, Plan-Based Methodologies	17%	
III.	Agile Frameworks/Methodologies	20%	
IV.	Business Analysis Frameworks	27%	
	Total	100%	

Domain 2	Predictive, Plan-Based Methodologies – 1/%	
Task 1	Explain when it is appropriate to use a predictive, plan-based approach. Identify the suitability of a predictive, plan-based approach for the organizational structure (e.g., virtual, colocation, matrix structure, hierarchical, etc.). Determine the activities within each process. Give examples of typical activities within each process. Distinguish the differences between various project components.	
Task 2	Demonstrate an understanding of a project management plar schedule. Apply critical path methods. Calculate schedule variance.	1
	Explain work breakdown structures (WBS). Explain work packages. Apply a quality management plan. Apply an integration management plan.	Compiled by: CelesteSPNg 202
Task 3	Determine how to document project controls of predictive, plat based projects. Identify artifacts that are used in predictive, plan-based projects. Calculate cost and schedule variances.	an-

Domain 3	Agile Frameworks/Methodologies – 20%	
Task 1	Explain when it is appropriate to use an adaptive approach. 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.	
Task 2	Determine how to plan project iterations. Distinguish the logical units of iterations. Interpret the pros and cons of the iteration. Translate this WBS to an adaptive iteration. Determine inputs for scope. Explain the importance of adaptive project tracking versus predictive, plan-based tracking.	
Task 3	Determine how to document project controls for an adaptive project. • Identify artifacts that are used in adaptive projects.	
Task 4	Explain the components of an adaptive plan. Distinguish between the components of different adaptive methodologies (e.g., Scrum, Extreme Programming (XP), Scaled Adaptive Framework (SAFe®), Kanban, etc.).	
Task 5	Determine how to prepare and execute task management steps. Interpret success criteria of an adaptive project management task. Prioritize tasks in adaptive project management.	

Source: PMI, 2023, PMI Certified Associate in Project Management (CAPM)® Exam Content Outline

Task 1	Demonstrate an understanding of the various project life cycles and processes. Distinguish between a project, program, and a portfolio. Distinguish between a project and operations. Distinguish between predictive and adaptive approaches. Distinguish between issues, risks, assumptions, and constraints. Review/critique project scope. Apply the project management code of ethics to scenarios (refer to PMI Code of Ethics and Professional Conduct). Explain how a project can be a vehicle for change.
Task 2	Demonstrate an understanding of project management planning. Describe the purpose and importance of cost, quality, risk, schedule, etc. Distinguish between the different deliverables of a project management plan versus product management plan. Distinguish differences between a milestone and a task duration. Determine the number and type of resources in a project. Use a risk register in a given situation. Use a stakeholder register in a given situation. Explain project closure and transitions.
Task 3	Demonstrate an understanding of project roles and responsibilities. Compare and contrast the roles and responsibilities of project managers and project sponsors. Compare and contrast the roles and responsibilities of the project team and the project sponsor. Explain the importance of the role the project manager plays (e.g., initiator, negotiator, listener, coach, working member, and facilitator). Explain the differences between leadership and management. Explain emotional intelligence (EQ) and its impact on project management.
Task 4	Determine how to follow and execute planned strategies or frameworks (e.g., communication, risks, etc.). • Give examples of how it is appropriate to respond to a planned strategy or framework (e.g., communication, risk, etc.). • Explain project initiation and benefit planning.
Task 5	Demonstrate an understanding of common problem-solving tools and techniques. • Evaluate the effectiveness of a meeting. • Explain the purpose of focus groups, standup meetings, brainstorming, etc.

2024/2/20

23

CAPM vs. PMP

(Direct quotes from source: Coursera, 2023, URL:

https://www.coursera.org/articles/capm-vs-pmp)

	САРМ	PMP
Who's it for?	Entry-level project managers	Those with at least three years of project management experience
Jobs postings that mention certification on Indeed (October 2022)	1,738	34,231
		35 hours of project management
Requirements	Secondary degree, plus 23 hours of project management education	training (can be replaced with CAPM), and 36 months of experience leading projects with a four-year degree, or 60 months with a secondary degree
Average US salary (from Pay scale, October 2022)	\$68,000	\$111,000
Cost	\$300 for non-PMI members, \$225 for PMI members	\$555 for non-PMI members, \$405 for PMI members
Exam	3 hours, 150 questions	3 hours 50 minutes, 180 questions

CAPM vs. PMP Exam

(Direct quotes from source: Coursera, 2023, URL:

https://www.coursera.org/articles/capm-vs-pmp

Are you a student? Get the student bundle

If you're enrolled in an accredited, degree-granting program, you may be eligible for the student bundle. This gets you PMI membership for \$32 and the CAPM exam certification for \$225, for a total of \$257.



CAPM vs. PMP exam

The CAPM and PMP exams differ in content and difficulty. The CAPM is a knowledge-based exam, testing candidates on project management theory and processes. The PMP extends into the practical application of project management, including tools and techniques [7]. The CAPM sticks to material in the PMBOK Guide, while the PMP tests you on knowledge beyond.

Contents

Project Management Institute (PMI)

PMI Certifications – types, CAPM, PMP

PMI Exams – CAPM & PMP

PMBOK – 6th Edition, 7th Edition

History of Project Management Body of Knowledge (PMBOK) Guide

The evolution of the PMBOK Guide is reflected in editions of the Guide.

(Direct quotes from source: Wikipedia, 2024, URL:

https://en.wikipedia.org/ wiki/Project_Managemen t_Body_of_Knowledge#)

Year	Title	Revision summary
1996	PMBOK Guide	Published in 1996 by the Project Management Institute (PMI), this document evolved from a white paper published in 1983 called the "Ethics, Standards, and Accreditation Committee Final Report" with a different title and significantly reorganized. ^[2]
2000	PMBOK Guide, 2000 Edition	The second edition (published as the <i>2000 Edition</i>) added new material reflecting the growth of practices. ^{[3][4]}
2004	PMBOK Guide, Third Edition	The third edition (2004) was a significant edit from the earlier editions, changing criteria for inclusion from "generally accepted" practice to "generally recognized as good practice". [5]
2008	PMBOK Guide, Fourth Edition ^[4]	
2013	PMBOK Guide, Fifth Edition ^[6]	
2017	PMBOK Guide, Sixth Edition	The sixth edition (September 2017) added several topics and included agile practices for the first time. ^[7]
2021	PMBOK Guide, Seventh Edition	The seventh edition (2021) presents major structural changes, such as replacing the 10 knowledge areas with 12 principles and including agile practices more comprehensively. ^[8]

Overview of PMBOK 6th Edition in 2017

(Direct quotes from source: Wikipedia, 2021, URL:

https://en.wikipedia.org/wiki/Project_Management_Professional

- The PMI --- Guide to the Project Management Body of Knowledge (aka the PMBOK Guide).[4]
- The **PMBOK Guide** ... in its sixth edition, ... embodies a project life cycle and five major project management *Process Groups*: [7]
 - 1. Initiating
 - 2. Planning
 - 3. Executing
 - 4. Monitoring and Controlling
 - 5. Closing
- encompassing a total of 49 processes.

Overview of PMBOK 6th Edition in 2017

(Direct quotes from source: Wikipedia, 2021, URL:

https://en.wikipedia.org/wiki/Project Management Professional)

- Mapped to these five process groups are ten project management Knowledge Areas:
 - 1. Project Integration Management
 - 2. Project Scope Management
 - 3. Project Schedule Management
 - 4. Project Cost Management
 - 5. Project Quality Management
 - 6. Project Resource Management
 - 7. Project Communications Management
 - 8. Project Risk Management
 - 9. Project Procurement Management
 - 10. Project Stakeholder Management^[7]

PMBOK 7th Edition in July 2021

Celeste: how (tech)

Source: PMI, 2021, "A Guide to the Project Management Body of Knowledge (PMBOK guide)," Seventh edition, Newtown Square, PA: Project Management Institute, Inc.

Additional resource:

https://www.youtu be.com/watch?v=k Q8jSjS28Lk; https://blog.master ofproject.com/pmb ok-7th-edition/

PMBOK® Guide - Sixth Edition

A Guide to the Project Management **Body of Knowledge:**

- . Introduction, Project Environment, and Role of the **Project Manager**
- Knowledge Areas
- Integration
- Scope
- Schedule
- Cost
- Quality
- Resources Communications
- Risk
- Procurement
- Stakeholders

The Standard for Project Management:

- Initiating
- Planning
- Executing
- · Monitoring and Controlling

Appendixes, Glossary, and Index

PMBOK® Guide - Seventh Edition

The Standard for Project Management:

- Introduction
- System for Value Delivery
- Project Management Principles
- Stewardship
- Tailoring · Ouality
- Stakeholders
- · Team
- · Systems Thinking
- · Adaptability and Resiliency Leadership · Change

Complexity

A Guide to the Project Management **Body of Knowledge:**

- Project Performance Domains:
- Stakeholders
- Team Development
 - Delivery Measurement
- Approach and Life Cycle
- Uncertainty

· Project Work

- Tailoring
- . Models, Methods, and Artifacts

Appendixes, Glossary, and Index

PMIstandards+™ Digital Content Platform

- The platform links to the PMBOK® Guide via the Models, Methods, and Artifacts section while further expanding on that content.
- Platform incorporates content from all PMI standards as well as content developed specifically for the platform.
- Content reflects "how to..." in actual practice, including emerging practices.

PMBOK 6th **Edition**

Celeste:

why,

when

Revision to The Standard for Project Management and Migration from the Sixth Edition to the Seventh Edition of the PMBOK® Guide and the PMIstandards+™ Digital Content Platform

PMBOK 7th Edition in July 2021

Why is PMBOK® changing?

- Until now, <u>PMBOK</u> was mainly focusing on waterfall project management techniques. However,
 - The fast pace of technology, competition is harsher than it was never before.
 - Product life cycles are shorter and
 - Requirements of the product or project can change over time depending on the progress of the project.
- → That is why agile project management methods and approaches emerged in the 2000s.
 - These agile frameworks started to be adopted by many organizations in project management, especially in the IT and software industry.
- PMBOK is the backbone of the PMP certification exam content.
- That is the main reason why PMBOK is changing every three to five years.

Celeste: project management dynamics

(ENVIRONMENT) are changing →

PMBOK (/people cert) must be changed

(to remain relevant)





Source: https://blog.masterofproject.com/pmbok-7th-edition/



THANK YOU!



Celeste SP Ng



Email: celeste@saturn.yzu.edu.tw



Phone: 2614



Website: http://celesteng.mis.yzu.edu.tw/