

# CAPM® Certification Preparation

Foundation Certification Preparation

## Course Strapline

Build examination readiness across project-management fundamentals, predictive methods, agile approaches and business analysis through structured practice and feedback.

## Course at a Glance

|                        |                                                           |                                 |                                                                                           |
|------------------------|-----------------------------------------------------------|---------------------------------|-------------------------------------------------------------------------------------------|
| <b>Course Duration</b> | Five days / 23 project-management education hours         | <b>Delivery Modes</b>           | Classroom   Live Virtual   On-Demand   Blended   In-company                               |
| <b>Level</b>           | Foundation certification preparation                      | <b>Digital Materials</b>        | Diagnostic, domain guides, practice questions and mock-exam tools                         |
| <b>Certificate</b>     | INDENTRA completion record documenting 23 education hours | <b>Professional Recognition</b> | CAPM® education: 23 hours   PDUs: 15 Ways of Working   4 Power Skills   4 Business Acumen |

## CAPM® Education Requirement and PMI Talent Triangle®

|                |                     |                 |                    |
|----------------|---------------------|-----------------|--------------------|
| Total PDUs: 23 | Ways of Working: 15 | Power Skills: 4 | Business Acumen: 4 |
|----------------|---------------------|-----------------|--------------------|

*CAPM® eligibility requires at least 23 hours of project-management education. There is no minimum Talent Triangle distribution for those eligibility hours. For delegates who already hold an eligible PMI certification, the 23 PDUs are classified by instructional content as 15 Ways of Working, 4 Power Skills and 4 Business Acumen.*

## Course Overview

CAPM® Certification Preparation provides a structured route through the current Certified Associate in Project Management examination content. The course combines focused concept review with scenario-based questions, timed practice, answer-rationale analysis and a personal revision plan. Participants connect project-management fundamentals with predictive, agile and business-analysis concepts while building the judgement needed to interpret examination scenarios and select the most defensible response. The approved full-course schedule provides 23 hours of project-management education, matching PMI's current CAPM® education-hour requirement.

## Learning Outcomes

By the end of this course, you will be able to:

- Explain the current CAPM® examination structure, domain weightings, candidate requirements and preparation pathway.
- Apply project-management fundamentals and predictive planning concepts covering lifecycle, scope, schedule, cost, quality, resources, risk, procurement, governance and control.
- Interpret agile principles, adaptive delivery approaches, prioritisation, iteration, team practices and feedback in examination scenarios.
- Apply business-analysis concepts covering needs, stakeholders, requirements, traceability, acceptance, transition and solution evaluation.
- Use structured question logic, timed practice and performance evidence to identify knowledge gaps and create a targeted final-revision plan.

## Benefits

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| <b>Benefits to the Individual</b> <ul style="list-style-type: none"> <li>• Build readiness across all four current CAPM® examination domains.</li> <li>• Strengthen examination judgement through scenario and timed practice.</li> <li>• Identify knowledge gaps and focus revision effort where it matters most.</li> <li>• Complete the 23 education hours required for CAPM®</li> </ul> | <b>Benefits to the Organisation</b> <ul style="list-style-type: none"> <li>• Build a consistent foundation for early-career project professionals.</li> <li>• Strengthen predictive, agile and business-analysis understanding.</li> <li>• Create a disciplined development pathway towards CAPM® certification.</li> <li>• Improve project vocabulary, judgement and</li> </ul> |
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|              |                          |
|--------------|--------------------------|
| eligibility. | confidence across teams. |
|--------------|--------------------------|

## Who Should Attend?

This course is designed for aspiring project managers, project coordinators and administrators, project analysts and PMO support professionals, project-team members, graduates, career changers and other professionals preparing for the CAPM® examination. It is particularly useful for candidates seeking a disciplined combination of concept review, scenario reasoning, timed practice and readiness planning.

## Prerequisites and Equipment

PMI currently requires a secondary degree or global equivalent and at least 23 hours of project-management education completed before the examination. No prior project-management work experience is required. The approved full-course schedule documents 23 hours of project-management education. Candidates remain responsible for confirming current PMI eligibility, application and examination requirements before applying. A laptop with internet access is recommended for digital practice and timed questions.

## Learning Approach

The course follows a disciplined preparation cycle: diagnose, learn, apply, review, simulate and plan. Participants begin with a four-domain diagnostic, work through focused domain workshops, practise examination-style scenarios, analyse answer rationales and complete timed checkpoints. The final stage integrates predictive, agile, hybrid and business-analysis scenarios and converts performance evidence into a prioritised revision roadmap.

## Digital Learning Materials

Digital participant resources support all delivery modes and may include:

- Digital CAPM® workbook and four-domain reference summaries aligned with the current examination content outline.
- Diagnostic assessments, knowledge checks and structured knowledge-gap review tools.
- Scenario-question sets covering fundamentals, predictive methods, agile approaches and business analysis.
- Timed-practice exercises, answer-rationale guides and a mock-exam review template.
- Personal revision map, readiness checklist and final study roadmap.

## Assessment, Certification and Professional Recognition

Course completion requires full participation in the scheduled learning activities, completion of the principal domain exercises and timed-practice reviews, and development of a personal examination-preparation plan. The approved full-course schedule documents 23 hours of project-management education, matching PMI's current CAPM® education-hour requirement. CAPM® eligibility is based on project-management education hours; PMI does not require those 23 hours to be distributed across the Talent Triangle dimensions. For PDU reporting by participants who already hold an eligible PMI certification, the course provides 23 Education PDUs: 15 Ways of Working, 4 Power Skills and 4 Business Acumen. The allocation reflects the course content: project delivery methods and business-analysis practices are classified principally as Ways of Working; communication, team, facilitation and stakeholder-collaboration content contributes to Power Skills; and value, governance, business need, product-roadmap and solution-evaluation content contributes to Business Acumen. PMI retains sole authority over certification eligibility, application acceptance, PDU acceptance and examination outcomes.

## Course Outline

The course comprises five integrated modules and is typically delivered over five days through an approved schedule totalling 23 hours of project-management education. It progresses from diagnostic assessment through the four current examination domains to integrated timed practice and final revision planning. For PDU reporting, the 23 instructional hours are distributed across the PMI Talent Triangle® as 15 Ways of Working, 4 Power Skills and 4 Business Acumen, according to the content taught.

### Module 1 - Certification Pathway, Diagnostic and Project-Management Fundamentals

*Establish the CAPM® candidate pathway, assess readiness and build the core concepts that underpin the examination.*

- CAPM® eligibility, application pathway, examination structure and domain weightings.
- Project Management Fundamentals and Core Concepts - 36% of the current examination content.
- Projects, programmes, portfolios, lifecycles, roles, governance, ethics, communication and value.
- Diagnostic assessment, scenario-based decision logic and knowledge-gap review.

### Applied Activity - Four-Domain Candidate Readiness Diagnostic

*Participants complete an initial diagnostic, identify strengths and misconceptions across the four CAPM® domains and create a targeted preparation map for the course.*

## Module 2 - Predictive, Plan-Based Methodologies

*Develop readiness for predictive planning, baselines, delivery control and integrated change.*

- Predictive, Plan-Based Methodologies - 17% of the current examination content.
- Scope, work breakdown, requirements, schedule, cost, quality and resource planning.
- Risk, procurement, baselines, performance control and change management.
- Predictive scenario questions, calculation logic and answer-rationale analysis.

### Applied Activity - Predictive Planning and Control Scenario Lab

*Participants analyse an examination-style predictive scenario, select the appropriate planning or control response and defend the answer using evidence, process logic and elimination of weaker options.*

## Module 3 - Agile Frameworks and Methodologies

*Interpret adaptive project situations and select responses consistent with agile values, principles and team practices.*

- Agile Frameworks and Methodologies - 20% of the current examination content.
- Agile values, principles, adaptive lifecycles, backlogs, prioritisation and iteration.
- Teams, facilitation, visual management, feedback, improvement and stakeholder collaboration.
- Agile scenario interpretation, domain practice questions and timed checkpoint.

### Applied Activity - Agile Scenario and Timed Domain Checkpoint

*Participants work through adaptive-delivery scenarios, distinguish agile from predictive reasoning and complete a timed checkpoint followed by facilitated review of answer rationales and knowledge gaps.*

## Module 4 - Business Analysis Frameworks

*Apply business-analysis reasoning to needs, requirements, stakeholders, traceability and solution evaluation.*

- Business Analysis Frameworks - 27% of the current examination content.
- Needs, problems, opportunities, stakeholders and business-analysis roles.
- Requirements elicitation, analysis, prioritisation and modelling.
- Traceability, acceptance criteria, transition, product roadmaps and solution evaluation.

### Applied Activity - Integrated Business-Analysis Practice Case

*Teams analyse a project scenario, clarify the business need, identify stakeholder and requirement issues, select the appropriate business-analysis response and test whether the proposed solution is ready for acceptance or delivery.*

## Module 5 - Integrated Scenarios, Timed Practice and Examination Readiness

*Integrate the four domains, strengthen examination technique and convert performance evidence into a final preparation plan.*

- Predictive, agile, hybrid and business-analysis integration across mixed examination scenarios.
- Question interpretation, answer-selection strategy and elimination of plausible distractors.
- Timed practice, pacing, uncertainty management and mock-exam performance analysis.
- Personal final-revision priorities, examination-readiness checks and study sequencing.

### Applied Activity - Mock-Exam Review and Final Readiness Workshop

*Participants complete timed integrated practice, analyse performance by domain and question type, identify recurring reasoning errors and produce a prioritised final-revision roadmap for examination preparation.*

## Tools, Frameworks and Practical Outputs

Participants progressively build and use a focused set of CAPM® preparation outputs:

- Four-domain diagnostic, knowledge-gap analysis and personal examination-preparation plan.
- Domain revision map covering fundamentals, predictive methods, agile approaches and business analysis.
- Scenario-question decision framework, timed-practice record and answer-rationale review notes.
- Mock-exam performance review, examination-readiness checklist and final revision roadmap.

## Delivery Modes Available

Live Classroom | Live Virtual Classroom | On-Demand Learning | Blended Learning | Corporate / In-company. On-demand delivery provides a structured self-paced route using the same exam-aligned learning outcomes, digital resources, knowledge checks and practice activities. Public and organisation-specific delivery can be configured while preserving the approved 23 project-management education hours and stated learning outcomes.

## Course Enquiries

Visit [www.indentra.co.uk/capm-certification-preparation](http://www.indentra.co.uk/capm-certification-preparation) for the latest course information, delivery availability and enquiry options.