

# PROJECT MANAGEMENT ASSOCIATE

Learn **How  
to Lead**  
Teams and  
Manage Projects



 **New Horizons**<sup>®</sup>  
*Learn What Earns*

## Project Manager – Associate – CAPM

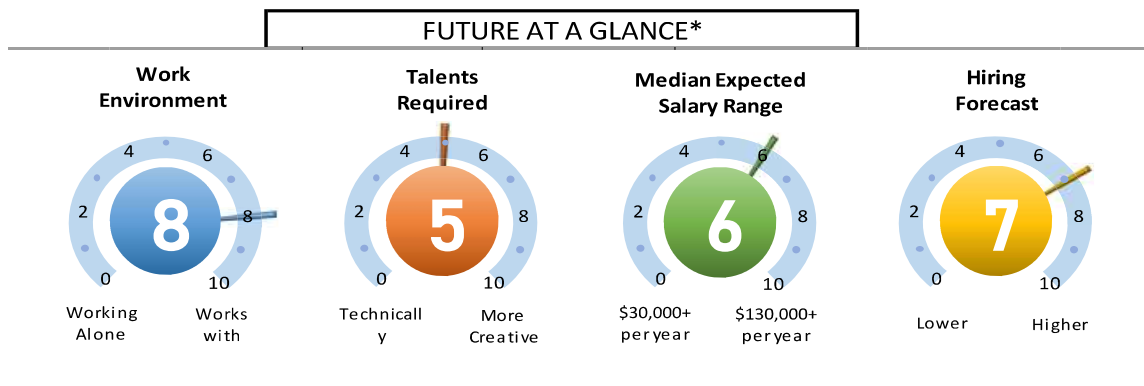
Take the first step into a career as a Project Manager with the Certified Associate in Project Management training program. This program follows the PMBOK, the Project Management Body of Knowledge. With this fundamental understanding, you'll be up to speed on the global standard for project management. If you're a planner and big thinker, this career will be engaging and rewarding for years to come. Upon successful completion of the program, you'll be able to initiate a project, manage project scope, estimate delivery time, analyze cost, measure quality and more. This training will result in an industry recognized certificate.

**What will you do with it?** As a Certified Associate Project Management, you'll serve as an entry-level Project Manager. Certified Associates will be able to work as a liaison between the business and technical teams to help everyone understand what needs to be done to complete the project on time and on budget. In the big picture, you'll help to turn an idea into an actual product. This basic training serves as a prerequisite for a future leadership career in Project Management and it opens a wide range of opportunities.

### Personal Skills Needed

- Critical Thinking
- Coordination
- Time Management
- Reading Comprehension
- Deductive Reasoning
- Communication
- Active Listening
- Writing

Does this job fit you?



\* According to the U.S. Department of Labor. A proud partner of the [americanjobcenter](#) network.

Your New Understanding and Skills Include:

- Understanding of the tenets of Project Management
- Working knowledge of Project Timing
- Principles of Risk Management

Other Career Paths Available But Not Limited To:

- Associate Project Manager
- Project Coordinator
- Business Analyst
- IT Project Manager
- IS Project Manager



Program Includes:

- 40 hours of live CAPM Certification Training (with free re-take option)
- Preparatory Materials for the Certification Exams (1)
- Practice Exams for the Certification Exams (1)
- Certification Exams: *CAPM*
- 100+ hours of Bonus Material, covering areas such as:

Agile Methodology	Leading Teams	Kanban Fundamentals
Leadership Skills	PRINCE2®	Troubleshooting
Emotional Intelligence	Interpersonal Communication	Scrum

Successful Completion of this Program Includes:

- Learning the skills needed to become a Certified Associate Project Manager
- Earning the PMI CAPM Certification Designation
- Learning a multitude of interpersonal, professional, and project management skills to help you become successful in your new career!
- (Program includes access for 1 year to over 1,900 published works in Business and Project Management to assist you even after you are employed in your new career.)

Program Format: Online, in person and self-study

Time: 4 Weeks

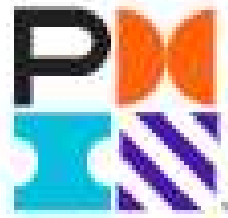
Cost: \$4,070



Classes and materials provided by New Horizons of Wisconsin, the state's largest technology and business skills training organization. All classes are certified and/or authorized by the developer.

This program is approved by the Wisconsin Department of Workforce Development and is listed on the Eligible Training Provider List (ETPL) Portal.

# You, certified.



# Project Management Institute

In an increasingly projectized world, PMI professional certification ensures that you're ready to meet the demands of projects and employers across the globe.

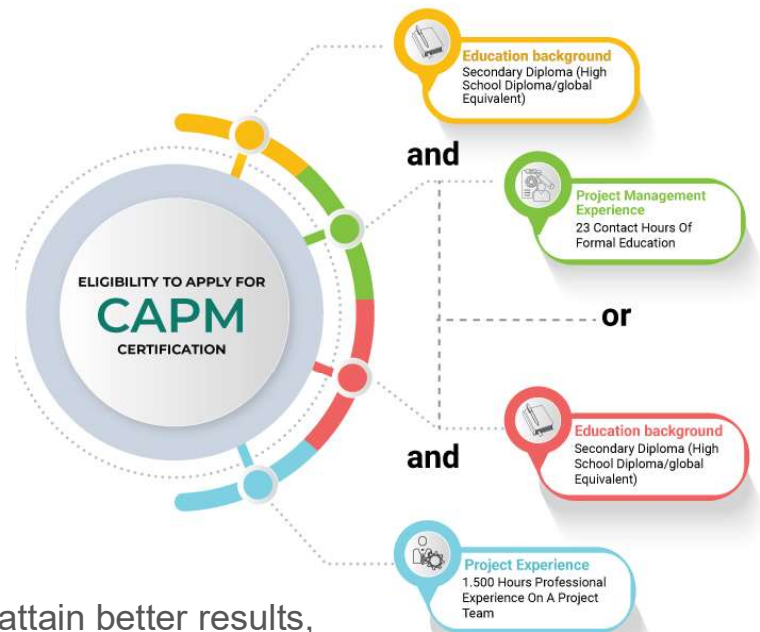
Developed by practitioners for practitioners, our certifications are based on rigorous standards and ongoing research to meet the real-world needs of organizations. With a PMI certification behind your name, you can work in virtually any industry, anywhere in the world, and with any project management methodology.

Requirements as outlined by PMI® to apply for CAPM® exam

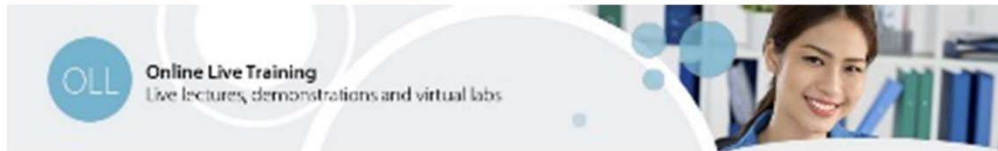
Regardless of your career stage, the Certified Associate in Project Management (CAPM)® is an asset that will distinguish you in the job market and enhance your credibility and effectiveness working on — or with — project teams.

Organizations with standardized practices attain better results, as shown in our 2015 *Pulse of the Profession*® report. Because the CAPM® recognizes your knowledge of the profession's preeminent global standard, you'll stand out to employers and be poised to move ahead.

Project management is a rapidly growing profession. Through 2020, 1.57 million new jobs will be created each year and qualified practitioners are in demand. With the CAPM, you'll be on the fast track to opportunity







This is the outline for your 5 day LIVE class with an expert to prepare you for a career in Information Technology. You will need to be serious about your career and prepared to learn. We will train you on everything below!

## **1 - PROJECT MANAGEMENT INTRODUCTION**

- CAPM® Exam Details
- Project Management Introduction Overview
- Defining Projects
- The Importance of Project Management
- Project, Program, Portfolio and Operations Management
- Key Components
- Project Management Process Groups
- Project Management Knowledge Areas
- Project Data, Information, and Reports
- Tailoring
- Project Management Business Documents
- Success Measurements
- CAPM® Test-Worthy Topics
- Practice Questions

## **2 - THE ENVIRONMENT IN WHICH PROJECTS OPERATE**

- The Environment in Which Projects Operate Overview
- Enterprise Environmental Factors
- Organizational Process Assets
- Organizational Systems
- Governance Frameworks
- Management Elements
- Organizational Structure Types

- Project Management Office
- CAPM® Test-Worthy Topics
- Practice Questions

## **3 - THE ROLE OF THE PROJECT MANAGER**

- The Role of the Project Manager Overview
- The Project Manager's Sphere of Influence
- Project Management Competencies
- Comparison of Leadership and Management
- Leadership Styles
- Performing Integration
- CAPM® Test-Worthy Topics
- Practice Questions

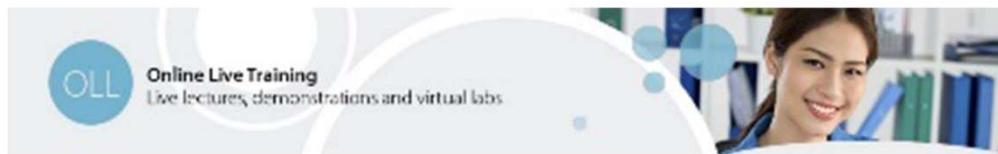
## **4 - INITIATING PROCESSES**

- Initiating Process Group Overview
- Develop Project Charter
- Identify Stakeholders
- CAPM® Test-Worthy Topics
- Practice Questions

## **5 - PLANNING PROCESSES**

- Planning Process Group Overview
- Section A: Management Plans
- Develop Project Management Plan

- Subsidiary Management Plans
- Plan Scope Management
- Plan Schedule Management
- Plan Cost Management
- Plan Quality Management
- Plan Resource Management
- Plan Communications Management
- Plan Risk Management
- Plan Procurement Management
- Plan Stakeholder Engagement
- Change Management Plan and Configuration Management Plan
- CAPM® Test-Worthy Topics
- Practice Questions
- Section B: Scope, Schedule, and Cost Processes
- Collect Requirements
- Define Scope
- Create WBS
- Define Activities
- Sequence Activities
- Estimate Activity Resources
- Estimate Activity Durations
- Develop Schedule
- Overview: Cost Planning Processes
- Estimate Costs
- Determine Budget
- CAPM® Test-Worthy Topics
- Practice Questions
- Section C: Risk Processes



This is the outline for your 5 day LIVE class with an expert to prepare you for a career in Information Technology. You will need to be serious about your career and prepared to learn. We will train you on everything below!

- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- CAPM® Test-Worthy Topics
- Practice Questions

#### **7 - MONITORING AND CONTROLLING PROCESSES**

- Monitoring and Controlling Process Group Overview
- Monitor and Control Project Work
- Perform Integrated Change Control
- Validate Scope

#### **6 - EXECUTING PROCESSES**

- Executing Processes Overview
- Direct and Manage Project Work
- Manage Project Knowledge
- Manage Quality
- Acquire Resources
- Control Change
- Control Schedule
- Control Costs
- Control Quality
- Control Resources
- Monitor Communications
- Monitor Risks
- Control Procurements
- Monitor Stakeholder Engagement
- CAPM® Test-Worthy Topics

- Develop Team
- Manage Team
- Manage Communications
- Implement Risk Responses
- Conduct Procurements
- Manage Stakeholder Engagement
- CAPM® Test-Worthy Topics
- Practice Questions
- Practice Questions

#### **8 - CLOSING PROCESSES**

- Closing Process Group Overview
- Close Project or Phase
- CAPM® Test-Worthy Topics
- Practice Questions

Online  
Learning



Learning  
Anytime

This portion of your job skills program focuses on helping your personal improvement, which will help you succeed in the future. Below you will find the detailed listing of dozens of hours of professionally created and delivered content that will provide you with the additional skills that you will need to succeed at your new career! This is your On-Line Anytime (OLA) library, and you will have access to these titles, and thousands more, for a full year!

Courses	<b>Advanced Customizing with Project 2010</b>	60
Courses	<b>Advanced Reporting and Management Tools in Project 2010</b>	60
Courses	<b>Advanced Resource Management with Project 2010</b>	60
Courses	<b>Advanced Scheduling Management with Project 2010</b>	60
Courses	<b>Advanced Scrum: Addressing Sprint Execution Challenges</b>	90
Courses	<b>Advanced Scrum: Developing the Product and Sprint Backlogs</b>	86
Courses	<b>Advanced Scrum: Integrating and Customizing Scrum</b>	92
Courses	<b>Advanced Tools for Managing Multiple Projects with Project 2010</b>	60
Courses	<b>Agile Planning</b>	77
Courses	<b>Agile Principles and Methodologies</b>	54
Courses	<b>Agile Principles, Methodologies, and Mindset</b>	154
Courses	<b>Agile Project Planning</b>	58
Courses	<b>Agile Project Scheduling and Monitoring</b>	55
Courses	<b>Agile Software Testing: Methodologies and Testing Approaches</b>	80
Courses	<b>Agile Software Testing: Techniques and Tools</b>	65
Courses	<b>Agile Stakeholder Engagement and Team Development</b>	53
Courses	<b>Aligning Unit Goals and Imperatives</b>	22
Courses	<b>Become a Great Listener</b>	24
Courses	<b>Being a Receptive Communication Partner</b>	25
Courses	<b>Being an Effective Team Member</b>	30
Courses	<b>Being an Effective Team Member</b>	60
Courses	<b>Building a Leadership Development Plan</b>	30
Courses	<b>Building a Schedule with Project 2010</b>	60
Courses	<b>Building Innovation Cultures and Leaders</b>	30
Courses	<b>Building the Foundation for an Effective Team</b>	29
Courses	<b>Choosing the Right Interpersonal Communication Method to Make Your Point</b>	30
Courses	<b>Communicate and Finalize Project Information Using Project 2013 (Update Avail.)</b>	60
Courses	<b>Communicating Project Information with Project 2010</b>	60
Courses	<b>Communicating Vision to Your Employees</b>	24
Courses	<b>Communication Challenges: Navigating Choppy Waters</b>	25
Courses	<b>Communication Methods that Make Sense – and Make Your Point</b>	34
Courses	<b>Core PMI® Values and Ethical Standards</b>	120
Courses	<b>Create Work Breakdown Structure (PMBOK® Guide Fifth Edition)</b>	64
Courses	<b>Creating Resources in Project 2010</b>	60
Courses	<b>Define and Sequence Activities (PMBOK® Guide Fifth Edition)</b>	76
Courses	<b>Defining Project Properties in Project 2010</b>	60
Courses	<b>Developing a Successful Team</b>	30
Courses	<b>Do We Have a Failure to Communicate?</b>	26
Courses	<b>Effective Team Communication</b>	31
Courses	<b>Effective Team Communication</b>	60
Courses	<b>Elements of a Cohesive Team</b>	60
Courses	<b>Encouraging Team Communication and Collaboration</b>	30
Courses	<b>Ensuring Delivery of Value and Quality in Agile Projects</b>	120
Courses	<b>Establishing Team Goals and Responsibilities</b>	60
Courses	<b>Establishing Team Goals and Responsibilities, and Using Feedback Effectively</b>	30
Courses	<b>Ethical Standards and PMI® Core Values</b>	58
Courses	<b>Ethics and Project Management</b>	55
Courses	<b>Finding Your Bearings as a Project Manager</b>	29
Courses	<b>Getting the Big Picture by Defining the Project's Scope and Team</b>	30
Courses	<b>Handling Team Conflict</b>	30
Courses	<b>Initializing a Project with Project 2010</b>	60
Courses	<b>Interpersonal Communication that Builds Trust</b>	28
Courses	<b>Interpersonal Communication: Being Approachable</b>	60
Courses	<b>Interpersonal Communication: Communicating Assertively</b>	60
Courses	<b>Interpersonal Communication: Communicating with Confidence</b>	60
Courses	<b>Interpersonal Communication: Listening Essentials</b>	60

Courses	<b>Interpersonal Communication: Targeting Your Message</b>	60
Courses	<b>Introduction to Project 2010</b>	60
Courses	<b>Introduction to Project Management (PMBOK® Guide Fifth Edition)</b>	61
Courses	<b>Introduction to Project Management using Project 2010</b>	60
Courses	<b>IT Project Management Essentials: Executing IT Projects</b>	60
Courses	<b>IT Project Management Essentials: Introduction to IT Project Management</b>	60
Courses	<b>Kanban Fundamentals: Using Kanban in IT and Software Development</b>	220
Courses	<b>Key Elements of Business Execution</b>	30
Courses	<b>Leadership Essentials: Building Your Influence as a Leader</b>	60
Courses	<b>Leadership Essentials: Communicating Vision</b>	60
Courses	<b>Leadership Essentials: Leading with Emotional Intelligence</b>	60
Courses	<b>Leading a Cross-functional Team</b>	32
Courses	<b>Leading Teams: Building Trust and Commitment</b>	60
Courses	<b>Leading Teams: Dealing with Conflict</b>	60
Courses	<b>Leading Teams: Developing the Team and its Culture</b>	60
Courses	<b>Leading Teams: Establishing Goals, Roles, and Guidelines</b>	60
Courses	<b>Leading Teams: Fostering Effective Communication and Collaboration</b>	60
Courses	<b>Leading Teams: Launching a Successful Team</b>	60
Courses	<b>Leading Teams: Managing Virtual Teams</b>	60
Courses	<b>Leading Teams: Motivating and Optimizing Performance</b>	60
Courses	<b>Leading through Positive Influence</b>	29
Courses	<b>Leading Your Team through Change</b>	30
Courses	<b>Leveraging Emotional Intelligence</b>	28
Courses	<b>Listening Essentials: Improving Your Listening Skills</b>	60
Courses	<b>Making an Impact with Non-verbal Communication</b>	23
Courses	<b>Management Essentials: Confronting Difficult Employee Behavior</b>	60
Courses	<b>Management Essentials: Directing Others</b>	60
Courses	<b>Management Essentials: Managing a Diverse Team</b>	60
Courses	<b>Managing a Project to Minimize Risk and Maximize Quality</b>	29
Courses	<b>Managing Resource Assignments with Project 2010</b>	60
Courses	<b>Mastering the Details of a Project's Schedule and Budget</b>	29
Courses	<b>Monitoring Schedule Performance with Project 2010</b>	60
Courses	<b>Motivating Your Employees</b>	24
Courses	<b>Navigating through Changes and Conflicts in Projects</b>	28
Courses	<b>Overview of the Scrum Development Process</b>	120
Courses	<b>Perform Quality Assurance and Quality Control (PMBOK® Guide Fifth Edition)</b>	65
Courses	<b>Planning Project Quality (PMBOK® Guide Fifth Edition)</b>	67
Courses	<b>PRINCE2® Project Control, Management, and Closure (2009-aligned)</b>	37
Courses	<b>PRINCE2® Project Management Overview (2009-aligned)</b>	47
Courses	<b>PRINCE2® Project Planning and Risk Management (2009-aligned)</b>	49
Courses	<b>PRINCE2® Project Quality Planning and Control (2009-aligned)</b>	43
Courses	<b>PRINCE2® Project Start Up, Initiation, and Direction (2009-aligned)</b>	39
Courses	<b>Project Management Fundamentals</b>	150
Courses	<b>Resource Management in Project 2013 (Update Avail.)</b>	60
Courses	<b>Setting up a Project in Project 2013 (Update Avail.)</b>	60
Courses	<b>Software Practices (SCRUM): SCRUM Meetings</b>	150
Courses	<b>Software Practices (SCRUM): SCRUM Roles</b>	150
Courses	<b>Strategies for Building a Cohesive Team</b>	29
Courses	<b>Tailoring PRINCE2® for your Project Environment (2009-aligned)</b>	46
Courses	<b>Taking Final Steps to Bring a Project to its Close</b>	27
Courses	<b>Task-based Scheduling in Project 2013 (Update Avail.)</b>	60
Courses	<b>The Art and Science of Communication</b>	21
Courses	<b>The Role of Ethics in Project Management</b>	90
Courses	<b>Tools for Tracking Project Performance in Project 2013 (Update Avail.)</b>	60
Courses	<b>Transitioning into a Project Management Role</b>	180
Courses	<b>Troubleshooting and Closing the Project</b>	120
Courses	<b>Trust Building through Effective Communication</b>	25
Courses	<b>Using Feedback to Improve Team Performance</b>	60