



## Certified Associate in Project Management (CAPM®) Preparatory Workshop

Presented by the Graduate School of Technology Management, University of Pretoria

3 CPD points

Professionals who would like to build on their knowledge of project management or pursue it as a potential career path are invited to attend the **Certified Associate in Project Management (CAPM®) Preparatory Workshop**. The workshop prepares and assists you to become CAPM® certified. This certification is an asset that will distinguish you in the job market and enhance your credibility and effectiveness working on or with project teams. Project management is a rapidly growing profession. With the CAPM®, you'll be on the fast track to many new and exciting career opportunities.

### Workshop content

- Introduction and overview of CAPM® certification
- The environment in which projects operate
- The role of the project manager
- Project integration management
- Project scope management
- Project schedule management
- Project cost management
- Project quality management
- Project resource management
- Project communications management
- Project risk management
- Project procurement management
- Project stakeholder management
- Simulated/mock CAPM® exam

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## Learning outcomes

After successfully completing the workshop, you will be prepared to write the CAPM® exam with a discernible knowledge of all the project management knowledge areas.

Information on how to apply for and write the CAPM® exam will also be provided. You will receive numerous practice exam questions per knowledge area and the workshop will culminate in the candidates writing a mock CAPM® exam to test their newly acquired knowledge.

## Who should enrol?

This workshop is ideal for anyone who has had some exposure to project management. Professionals who would like to manage larger projects, gain more responsibility or add project management skills to their current role should consider attending the workshop.

## Workshop fees

**R12 609.64 per delegate (VAT incl.)**

Workshop fees include all study material, the latest copy of the PMBOK® guide (6th Edition), and refreshments.

**Workshop fees must be paid in full 14 days prior to course start dates. Proof of payment can be submitted to [enrolments@enterprises.up.ac.za](mailto:enrolments@enterprises.up.ac.za)**

## Admission requirements

The workshop has no prerequisites. In order to be eligible to write the exam and gain certification as a certified CAPM®, a Grade 12 certificate or the global equivalent, and 1 500 hours of project experience or 23 hours of project management education (PPM or equivalent) should be completed for admission to write the exam.

## Assessment

Delegates are required to write a mock CAPM® exam to assess their newly acquired knowledge and skills.

## Accreditation and certification

Enterprises University of Pretoria (Pty) Ltd is wholly owned by the University of Pretoria. As a public higher education institution, the University of Pretoria functions in accordance to the Higher Education Act 101 of 1997. Enterprises University of Pretoria offers short courses on behalf of the University and these short courses are not credit-bearing, and do not lead to formal qualifications on the National Qualifications Framework (NQF) – unless stated otherwise. Delegates who successfully complete a short course and comply with the related assessment criteria (where applicable) are awarded certificates of successful completion and/or attendance by the University of Pretoria.

## Registration and enquiries

### Workshop coordinator

Vena Amusa

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### Workshop presenter

Dr Taryn Bond-Barnard

Senior Lecturer

Graduate School of Technology Management

Email: [taryn.barnard@up.ac.za](mailto:taryn.barnard@up.ac.za)

Taryn obtained a B.Eng. Industrial Engineering degree and an M.Eng degree in Project Management, both with distinction, from the University of Pretoria. She went on to complete her PhD in Engineering at the same University in February 2015. Taryn is a certified Project Management Professional (PMP) and a professional engineer. Taryn has worked as engineer, operations manager and project manager from 2008 to 2015. She has extensive experience in process engineering and business analysis in the information and communications technology industry. Taryn has been involved in project management for a number of years and has managed a variety of software development and business process improvement projects both in the public and private sector. Her current area of research is computer-mediated communication in projects, agile project management and project procurement.

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