



28- Day study plan for CAPM- A comprehensive guide

To be an accredited **Certified Associate in Project Management (CAPM)®** is a career milestone for several new project managers across the globe. Considering the complexity involved, most of the CAPM aspirants are under the impression that clearing the **CAPM®** requires months (sometimes even years) of preparation. But then, it is all a myth. Yes, smart work can outdo hard work, and CAPM is no exception.

Are you one of those worried about running short of time preparing for your **CAPM exam**? You can still crack CAPM with 28 days of sincere effort. Here goes your 28-day CAPM study plan.

Resources

1. PMBOK® by Project Management Institute® - As reference Only (Free for PMI Members)
2. PMTS Course workbook Version 2
3. Free On-demand video course by PMTS
4. Free Exam Simulator by PMTS (800 + Questions)

28- days Study Plan to Secure CAPM in 2021		
Begin on	Finish on	What to do?
Day 1	Day 4	Project management basics, project management Framework, Business Environment, project management processes and Knowledge Areas(preferably flow charts) <ul style="list-style-type: none"> ✓ Watch four recorded videos (PMP CAPM Video Exam prep Week 1 Session 1-4)- ✓ Refer to the first 3 chapters of PM Training School Workbook ✓ Take note of the key points as you read.



		<ul style="list-style-type: none"> ✓ Go through the notes you have penned down. ✓ Clear any missing concepts using PMBOK ® v6
Day 5	Day 6	<p>Project Integration Management</p> <ul style="list-style-type: none"> ✓ Watch two recorded videos (PMP CAPM Video Exam prep Week 2 Session 1 & PMP CAPM Video Integration Management)- ✓ Read chapter 4 (Integration Management) of PM Training School Workbook ✓ Take note of the key points as you read. ✓ Go through the notes you have penned down. ✓ Clear any missing concepts using PMBOK ® v6
Day 7	Day 8	<p>Project Scope Management</p> <ul style="list-style-type: none"> ✓ Watch one recorded video (PMP CAPM Video Exam Prep - Scope Management)- ✓ Read chapter 5 (Scope management) of PM Training School Workbook ✓ Take note of the key points as you read. ✓ Go through the notes you have penned down. ✓ Clear any missing concepts using PMBOK ® v6
Day 9	Day 10	<p>Project Schedule Management</p> <ul style="list-style-type: none"> ✓ Watch one recorded video (PMP CAPM Video - Project Schedule Management)- ✓ Read chapter 6 (Schedule Management) of PM Training School Workbook ✓ Take note of the key points as you read. ✓ Go through the notes you have penned down.



		<ul style="list-style-type: none"> ✓ Clear any missing concepts using PMBOK ® v6
Day 11	Day 12	<p>Project Cost Management</p> <ul style="list-style-type: none"> ✓ Watch one recorded video (PMP CAPM Video - Project Cost Management)- ✓ Read chapter 7 (Cost Management) of PM Training School Workbook ✓ Take note of the key points as you read. ✓ Go through the notes you have penned down. ✓ Clear any missing concepts using PMBOK ® v6
Day 13	Day 14	<p>Project Quality Management</p> <ul style="list-style-type: none"> ✓ Watch one recorded video (PMP CAPM Video - Project Quality Management)- ✓ Read chapter 8 (Quality Management) of PM Training School Workbook ✓ Take note of the key points as you read. ✓ Go through the notes you have penned down. ✓ Complete Quiz 1 ✓ Review your answers to know where you went wrong. ✓ Clear any missing concepts using PMBOK ® v6
Day 15	Day 16	<p>Project Resources Management</p> <ul style="list-style-type: none"> ✓ Watch one recorded video (PMP CAPM Video - Project Resource Management)- ✓ Read chapter 9 (Resource Management) of PM Training School Workbook ✓ Take note of the key points as you read. ✓ Go through the notes you have penned down.



		<ul style="list-style-type: none"> ✓ Complete Quiz 2 ✓ Review your answers to know where you went wrong. ✓ Clear any missing concepts using PMBOK ® v6
Day 17	Day 18	<p>Project Communications and Stakeholder Management</p> <ul style="list-style-type: none"> ✓ Watch one recorded video (PMP CAPM Video Communications Management and Stakeholder Engagement)- ✓ Read chapter 10 and 13 (Communications and Stakeholder Management) of PM Training School Workbook ✓ Take note of the key points as you read. ✓ Go through the notes you have penned down. ✓ Complete Quiz 3 ✓ Review your answers to know where you went wrong. ✓ Clear any missing concepts using PMBOK ® v6
Day 19	Day 20	<p>Project Risk Management</p> <ul style="list-style-type: none"> ✓ Watch one recorded video (PMP CAPM Video - Project Risk Management)- ✓ Read chapter 11 (Risk Management) of PM Training School Workbook ✓ Take note of the key points as you read. ✓ Go through the notes you have penned down. ✓ Complete Quiz 4 to 5 ✓ Review your answers to know where you went wrong. ✓ Clear any missing concepts using PMBOK ® v6
Day 21	Day 22	<p>Project Procurement Management</p> <ul style="list-style-type: none"> ✓ Watch one recorded video (PMP CAPM Video - Project Procurement Management)-



		<ul style="list-style-type: none"> ✓ Read chapter 12 (Procurement Management) of PM Training School Workbook ✓ Take note of the key points as you read. ✓ Go through the notes you have penned down. ✓ Complete Quiz 6 to 7 ✓ Review your answers to know where you went wrong ✓ Clear any missing concepts using PMBOK ® v6
Day 23	Day 23	<ul style="list-style-type: none"> ✓ Complete Exam 1 ✓ Review your answers to know where you went wrong. ✓ Clear any missing concepts using Video lectures, PMTS workbook and PMBOK ® v6
Day 24	Day 24	<ul style="list-style-type: none"> ✓ Complete Exam 2 ✓ Review your answers to know where you went wrong. ✓ Clear any missing concepts using Video lectures, PMTS workbook and PMBOK ® v6 <p>Consider yourself ready if you are consistently getting 70% marks in tests and exam</p>
Day 25	Day 26	<ul style="list-style-type: none"> ✓ PMP Processes Go through the PMP processes and try writing them down ✓ Understand ITTOs(Inputs, Outputs and Tools and techniques)
Day 27	Day 27	<ul style="list-style-type: none"> ✓ Read through the topics where you are not comfortable using any of the above resources. ✓ Use flashcards to test your knowledge and understanding
Day 28	Day 28	<p>Last day preparation</p> <ul style="list-style-type: none"> ✓ Get to know the precise location of your CAPM exam centre. ✓ Take an overall glance at what you learnt. ✓ Have a sound sleep.