

CAPM® – Certified Associate in Project Management

Start your project management career with solid fundamentals, and prepare for the PMI CAPM exam.

DURATION

3 days · 24 hours

LEVEL

Beginner

CURRICULUM

8 modules · 5 labs

DELIVERY

Live online, Onsite,
Corporate

Course overview

Many professionals take on project work long before they have the experience required for the PMP. The CAPM certification from PMI recognises a solid grasp of project management fundamentals and is designed for people at the start of their project careers. This three-day course gives you that grounding and prepares you for the CAPM exam.

Day one introduces project management fundamentals: what projects are, the project life cycle, roles and responsibilities, and core concepts such as scope, schedule, cost, risk and stakeholders. Day two covers predictive, plan-based methods, from defining scope and building a schedule to managing quality, risk and change, and then moves to agile frameworks such as Scrum and Kanban, including roles, events, artefacts and estimation. Day three explores business analysis frameworks, including requirements elicitation, analysis and traceability, and finishes with exam preparation.

Short exercises help ideas stick. You will draft a simple charter, build a work breakdown structure and schedule, write user stories and prioritise a backlog, and create a basic requirements traceability matrix. These are the same tasks you are likely to support as a project coordinator or junior analyst.

The CAPM exam requires 23 hours of project management education to apply; this 24-hour course covers that requirement. The course is aligned to the CAPM exam as published by PMI. PMI updates its outlines from time to time, so confirm the current exam content, eligibility and fees on the PMI website before applying.

Highlights

- 24 hours of live, trainer-led sessions
- Predictive, agile and business analysis fundamentals
- Practical exercises on charters, schedules and backlogs
- Practice questions every day
- Mock exam with review

What's included

- Trainer with practical project delivery experience
- Plan covering predictive, agile and business analysis fundamentals
- Practical exercises with templates
- Daily practice questions with explanations
- Mock exam with review
- Course completion certificate from Ace Skills Consulting

Who this course is for

Who should attend

- Graduates and early-career professionals
- Project coordinators and assistants
- Team members who contribute to projects
- Business analysts and PMO staff

Prerequisites

- A secondary school diploma or equivalent, as required by PMI
- No prior project management experience required

Detailed curriculum — 3 days, 24 hours, 8 modules, 5 hands-on labs

Day 1 Project Management Fundamentals

8 hours

1.1 Core concepts

- Projects, programmes and operations
- Roles and responsibilities
- Project life cycles
- Organisational influences

1.2 Key knowledge areas

- Scope, schedule and cost basics
- Risk and stakeholders
- Quality and resources
- Communication

1.3 Getting started

- Business case and charter
- Stakeholder identification

LAB Draft a project charter for a case project · 40 min

Day 2 Predictive and Agile Approaches

8 hours

2.1 Predictive planning

- Scope statement and WBS
- Budgeting
- Scheduling and critical path
- Risk and change control

LAB Build a WBS and simple schedule · 45 min

2.2 Agile frameworks

- Agile values and principles
- Kanban and flow
- Scrum roles, events and artefacts
- User stories and estimation

LAB Write user stories and prioritise a backlog · 40 min

2.3 Choosing an approach

- When to use predictive or agile
- Hybrid approaches

Day 3 Business Analysis and Exam Readiness

8 hours

3.1 Business analysis frameworks

- Role of the business analyst
- Requirements analysis and documentation
- Requirements elicitation
- Traceability and acceptance

LAB Create a requirements traceability matrix · 35 min

3.2 Exam readiness

- Exam structure and strategy
- Study plan
- Mock exam and review

LAB Mock exam with review · 90 min

Skills and tools

Skills you will build

Project fundamentals

Project charter

WBS

Scheduling

Budgeting basics

Risk basics

Scrum

Kanban

User stories

Backlog prioritisation

Requirements elicitation

Traceability

Tools used in class

Microsoft Project

Jira

Spreadsheet templates

Certification exam

This course is aligned to the exam below and prepares you for it. The exam itself is booked and taken with the vendor.

Exam	Certified Associate in Project Management (CAPM)
Exam code	CAPM
Official page	https://www.pmi.org/certifications/certified-associate-capm

Exam skill areas covered:
Project Management Fundamentals and Core Concepts
Business Analysis Techniques

Exam details are pending verification. Confirm the current exam code, format and fee on the official vendor page before booking.

Frequently asked questions

Do I need experience to take CAPM?

No project experience is required. PMI requires 23 hours of project management education before you apply, which this course covers.

Should I take CAPM or PMP?

Choose CAPM if you are early in your career. PMP requires several years of project leadership experience.

Is the exam fee included?

No. You apply and pay directly with PMI.

Is CAPM recognised by employers?

It is widely known as an entry-level project management credential and shows commitment to the profession.

Book a batch or talk to an advisor

Course page: aceskillsconsulting.com/course/capm-certified-associate-in-project-management · Email: info@aceskillsconsulting.com

Chennai office

Guindy, Chennai, Tamil Nadu

Delhi office

B-95, Old Post Office Street, Shakarpur

New Delhi 110092

Office: 98180 12523

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Curriculum generated on 23 Oct 2026; topics and order may be adjusted by the trainer to suit each batch.