Welcome
CAPM
Certified Associate in Project Management
Tips from the Trenches

Peter Spain
Ph.D.

Teledyne
RD instruments

San Diego
CA
Project, Projects  
... Everywhere

“Common Sense  
... is Uncommon”

By Design or  
... by Default
Why Get Certified

- Learning piano
- Get organized
- Uncertain PM has shaky outcomes
- Wise person learns from experience of others
WIIFM: Carnegie

CAPM VS. PMP

<table>
<thead>
<tr>
<th>KNOWLEDGE</th>
<th>DESIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKILL</td>
<td>EXPERIENCE</td>
</tr>
</tbody>
</table>
WIIFM: Covey

TRAINING VS. PERFORMANCE

INTELLECTUAL

EMOTIONAL

PHYSICAL

SPIRITUAL
WIIFM: Ackoff
Value added ... increases from **DATA** to **WISDOM**

Seeking clarification is the pathway to expertise

<table>
<thead>
<tr>
<th>WISDOM</th>
<th>Ally</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNDERSTANDING</td>
<td>Partner</td>
</tr>
<tr>
<td>KNOWLEDGE</td>
<td>Consultant</td>
</tr>
<tr>
<td>INFORMATION</td>
<td>Resource</td>
</tr>
<tr>
<td>DATA</td>
<td>Contact</td>
</tr>
</tbody>
</table>
What is Being Managed?

**CONTRAST IS THE ESSENCE OF CLEAR VISION**

- **Animate**
  - Project Team
  - Stakeholders

- **Inanimate**
  - Deliverables
  - Processes
To manage a system effectively, you must focus on the interactions of the parts rather than their behavior taken separately.

-Russell Ackoff
Iron Triangle

Effectiveness vs. Efficiency

Quality Control vs. Assurance

http://www.almc.army.mil/blog/issues/NovDec08/projmanag_principles.html
WBS Example - Banquet

1.0 Banquet

1.1 Planning & Supervision
   - Planning
   - Budget
   - Disbursements/Reconciliation
   - Coordination

1.2 Dinner
   - Menu
   - Shopping List
   - Shopping
   - Cooking
   - Serving

1.3 Room & Equipment
   - Site/Room
   - Tables/Chairs
   - Setting/Utensils
   - Decorations
   - Equipment, Pots, Etc.

1.4 Guests
   - Guest List
   - RSVPs
   - Name Tags
   - Special Needs
   - Hosts

1.5 Staff
   - Shoppers
   - Cooks
   - Servers
   - Cleanup

1.6 Speakers
   - Invite
   - Transport
   - Coordinate Topics
   - Backup for No-shows
   - Thank yous
CAPM: What is it?

- Entry-level certification for project practitioners
- Designed for < 4500 hrs of experience leading and directing projects
- Understanding of fundamental knowledge, terminology & processes of effective project management

CAPM: Eligibility

- A secondary degree (high school diploma or global equivalent)

AND EITHER

- 23 hours of project management education by the time you sit for the exam

OR

- At least 1,500 hours of project experience
CAPM: Applicants

Why apply?
- less experienced project practitioner
- improve your ability to manage larger projects
- earn additional responsibility
- stand out to potential employers

Typical Candidates
- Students
- New to project management
- Changing careers
- SME (subject matter expert) aiding project teams
CAPM: Exam, Maintain

- A Guide to Project Management Body of Knowledge (PMBOK® Guide)
  - US standard of best practices
- 5-year certification
  - Do not need to earn PDUs
  - Re-exam to maintain
- Exam Prep
  - Courses, self-study, study groups
  - Many hours: "1000 concepts"
  - Take the exam: 3 - 4 hours @ Test site