

## CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)

*"Build a Strong Foundation in Project Management for Career Success"*

### Schedule

Date	Venue	Fees (Face-to-Face)
05 - 09 Apr 2026	Riyadh, KSA	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

### Introduction

Project management is a critical discipline that ensures projects are delivered on time, within scope, and on budget. The Certified Associate in Project Management (CAPM) certification provides a globally recognized standard for project management knowledge and practices, making it ideal for professionals seeking to build a solid foundation in the field.

This intensive 5-day training equips participants with the essential principles, tools, and techniques of project management as defined by the PMBOK® Guide. Through a combination of lectures, case studies, and hands-on exercises, participants will learn how to initiate, plan, execute, monitor, control, and close projects effectively.

### Objectives

- By the end of this course, participants will be able to:
- Understand fundamental project management concepts and terminology
  - Apply project management processes across project lifecycle stages
  - Develop project plans, schedules, and budgets
  - Identify, assess, and manage project risks and issues
  - Monitor project performance using key metrics and tools
  - Prepare for the CAPM certification exam and earn global recognition

## Why Attend

- Gain a globally recognized CAPM certification preparation
- Learn practical project management skills applicable to any industry
- Understand PMBOK® Guide standards and best practices
- Improve project planning, execution, and monitoring capabilities
- Enhance credibility and career prospects in project management

## Target Audience

This program is designed for:

- Aspiring project managers seeking foundational knowledge
- Team members working on projects who want to formalize their skills
- Professionals preparing for CAPM certification
- Project coordinators, analysts, and assistants
- Anyone aiming to strengthen project management competencies

## Individual Benefits

Key competencies that will be developed include:

- Understanding of project management processes and knowledge areas
- Ability to develop project charters, schedules, and budgets
- Skills in risk management and issue resolution
- Knowledge of project monitoring and control techniques
- Enhanced ability to communicate and coordinate project tasks
- Preparation for CAPM certification exam

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved project delivery and performance within the organization
- Standardized project management practices aligned with PMBOK®
- Enhanced team collaboration and efficiency on projects
- Better risk management and mitigation strategies
- Strengthened project governance and accountability
- Increased capability to manage multiple projects effectively

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Core project management principles and PMBOK® Guide overview
- Case Studies – Real-world project scenarios for practical understanding
- Workshops – Hands-on exercises to create project plans, schedules, and risk assessments
- Peer Exchange – Group discussions on project challenges and lessons learned
- Tools – Templates for project charters, risk registers, schedules, and monitoring dashboards

## MAWA EVENTS

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## Course Outline

### Detailed 5-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

#### Day 1: Introduction to Project Management & CAPM Framework

##### Module 1: Project Management Fundamentals (07:30 – 09:30)

- Overview of project management concepts and PMBOK® Guide
- Project lifecycle and process groups
- Roles and responsibilities in projects

##### Module 2: Project Integration Management (09:45 – 11:15)

- Developing project charters
- Project management plans
- Change control and integration techniques

##### Module 3: Project Scope and Schedule Management (11:30 – 01:00)

- Defining project scope and work breakdown structures
- Scheduling techniques, milestones, and dependencies
- Tools for schedule management

#### Day 2: Project Cost, Quality, and Resource Management

##### Module 4: Cost Estimation and Budgeting (07:30 – 09:30)

- Estimating project costs and budgeting
- Cost control and performance measurement
- Tools and templates for budget management

##### Module 5: Quality and Resource Management (09:45 – 11:15)

- Quality planning, assurance, and control
- Resource planning and allocation
- Team management and motivation

##### Module 6: Risk Management (11:30 – 01:00)

- Identifying, assessing, and prioritizing risks
- Risk response planning and mitigation
- Risk monitoring and reporting

#### Day 3: Project Communications and Stakeholder Management

##### Module 7: Communication Management (07:30 – 09:30)

- Planning communication strategies
- Reporting and stakeholder engagement
- Tools for effective project communication

##### Module 8: Stakeholder Management (09:45 – 11:15)

- Identifying stakeholders and their expectations
- Managing stakeholder relationships
- Conflict resolution and negotiation

##### Module 9: Workshops and Practical Exercises (11:30 – 01:00)

- Hands-on exercises on project planning and risk management
- Group discussions and scenario-based problem solving

#### Day 4: Project Execution and Monitoring

**Module 10: Executing Project Plans (07:30 – 09:30)**

- Coordinating tasks and team activities
- Ensuring quality deliverables and performance
- Managing project changes

**Module 11: Monitoring and Controlling Projects (09:45 – 11:15)**

- Tracking project progress using KPIs
- Earned value management and reporting
- Corrective actions and performance optimization

**Module 12: Case Studies and Peer Exchange (11:30 – 01:00)**

- Real-world project management challenges
- Lessons learned from successful projects
- Peer review of project plans and strategies

**Day 5: CAPM Exam Preparation and Action Planning****Module 13: CAPM Exam Overview (07:30 – 09:30)**

- Exam structure, question types, and scoring
- Tips and strategies for successful preparation

**Module 14: Mock Exam and Review (09:45 – 11:15)**

- Sample questions and mock test
- Review and explanation of answers
- Identifying knowledge gaps

**Module 15: Action Planning and Certification Readiness (11:30 – 01:00)**

- Creating a personal study and implementation plan
- Group discussion and feedback
- Preparing for CAPM certification success

**Certification**

Participants will receive a Certificate of Completion in Certified Associate in Project Management (CAPM), validating their knowledge of PMBOK® Guide standards, project management processes, and readiness to pursue CAPM certification.

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