

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM) ®- COHORT 2



Authorized Training Partner Instructor – PMP
Issued by [Project Management Institute](#)



WHEN?

1st August -30th August,2025

PRICE

\$ 200

WHERE?

Online

LEARNING TRACK

Technical Track

Holistic Sustainability Solutions (HSS Consult) is a training and consulting firm that formalized its legal registration in South Sudan by early, 2021 despite having started its practice and mission walk by 2017 in East Africa. This service initiative is a breakthrough for the larger East African region, and it will help to meet the huge demand for cross cutting leadership and Management Practitioners who are not formally trained and certified as required in the current and future global Project Management space

HSS is a Premier Authorized Training Partner and is proud to be an accredited trainer by the Project Management Institute (PMI) USA, which is the largest Project Management certification body globally and a global leader in project management certification and standards. With a worldwide network of over 700,000 PMP® credential holders, the PMP® certification is the Gold Standard Certification in project management and is a highly sought-after certification. It confirms a candidate's competence to perform the role of a project manager, leading and directing projects and teams. This prestigious accreditation underscores HSS's commitment to excellence in delivering world-class training and equipping professionals with industry- recognized skills in project management. As a PMI-accredited trainer, HSS offers comprehensive programs aligned with PMI's globally accepted methodologies, including Project Management Professional (PMP)® Certified Associate in Project Management (CAPM)®, enabling participants to drive successful projects and deliver measurable results. Through this accreditation, HSS empowers individuals and organizations to achieve operational efficiency, foster innovation, and contribute to sustainable development in the health sector and beyond.



Program Details

- **Course Title:** Certified Associate in Project Management (CAPM)[®] Certification
- **Duration:** 4 weeks
- **Next Start Date:** August 1, 2025
- **Mode of Study:** Weekdays: 12.00 Noon – 2.00 PM
- **Location:** Online

CAPM Eligibility Requirements

To be eligible for the CAPM certification, you must meet certain educational and professional experience requirements.

- A bachelor's degree or higher is required.
- Completion of 23 hours of project management training from an authorized training partner (ATP).

CAPM Registration LINK

Registration is through this link:

https://docs.google.com/forms/d/e/1FAIpQLSdgbnJDvoUIQi30Ou_3TidjhduCwhOarUbNQBAG2FLvJb97kQ/viewform?usp=sharing&oui_d=114153402950206794573

CAPM COST/PAYMENT

Below is a breakdown of the program costs.

1. Exams fees are paid at the point of taking the exam
2. PMI Membership is on a rolling basis and can be paid at any time.
3. The cost for the 23hrs of training by an ATP is paid to HSS before the class commences.

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)[®]

ITEM	PMI OFFERING	HSS OFFERING
23 hours Training		\$ 200
Membership	\$109	
Exam only	\$158	
Exam and Membership	\$250	
Exam only (Non-Members)	\$210	

FOR HSS DELIVERY SERVICES
ALL PAYMENTS ARE PAYABLE TO:
HOLISTIC SUSTAINABILITY SOLUTIONS LTD
ECO BANK SOUTH SUDAN
A/C no. 6940037666-USD

Course Outline

The CAPM examination is comprised of 150 multiple-choice questions, drag-and-drop-style questions, and animations/comic strips. You may also see hot spot questions. Of the 150 questions, 15 are considered pretest questions. Pretest questions do not affect the score and are used in examinations as an effective and legitimate way to test the validity of future examination questions. All questions are placed randomly throughout the examination.

No. of Scored Questions	No. of Pretest (Unscored) Questions	Total Examination Questions
135	15	150

The allotted time to complete the center-based examination is 3 hours.

Allotted Examination Time
3 hours

It may take some certification candidates less than the allotted 3 hours to complete the examination.

For the **CAPM exam**, there is now a 10-minute break in the exam. The break will appear after completion of questions 1–75 and after you have reviewed all your answers. Please note, once you review your responses and start your break, you will not be able to return to the questions from the previous exam section.

The examination is preceded by a tutorial and followed by a survey, both of which are optional, and take 5 to 15 minutes to complete. The time used to complete the tutorial and survey is not included in the examination time of 3 hours.

Retaking Exam

If you do not pass the exam on your first attempt, we encourage you to continue studying and then retake the exam. You may take the examination up to three times within the 1-year eligibility period. After three attempts, you must wait 1 year from the date of your last examination before you can reapply for the certification. This policy is designed to uphold exam security and reduce the overexposure of examination questions to individual candidates. However, during this 1-year waiting period, you are welcome to apply for any

other PMI certification.

If your 1-year eligibility period expires without passing the examination, you must reapply for the certification.

The following table identifies the proportion of questions from each domain that will appear on the examination.

Domain	Percentage of Items on Test
I. Project Management Fundamentals and Core Concepts	36%
II. Predictive, Plan-Based Methodologies	17%
III. Agile Frameworks/Methodologies	20%
IV. Business Analysis Frameworks	27%
Total	100%

Important note: The research conducted through the Job Task Analysis (JTA) validated that today's project team members work in a variety of project environments and utilize different project approaches. Accordingly, the CAPM certification will be reflective of this and will incorporate approaches across the value-delivery spectrum. The examination will test the skills that entry- and associate-level individuals need in order to understand project management fundamentals as well as predictive, adaptive, and business analysis principles. These approaches will be found throughout the four domain areas listed above and are not isolated to any particular domain or task. The exact number of items for each question type and approach may vary by form. The scoring model is periodically reviewed by scoring experts to ensure valid assessment of knowledge and skill

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Support Facilitator

Dr. Alfred Aguli-Support Facilitator

COURSE OURLINE

Domain 1: Project Management Fundamentals and Core Concepts - 36%

Task 1	Demonstrate an understanding of the various project life cycles and processes. <ul style="list-style-type: none"> • Distinguish between a project, program, and a portfolio. • Distinguish between a project and operations. • Distinguish between predictive and adaptive approaches. • Distinguish between issues, risks, assumptions, and constraints. • Review/critique project scope. • Apply the project management code of ethics to scenarios (refer to <i>PMI Code of Ethics and Professional Conduct</i>). • Explain how a project can be a vehicle for change.
Task 2	Demonstrate an understanding of project management planning. <ul style="list-style-type: none"> • Describe the purpose and importance of cost, quality, risk, schedule, etc. • Distinguish between the different deliverables of a project management plan versus product management plan. • Distinguish differences between a milestone and a task duration. • Determine the number and type of resources in a project. • Use a risk register in a given situation. • Use a stakeholder register in a given situation. • Explain project closure and transitions.
Task 3	Demonstrate an understanding of project roles and responsibilities. <ul style="list-style-type: none"> • Compare and contrast the roles and responsibilities of project managers and project sponsors. • Compare and contrast the roles and responsibilities of the project team and the project sponsor. • Explain the importance of the role the project manager plays (e.g., initiator, negotiator, listener, coach, working member, and facilitator). • Explain the differences between leadership and management. • Explain emotional intelligence (EQ) and its impact on project management.
Task 4	Determine how to follow and execute planned strategies or frameworks (e.g., communication, risks, etc.). <ul style="list-style-type: none"> • Give examples of how it is appropriate to respond to a planned strategy or framework (e.g., communication, risk, etc.). • Explain project initiation and benefit planning.

Task 5	Demonstrate an understanding of common problem-solving tools and techniques. <ul style="list-style-type: none"> Evaluate the effectiveness of a meeting. Explain the purpose of focus groups, standup meetings, brainstorming, etc.
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Domain 2: Predictive Plan based Methodologies - 17%

Task 1	Explain when it is appropriate to use a predictive, plan-based approach. <ul style="list-style-type: none"> Identify the suitability of a predictive, plan-based approach for the organizational structure (e.g., virtual, colocation, matrix structure, hierarchical, etc.). Determine the activities within each process. Give examples of typical activities within each process. Distinguish the differences between various project components.
Task 2	Demonstrate an understanding of a project management plan schedule. <ul style="list-style-type: none"> Apply critical path methods. Calculate schedule variance. Explain work breakdown structures (WBS). Explain work packages. Apply a quality management plan. Apply an integration management plan.
Task 3	Determine how to document project controls of predictive, plan-based projects. <ul style="list-style-type: none"> Identify artifacts that are used in predictive, plan-based projects. Calculate cost and schedule variances.

Domain 3: Agile Framework/Methodologies- 20%

Task 1	Explain when it is appropriate to use an adaptive approach. <ul style="list-style-type: none"> Compare the pros and cons of adaptive and predictive, plan-based projects. Identify the suitability of adaptive approaches for the organizational structure (e.g., virtual, colocation, matrix structure, hierarchical, etc.). Identify organizational process assets and enterprise environmental factors that facilitate the use of adaptive approaches.
Task 2	Determine how to plan project iterations. <ul style="list-style-type: none"> Distinguish the logical units of iterations. Interpret the pros and cons of the iteration. Translate this WBS to an adaptive iteration. Determine inputs for scope. Explain the importance of adaptive project tracking versus predictive, plan-based tracking.
Task 3	Determine how to document project controls for an adaptive project. <ul style="list-style-type: none"> Identify artifacts that are used in adaptive projects.

Task 4	Explain the components of an adaptive plan. <ul style="list-style-type: none"> Distinguish between the components of different adaptive methodologies (e.g., Scrum, Extreme Programming (XP), Scaled Adaptive Framework (SAFe®), Kanban, etc.).
Task 5	Determine how to prepare and execute task management steps. <ul style="list-style-type: none"> Interpret success criteria of an adaptive project management task. Prioritize tasks in adaptive project management.

Domain 4: Business Analysis Frameworks- 27%

Task 1	Demonstrate an understanding of business analysis (BA) roles and responsibilities. <ul style="list-style-type: none"> Distinguish between stakeholder roles (e.g., process owner, process manager, product manager, product owner, etc.). Outline the need for roles and responsibilities (Why do you need to identify stakeholders in the first place?). Differentiate between internal and external roles.
Task 2	Determine how to conduct stakeholder communication. <ul style="list-style-type: none"> Recommend the most appropriate communication channel/tool (e.g., reporting, presentation, etc.). Demonstrate why communication is important for a business analyst between various teams (features, requirements, etc.).
Task 3	Determine how to gather requirements. <ul style="list-style-type: none"> Match tools to scenarios (e.g., user stories, use cases, etc.). Identify the requirements gathering approach for a situation (e.g., conduct stakeholder interviews, surveys, workshops, lessons learned, etc.). Explain a requirements traceability matrix/product backlog.
Task 4	Demonstrate an understanding of product roadmaps. <ul style="list-style-type: none"> Explain the application of a product roadmap. Determine which components go to which releases.
Task 5	Determine how project methodologies influence business analysis processes. <ul style="list-style-type: none"> Determine the role of a business analyst in adaptive and/or predictive, plan-based approaches.
Task 6	Validate requirements through product delivery. <ul style="list-style-type: none"> Define acceptance criteria (the action of defining changes based on the situation). Determine if a project/product is ready for delivery based on a requirements traceability matrix/product backlog.