

# CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®) EXAM TRAINING

## CAMP® OUTCOMES:

- Understand and apply the CAPM® project management framework and tools to projects
- Validate your project management skills and differentiate yourself in the competitive job field
- Opportunity to demonstrate expertise in managing and leading projects for the less experienced candidates
- Prove that you have the potential to become a leader in the project management field

## WHO IS SEED TRAINING GROUP?

Established in 2014, Seed Training Group specialises in providing high quality and industry recognised courses either online or on-campus. Our courses, which are Australian Quality Framework (AQF) recognised, widely range from bookkeeping, accounting, finance, project management, marketing to professional development areas. Quality is maintained in compliance with the National VET Regulators Standards for Registered Training Organisations (RTOs) 2015.



The Registered Education Provider logo is  
a registered mark of the Project  
Management Institute, Inc.

REP ID:1298

## WHY CHOOSE OUR TRAINING?

- Convenient CBD location with weekend small-sized classes to fit a busy schedule
- High quality program - delivered in conjunction with Project Smart who have 20+ years' experience in project management training
- 6 months of access to the online Project Smart Exam Practice Centre with over 2k questions
- 23 contact hours certificate is provided to qualify for the CAPM® exam

## MONEY BACK GUARANTEE

In the unlikely event that you don't succeed on your first exam attempt, we guarantee to support you to pass the exam. You have up to 3 attempts or we will provide a full refund on course fees. (Participants must sit the first exam within 30 days or the next available date.)

# CAPM® TRAINING STRUCTURE

23 hours of face-to-face training in our CBD office covering the full CAPM® framework content. This training is delivered by an experienced Project Manager and trainer in 3 days of training. Candidates for CAPM® certification must have a secondary diploma (high school diploma/global equivalent) and 1,500 hours of professional experience on a project team or a secondary diploma (high school diploma/global equivalent) and 23 contact hours of formal education.

**Duration: 3 days (weekends)**

**Price: \$1,380**

## Day 1

Eligibility Criteria for the Exam
Introduction to the Exam Application Process
An Overview of the PMBOK® 6th Edition Guide – 10 Areas to Manage
Project Development Lifecycles and the 5 Process Groups
Essential Themes of the Project
Role of the Project Manager
The Relationship of Project, Program and Portfolio Management
Initiating the Project – Project Charter and Stakeholder Register
Planning the Project – Creation of the Plans
Planning the Scope, Schedule and Cost
Finalising the Scope, Schedule, Cost and - Performance Baselines
Critical Path Method
Schedule Compression Techniques

## Day 2

Day 1 Revision
Creating a Project Plan and the Components
Plan Quality Management and the Quality Management Tools
Plan Resources Management
Plan Communications Management
Plan Risk Management
Plan Procurement Management
Plan Stakeholders Management
Keys to Success in Executing a Project
Directing and Managing Project Work
Manage Project Knowledge and Quality
Managing, Acquiring and Developing Resources

## Day 3

Day 1&2 Revision
Conducting and Closing Procurements
Managing Communications and Stakeholders
Monitoring and Controlling Projects
Perform Integrated Change and Configuration Control
Control Scope, Schedule and Costs Control Quality and Additional Quality Management Tools
Monitoring Risks and Reserves
Monitoring Stakeholder Engagement and - Communication
Validating Scope
Project and Phase Closures
CAMP® Exam Preparation and Practicing Questions
Understanding Different Types of Exam Questions
Key Steps for CAPM® Exam Preparation

## WHO IS THE TRAINER?

- PMP® and PRINCE2® certified trainer with 16+ years of expertise in executing detail engineering, EPC/LSTK contracts
- Project Management trainer for PMI® Melbourne Chapter
- Project Management Lecturer for Masters students in Melbourne at Central Queensland University and the Asia Pacific International College
- Worked as a Project Engineer/Manager for various industries

## POST-TRAINING SUPPORT

- Formulae cheat sheet is provided with no additional cost
- Email support by the trainer until passing the exam
- Mock exam feedback and analysis by the trainer
- Full copies of notes, powerpoints and study guides
- 1V1, face-to-face exam analysis in the unlikely event of failing the first CAPM® exam attempt
- Career coaching to land your job in the project management field which includes resume, cover letter, and interview skill workshops



*grow & succeed.*

Address: Level 10, 356 Collins St, Melbourne VIC 3000

Email: [info@seedtraining.com.au](mailto:info@seedtraining.com.au)

Phone: 1300 369 809 (9 am - 5 pm weekdays)