

Achieve CAPM[®] Exam Success Training Tips

Welcome CAPM candidate! Congratulations on taking your first step to becoming a credentialed project manager. Many times, getting started is the hardest part. Core Performance Concepts is here to help and we believe we can help you achieve your goal.

Core Performance Concepts has been providing CAPM[®] Exam training materials for over 10 years and know that if you follow our guidance you will achieve your goal.

Some of you are starting fresh with the *PMBOK[®] Guide—5th Edition*, while others of you are not. This document provides you with some study aides to make the most out of the book you purchased, *Achieve CAPM[®] Exam Success*.

As you progress, please don't hesitate to reach out to us and ask questions. We look forward to hearing from you.

Happy Studying

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Flash Card Instructions:

To aid in your studying for the CAPM[®] Exam, Core Performance Concepts, Inc. is providing you with two set of flash cards. They can be printed independently, or if preferred, they can be printed on the back and front of light card stock.

Use the *PMBOK[®] Guide* Process cards to help you understand the Inputs, Tools & Techniques of the 47 processes.

Use the Predecessor and Successor cards to understand the interdependencies between each of the 47 processes.

A great visual exercise is to lay out the cards to see where an output of one process is an input to another process or a successor of one process is a predecessor to another.

If you can understand these interactions and know WHY they are defined this way, you will be able to better answer many of the situational questions presented in the CAPM[®] Exam.

Transitioning from the *PMBOK® Guide—4th Edition* to the *PMBOK® Guide—5th Edition*:

We understand that many of you may have been studying for the last edition of the *PMBOK® Guide* but were unable to take the exam before the 5th edition changes took effect. If this is YOUR situation, be sure to read the **Preface** of *Achieve CAPM® Exam Success* (pages xiv–xvii) as it outlines the changes to each Knowledge Area.

In addition, read Annex A1 in the *PMBOK® Guide—5th Edition*. PMI has detailed out the changes that were made there as well.

Practice, Practice, Practice:

For over 10 years, Core Performance Concepts has been providing CAPM® Exam preparation materials to PMI Chapters, corporations, and other training organizations. We understand what works.

Take advantage of your 45-day unlimited access to the practice exams as part of your book purchase. Taking 200 question exams and 25 question knowledge area exams over and over will give you a sense of your ability to pass the exam.

Our experience has shown that you need to be scoring greater than 80% on the Knowledge Area exams and at least 75% on the full 200 question practice exams to pass the actual CAPM® Exam. If you are consistently achieving this, you are READY!

Study Tips:

Our last suggestion is to take the study tips outlined in Chapter 1 of our book to heart. Too often we find individuals say that they don't need to plan for studying... and ultimately they end up failing. You have to commit yourself to learning the material in a very methodical way and DO NOT RELY on your own project management experience. Remember, you are being tested on the PMI way, not your organization's policies and procedures!

Put together your own study plan like the one outlined on page 1-17 of the *Achieve CAPM[®] Exam Success* book and FOLLOW IT!