

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®) PROGRAMME

Building foundational project management capability aligned with international standards



PROGRAMME OVERVIEW

Edinburgh Connect delivers the Certified Associate in Project Management (CAPM®) programme, an internationally recognised entry-level qualification accredited by the Project Management Institute (PMI®).

The programme provides a strong foundation in globally recognised project management principles, terminology, and frameworks, supporting individuals at the early stages of their project management journey or those contributing to project delivery within organisations.

Aligned with PMI's examination framework, the programme introduces predictive, Agile, and hybrid delivery approaches alongside core concepts across the project lifecycle.

Completion of the programme fulfils PMI's 23-hour formal training requirement, enabling participants to apply for the CAPM® certification exam.

WHO THE PROGRAMME IS FOR

This programme is designed for individuals at the early stages of their project management journey, including:

- University students and recent graduates
- Early-career professionals supporting projects or initiatives
- Project coordinators, team members, and support staff
- Professionals seeking a globally recognised entry-level project management qualification
- Organisations developing foundational project management capability within their workforce
- No prior project management experience is required.

Key Outcomes

By the end of the programme, participants will be able to:

- Understand globally recognised project management concepts and terminology
- Apply foundational project management principles across the project lifecycle
- Recognise project roles, responsibilities, and governance structures
- Understand predictive, Agile, and hybrid delivery approaches
- Support effective communication and collaboration within project teams
- Prepare effectively for the CAPM® certification exam



PROGRAMME STRUCTURE

The programme combines conceptual learning with practical understanding of project management principles.

Day 1 – Foundations & Project Context

- Introduction to project management concepts and terminology
- Project environments and lifecycle
- Roles, responsibilities, and governance
- Stakeholder identification and engagement

Day 2 – Planning & Project Delivery

- Scope, schedule, and cost fundamentals
- Risk awareness and mitigation approaches
- Quality and change management principles
- Communication and team collaboration

Day 3 – Application & Exam Preparation

- Application of project management concepts
- Review of key topics aligned to CAPM® exam domains
- Exam structure and question types
- Practice questions and revision

Day 4 – Advanced Review & Consolidation

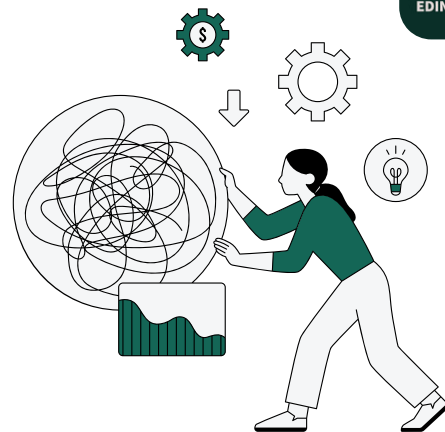
- Consolidation of key concepts
- Mock exam and review
- Targeted revision and final preparation

LEARNING APPROACH

The programme adopts a structured, instructor-led approach combining theory with practical application.

Learning is delivered through:

- Facilitated workshops and interactive sessions
- Real-world examples and case discussions
- Group discussion and peer learning
- Practical tools and frameworks
- Exam-focused preparation and practice



EXPECTED BENEFITS FOR ORGANISATIONS

The programme supports organisations in strengthening foundational project management capability through:

- Development of core project management knowledge across teams
- Improved understanding of project structures and governance
- Increased confidence among early-career professionals
- Stronger support for project teams and delivery functions
- Alignment with internationally recognised project management standards

PROGRAMME DELIVERY

Programmes can be delivered through flexible formats:

- In-Person Delivery (UK, KSA & Middle East)
- Online (Live, Instructor-Led)

Group sizes typically range from 6–15 participants.

Programme duration typically ranges from 3–4 days, fulfilling PMI's 23-hour training requirement.

CERTIFICATION & RECOGNITION

Participants receive a Certificate of Completion confirming 23 contact hours of CAPM® training, meeting PMI requirements.

To apply for the CAPM® certification exam, candidates must meet PMI eligibility criteria:

- Secondary degree (high school diploma or equivalent)
- 23 hours of project management education

The CAPM® exam is booked separately through PMI.