CAPM® SmartStart
Your free Guide to becoming
CAPM Certified,
FAST!

Project Management Institute

Registered Education Provider®

CHEETAH™ Exam Prep

June 2006

Hello and thank you for including us on your path to career success. Here is your free *Cheetah Exam Prep* CAPM®. *SmartStart™ Guide*. This guide will help you speed up your pursuit of the CAPM certification. It contains numerous valuable tactics for passing the CAPM exam, *FAST!*.

We designed the guide so you can easily read through it in 20 minutes and be on your way to becoming a CAPM. Get comfortable and take the next 20 minutes to read through it in its entirety, then save it as a handy reference.

Cheetah Exam Prep
SmartStart™ Guide for the CAPM

Valuable tips to speed you through the CAPM Certification Process

This guide explains the Certified Associate in Project Management (CAPM) credential, why it's becoming increasingly critical for less experienced project managers to hold this credential, and how to go about becoming certified as a CAPM. Much of the information provided in the following pages is available only by attending formal CAPM Exam Prep classes as a paid participant. Because the Cheetah Exam Prep course is designed to get you to pass the CAPM exam, not just prep for the exam, we provide the tools to prep for the exam free, in this guide. We update this throughout the year and it's quite valuable. To get maximum benefit from your Guide, read it through in its entirety at least once, then use it as a handy reference as needed.

What is the Certified Associate in Project Management (CAPM) Credential?

The Project Management Institute (PMI®) is the project management profession's flag bearer. They do extraordinary work to advance the science and application of modern project management. One of their many significant accomplishments and on-going programs is the formal certification of project managers - both their Certified Associates in Project Management (CAPM) and their Project Management Professional (PMP) program. These programs help to ensure the highest professional and ethical standards within the community of practicing project management professionals.

Cheetah Observation #1 *When people are exposed to new material in at least three different formats and contexts, it becomes rote and speeds instant recall. When studying for the CAPM exam, find a variety of formats that presents the information on the test and review your study material at least three times.*

Why is the CAPM an important credential?

To understand why the CAPM is such an important credential, you should know the history of Modern Project Management and why it is such a hot management topic.

Modern Project Management … *the science of getting things done*

Project management is described by many as *the science of getting things done*. Projects have been around for as long as our planet has existed. Some even consider mother nature the first project manager— organizing a large portfolio of projects leading to where we are today. That process is organic and at times chaotic, producing unpredictable deliverables and outcomes. Luckily, we mere humans never undertake projects of such magnitude. In today's fast-paced, business-oriented world, we've created modern project management standards, tools and techniques to *get things done* on our projects in a way that is quick and efficient.

Just as mother nature has evolved, the science of modern project management has been evolving since the days of World War II. The Manhattan Project is considered the birthplace of modern project management. To successfully complete this massive project (creating the world's first nuclear weapons) the brains behind the effort created new methods of planning, execution and control. The Manhattan project had enormous unknowns and overwhelming logistics. In fact, three secret cities were built to support the project. It was an enormous undertaking to plan, execute and control the process of building, populating, and

sustaining three secret cities with up to 20,000 residents each. Many of the concepts and tools we use today in project management were developed during the Manhattan Project.

Since those days in the early/mid 1940s, modern project management has been evolving. In 1969, PMI was established, to create industry standards, advance the science of project management and promote professional responsibility. In 1984 a small handful of project managers became the first PMPs. In 1987, PMI published the industry's first comprehensive set of accepted Project Management standards called *The Project Management Body of Knowledge* (*PMBOK® GUIDE*). The *PMBOK® GUIDE* was updated in 1996, again in 2000 and the new *PMBOK® GUIDE Third Edition* was released in November 2004. The present CAPM exam is based on the *PMBOK® GUIDE Third Edition.*

In September 1999, the *PMBOK® GUIDE* became a formal ANSI (American National Standards Institute) Standard, *ANSI/PMI 99-001-1999*. Now, with the *PMBOK® GUIDE* serving as an ANSI Standard, industries throughout the world have uniform tools and techniques to manage projects. We now have a worldwide common language with respect to project management.

The new ANSI Standard is quickly being embraced by industries, governments, institutions and academia throughout the world. But there is a lot of catching-up to do. PMI estimates there are 12 million professionals currently working in project management worldwide. We will be very busy for at least the next ten years with training and development activities, bringing the world into alignment with our new project management standards.

What does this all mean to you? It means that there is now a rapidly growing demand for project managers at all levels to lead the world's industries into a new Modern Project Management era. Check out a few of the larger web-based employment sites. Do a search for "CAPM " or "PMI" and you will find many employers seeking CAPM/PMI Certified project managers. Below is an example found on www.monster.com

---

Project management certification (e.g. CAPM, PMP) preferred. A minimum of five years' managing software implementations or infrastructure projects including computer hardware, software, network and communications in a matrix environment., one or more of these years supporting a project management tool. Experience with project management principles, especially in areas of project schedules, risks, metrics, cost-benefit analysis, business analysis, requirements definition and testing.

Today, PMIs membership is over 160,000 with around 1,000 certified CAPMs. It's time to get in on the ground floor and differentiate yourself as you start your career in project management.

Consider that PMI is now an international organization with over 160,000 members. That membership level represents only one-half of one-percent of all those 12 million professionals working in the field. Even with 200,000 certified project managers (PMPs), which represents a very tiny fraction of the profession, the CAPM designation is becoming a

more recognized certification for those just entering the project management profession.

PM Observation #1 *Studies indicate that only 25% of all projects worldwide succeed in achieving budget, schedule and quality objectives. However, these same studies indicate a 75% success rate for projects that employ Modern Project Management concepts, tools and techniques. These facts, coupled with the new ANSI Standard, are the driving forces behind today's enormous interest in Modern Project Management.*

Many popular management initiatives have gone the way of fads in recent years. Total Quality Management, Just In Time Management, Continuous Quality Improvement, Critical Chain Theory—all of these tools are valuable, but address only very specific areas. After a short while, their importance in the big picture fades. Modern project management is the hot topic today. Because the techniques of modern project management work whether you're completing projects in a small start-up operation or in a large multi-national conglomerate, it has staying power. Modern project management is all-encompassing and incorporates all of the past management specialties and much more. Most management experts agree that modern project management is here to stay for many, many years into the future.

PM Observation #2 *In Harold Kerzner's recent must read book, "In Search of Excellence in Project Management," he studies 200 of the world's top corporations. His findings indicate that only 29 of the 200 companies achieve his highest rating as "excellent or on the right track." We have a long way to go before a high Project Management maturity level is achieved throughout industry as a whole.*

How Do I become CAPM certified?

The CAPM Certification Process— Do you have what it takes?

Certification Overview

The stated purpose and goal of PMIs Certified Associate in Project Management Certification Program is the development, maintenance, evaluation, promotion and administration of a rigorous, examination-based, professional certification program of the highest caliber. In 1999, PMIs Certification Program Department became the first professional certification program department in the world to attain ISO 9001 recognition.

The Certified Associate Project Management program (CAPM) supports the international community of project management professionals and is designed to objectively assess and measure professional knowledge. CAPM program requirements and eligibility standards are applied fairly and impartially, and are consistent with applicable laws.

To achieve CAPM certification, you must satisfy the educational or experiential requirements established by PMI and must demonstrate an acceptable and valid level of understanding and knowledge about project management that is tested by the CAPM Certification Examination.

When applying for certification as a CAPM, you must hold a high school diploma or global equivalent and you must satisfy the educational or experiential requirements for one of the following categories, and agree to abide by the CAPM Code of Professional Conduct.

- Have 1,500 hours of project team experience **OR**
- Have 23 hours of project management education

Self-study and PMI chapter meetings do not count as valid hours of education. Education must come through universities or colleges, online courses, training companies, courses offered by PMI Registered Education Providers (R.E.P.s), or employer sponsored training courses. Verification of either your education or your experience will be completed on line at www.pmi.org.

PM Observation #3

As project management has come into its own right over the last 15 years, companies are seeing the value of having professionals on their staff to manage their projects. As a person new to the project management field, your CAPM certification will provide you with an extra benefit over those who are not certified. You will have proven your dedication to the field of project management and your resume will be of greater value.

Certification Fees (U.S. dollars)

If you are a PMI member, you will be charged a $255 fee, which covers the entire certification process, including your exam. For non-members the fee is, $300. You must send payment in-full with your application forms.

Speeding up Your Application Process

The PMI CAPM eligibility application includes your experience verification forms which detail your project management work experience or educational background. Your application and documentation supplied must be provided in English. With the process we're going to show below, you can reduce the time needed to file your application from eight hours to two hours. In the course kit we have provided you with a link to a spreadsheet that

will help you organize your experience or training hours.

Application Processing Time

PMI states they will process your certification application within 5 working days. Once your application is processed, you will receive your eligibility letter, usually via email, with an identification code and detailed testing information. You will find that PMI is actually much faster than their listed response time when people file online. PMI has been known to experience processing delays on occasion. During such "peak demand" periods, your application processing could take up to six weeks.

Eligibility Duration

You must take the CAPM exam within one year of receiving your eligibility letter. Your eligibility cannot be renewed. If your eligibility expires, you'll have to apply and pay again. If you feel that taking the CAPM is not right for you, you may receive a refund minus $100 processing fee as long as you submit the request in writing to PMI within one month of your eligibility expiring.

The CAPM Exam

Once you get your eligibility letter, it's time to focus on the CAPM exam. For many CAPM candidates, the exam is the most challenging part of the certification process. So we'll go into a fair amount of detail here.

Cheetah Observation #2 *Regardless of our participants' experience level, we guarantee they will pass the first time —if they don't we pay for them to retake the exam until they pass. If after three times, they don't pass, we refund the course fee. Certain time conditions apply.*

Computer-based Examination Administration

The CAPM exam is offered via computer at approximately 1,700 testing centers worldwide, with 300 in North America. The testing centers in North America are operated by the Prometric organization. When you receive your CAPM eligibility letter, you must schedule a date/time directly with the testing center that is most conveniently located for you. Detailed information is provided with your letter. As mentioned in Cheetah Observation 3 on page 9, as soon as you find out that PMI has processed your online application, you can call give it a try with Prometric to schedule your exam or go to www.2test.com.

When you arrive to take the exam, you must sign in. The exam proctor calls your

name to start the exam in the order in which you have signed in. Before you can start your exam, you must show two forms of identification along with your eligibility letter—one form of identification has to be a government form of identification such as a drivers license or a passport that has your picture and signature. The other form of identification can be a credit card or your PMI membership card—as long as it has your signature. Both forms of ID must have the exact same name. The test center will give you a locker outside of the testing room for your belongings. Some centers watch to make sure you empty everything out of your pockets, including your wallet. You will not even be allowed to bring in your own pencil. Many test centers do not let you access your locker during the exam. If you bring snacks and water, which you will find necessary, you can keep it on top of the lockers.

Once you have taken care of your personal belongings, your assigned proctor will give you ear plugs, scratch paper, two pencils, and a calculator if you didn't bring your own. You cannot bring a programmable calculator to the test. They will take you to your individual testing station, which is separated from the other testing stations by partitions that look like office cubicles. Depending on the test center, the room may be dimly or brightly lit. It might be hot, or cold—dress in layers just in case. You may also have a desk lamp. The computer screen is normally 19" to give you a large viewing area and the test questions are presented one at a time in plain black and white to avoid screen clutter. Some people find the computer screen is too close to their face and they have a hard time viewing the questions. If you have trouble viewing close up—bring your glasses.

PM Observation #4 *PMI audits a significant percentage of accepted Certification applications. It's best to assume that your application will be audited. During the audit process, PMI requires formal verification of all information by your employer(s) and schools. This is a very formal process designed to maintain quality in the Certification Program. If incorrect information is found during the audit process, you will have your Certification or eligibility revoked.*

If you have special considerations, such as ADD, a visual impairment, cerebral palsy, etc. you can contact PMI and request a special consideration. Usually you have to provide a doctor's note specifying the condition and request additional time or help, such as a reader if you have a visual impairment. In our experience, PMI is generous in giving extended time for the test or providing a resource if needed. Do not be shy about requesting this consideration as you want to pass the test the first time. The consideration must be approved and in place before you receive your eligibility. The test center cannot provide special consideration unless it is part of your eligibility.

When you sit down at your testing station, the proctor helps start the exam process. You are given the option of doing a 15 minute computer tutorial before starting. Definitely do this, it will help you get acclimated to the testing environment. Once you start the exam, a clock also starts showing how much time you have remaining to complete the exam. The

tutorial IS NOT PART OF THE THREE HOUR TEST.

The exam is 150 multiple-choice questions, randomly selected by category, from a bank of thousands of possible questions. No two exams are identical. You have three hours to complete all 150 questions. The questions are pulled from the Project Management Process Groups:

Project Management Process Groups

Initiating Processes: Recognizing that a project or phase should begin and committing to do so.

Planning Processes: Devising and maintaining a workable scheme to accomplish the business need that the project was undertaken to address.

Executing Processes: Coordinating people and other resources to carry out the plan.

Controlling Processes: Ensuring that project objectives are met by monitoring and measuring progress and taking corrective action when necessary.

Closing Processes: Formalizing acceptance of the project or phase and bringing it to an orderly end.

Cheetah Observation #3 *We've found that when people file their CAPM eligibility applications online with PMI, their applications are processed within days and the Prometric Test Center (the organization that administers the CAPM exam) receives their eligibility number within 48 to 72 hours. If PMI tells you your application has been processed, or your eligibility letter is "in the mail" you can call the PMI and ask them to email you a copy of your eligibility letter.*

Passing Score

You either pass or you don't pass. This means a passing score equal to 65% or better on 150 questions. Even with our coaching, and our intense immersion approach, every once in a while we have people who don't clear the "gate" and they report that they have never "failed" an exam in their life.

You not only have to thoroughly *know your stuff*, you have to have a studied the

PMBOK® Guide thoroughly. The people who score very high on the exam who participate in the Cheetah Exam Prep for the CAPM are the ones who are able to completely immerse themselves in the 3-day intensive prep, and are able to use the techniques taught in the program to remain relaxed and focused during the exam.

Re-Examination

If you don't clear the "gate" with a score of 65% on your first attempt, you can take the exam again— just submit a Re-Examination Form on line to PMI . There is no waiting period to submit the form or to re-take the exam. You can usually reschedule your exam within two weeks, but you must submit your re-examination form within one year from the original test date. Once PMI processes the re-examination fee, they send you a new eligibility letter containing testing information and identification code. You are allowed to test 3 times in a year. If you don't pass, you must wait a year to reapply to sit for the exam again. The re-examination fee is $150.00 US for PMI members and $200.00 US for non-members. We get a number of students through our program who didn't pass the exam the first time through when they were using their own self-study approach or one of the other exam prep programs on the market. We love having them—the pass rate for that group is very high with our approach.

What are the Exam questions like?

It's been developed to fully test your understanding of modern project management concepts, standards, tools and techniques … not just a rote repeat of facts and figures. The questions are designed to test both your understanding and your practical application abilities simultaneously. You will see a wide variety of question types.

The exam includes some simple factual questions. Here are two examples:

Which of the following is used to ensure the description of the product of the project is correct and complete?

a. Scope Verification
b. Procurement Audit
c. Configuration Management
d. Project Management Information System

Your most recent project status report contains the following information: EV=3,500, AC=4,500 and PV=4,200. The schedule variance is:

a. +1,000.
b. +700.
c. -700.
d. -1,000.

PMP Exam Tip #1 *Being relaxed is the best way to ensure you can successfully clear this exam. Make sure you eat an adequate meal before the exam. Learn stress reduction techniques that you can use during the exam when things get tense. Take a drive to the exam location several days before your exam to be sure you know how to get there. Have someone who cares about you come with you to the exam so they can be there for moral support when you come out for breaks.*

Many questions will require you to eliminate the *incorrect* answer, such as:

Inputs to schedule development include all of the following except:

a. Network diagrams
b. Rick register
c. Activity resource requirements
d. Cost baseline

Here's one more:

PMIS is a tool use in all of the processes below except:

a. Integrated change control
b. Direct and Manage Project Execution
c. Monitor and Control Project Work
d. Schedule Development

Cheetah Observation #4 *The Examination process is very stressful for most people. People who go through the exam under the Cheetah Exam Prep for the CAPM course, are encouraged and supported with following a diet, exercise, lifestyle and attitude plan that significantly decreases their stress levels while improving their focus and concentration, even in the most difficult of external circumstances. Course participants report that they have never felt better - passing the exam is sure to help with that overall feeling of well being.*

If you have studied the right materials and know your *PMBOK$^®$ GUIDE*, can draw on a solid experiential background in project management, and stay focused throughout the exam, you will do fine with all question types.

How To Prepare/What to Study

Cheetah Observation #5 *You do not have to start the exam when you first sit down. You can do the tutorial first then start the exam. The people who go through the Cheetah Exam Prep course learn how to quickly record, on their scratch paper provided by the test center, key PM concepts and equations. This reduces their stress levels when they encounter difficult questions that require working through complex calculations or thought processes.*

There is an unlimited amount of advice within the project management community concerning *what to study* and *how to prepare* to successfully pass the CAPM exam. There are scores of good reference books and commercial exam prep courses available. Regardless of the approach and sources of information you decide to use, you *must* have some knowledge of modern project management to pass the CAPM exam.

Most candidates who take the exam have had some experience and training in *several* project management areas. For example, a CAPM candidate may have experience in Scheduling, Network Diagramming and Cost Estimating, but be weak in Risk Management and Procurement Management. Very few candidates have solid training and experience in *all* areas of modern project management … and the CAPM exam requires a thorough understanding of *all* areas to pass. You will need some formal training to at least reinforce your weaker areas.

Cheetah Observation #6 *We participate in a variety of Internet discussion boards relating to the CAPM exam. On these discussion boards, many people have reported that the first fifty questions of the CAPM exam are the hardest. However, our students have experienced a wide variety of patterns of difficulty—sometimes they report they were especially challenged by the first ten questions and then found very difficult questions randomly distributed throughout. Sometimes there were only one sentence easy questions and other times there were many long and complex questions. Since the exams are generated randomly, we prepare our students for any type of configuration and they learn how to stay relaxed and focused even under the most difficult situations.*

Here is a general outline of what you *must* have down cold before taking the exam:

PMP Exam Tip #2 *When taking the Exam, you have a little more than one-minute per question. The best strategy is to answer the easy questions first—each question is only one point so you don't score more points by answering the hard questions.*

1. A thorough understanding and working knowledge of the *PMBOK*® *GUIDE Third Edition* (ANSI Standard)

   a. Project Management Context and Framework
   b. Project Management Processes and the Five Process Groups
   c. All Nine Project Management Knowledge Areas
      - Project Integration Management
      - Project Scope Management
      - Project Time Management
      - Project Cost Management
      - Project Quality Management
      - Project Human Resource Management
      - Project Communications Management
      - Project Risk Management
      - Project Procurement Management
   d. Multiple sets of Inputs/Tools & Techniques/Outputs
   e. 44 Defined Project Management Processes
   f. Over 240 Project Management Terms

2. A thorough understanding and working skills with …

   a. Network Diagramming
   b. Earned Value
   c. Project Scheduling
   d. Change Control Systems
   e. Work Authorization Systems
   f. Work Breakdown Structures
   g. Project Task Interdependencies
   h. Estimating
   i. Quality Control
   j. Quality Assurance
   k. Conflict Management
   l. Communications Management
   m. Risk Management
   n. Contracts Administration
   o. Procurement Management

The *PMBOK® GUIDE* will be an essential element in your study materials. You must know it inside and out.

Should I Self Study or Take a Commercial CAPM Prep Course?

Surveys indicate that only 10% of all candidates take the self-guided study approach. With this method you get what you put into it. If you're confident you can learn and assimilate all the material you need to know to clear the exam, and you can put in several hours per day for several months, try this route. It's not the fastest, but if you have more time than money, (and you can't make money from your time) then it's the way to go—the worst that will happen is you will have spent 3 to 6 months studying and not clear the exam. Self-guided study certainly works for some candidates, but for most it represents the longest and riskiest path.

What sorts of courses are available?

If passing the exam after investing hours of study time is important to you, then you might want to factor in a prep course. But make sure your time will be well spent. Some prep courses provide information that you are getting in this guide and not much more. There are many seminars and development courses from which to choose. PMI normally maintains a current listing of Registered Education Providers on their website.

You have many options for commercial training— there are pros and cons to consider with each approach. For example, the majority of CAPM Prep courses are two or three days in length, they normally cost around $2,000 (when you factor in travel costs) and they promise the world in their promotional materials. However, all they really do is direct you on *what* to study and provide you with their recommended study materials (much of what is covered in this guide). You may still have to spend a few hundred hours studying on your own. Before signing-up for one of these programs, talk directly with the provider to clearly understand what you're getting. Many guarantee that you will pass using their method, but they have all types hoops that you have to jump through to validate their guarantee regarding pre-course and post-course studying.

Some of these providers offer terrific Project Management Certificate Programs. These are top-notch programs. However, they generally require two years to complete at costs in excess of $10,000. Find out if they offer an accredited Project Management Master's Degree program if you're looking at this kind of investment. We have found that this approach is not necessary for most people's CAPM exam prep.

Several of these providers offer hundreds of sample exam questions, typically available on CD-ROM, to help you prepare. Practicing with sample test questions is a valuable and very effective technique to help prepare for the exam and should be included

in any CAPM exam prep program. However, this is certainly not effective as a stand-alone study method. Additionally, no commercial training groups know what questions will be on any given exam. It is much more important to fully understand the standards, concepts, tools and techniques. This way, you are prepared to effectively tackle any question, presented in any format. If you're using one of these CD's to prepare from, and you easily score in the high '90's—then the questions are not representative of what you'll see on the exam.

PMP Exam Tip #3 *On some exam questions, all four answer options are correct statements. However, three will have little or no bearing to the particular question. This is often disorienting. Additionally the test is full of very wordy, confusing and contradictory hypothetical situational questions, where you are asked to pick the "best" choice—but none of the choices is one you would opt to do in "real life." You have to read some of these questions three and four times to understand what they are asking. Take your time, check your work, and answer each question from the PMI perspective.*

Some providers say that you can come to their PMP exam prep class and still pass the CAPM exam. We know for a fact that that is not true because the CAPM exam is based solely on the *PMBOK® GUIDE* whereas the PMP® exam is based on the *PMBOK® GUIDE* as well as other project management texts. If you sit in on a PMP exam prep program, you'll be learning material that is not on the CAPM exam and you'll not be spending enough time on the *PMBOK® GUIDE*.

It is important that you clearly understand what you're getting into with a CAPM exam prep program. Some of our students come to our program after having gone through someone else's exam prep course. On the next page we offer you four questions you should ask any exam prep provider to make sure that you will be adequately prepared to take and pass the CAPM exam.

What is the _fastest_ way to pass the CAPM exam?

The complete immersion approach is the fastest way to pass the CAPM exam. This is the method we use in the Cheetah Exam Prep for the CAPM course. One of the Cheetah Alumni, Pat McNabb, commented about the Cheetah Exam Prep course that "….the attitude of importance, encouragement, and 24 hour a day focus is like a wave that sweeps you up and helps carry you through the exam. Someone asked me what I thought about taking a series of Saturday classes in prep for the exam. My thought is that this kind of learning would be too diluted to have the same impact of the solid 3 day infusion that Cheetah

delivers."

The benefit of the complete immersion approach is that it prevents the retention leak that happens when you continually start and stop the study process. You can do this on your own, but you may not be studying the right material or studying the right material in the most efficient way that stimulates instant recall.

Cheetah Observation #6

There are a number of companies who offer CAPM exam prep programs. As a project manager, we are know you'll want to do your homework to make sure that the three day approach Cheetah Learning uses really is the best approach. Ask:

1. *If they **guarantee you will pass the exam**. If so, find out the terms of their guarantee. Some just guarantee that you are satisfied with their program and not that you'll pass the exam. Also, find out if they pay for you to retake the exam if you don't pass. Many just let you take their program again at no cost. You'll still be out of pocket the re-exam fee if you don't pass with this type of guarantee.*

2. *How they **document their pass rates**. Many make claims about pass rates that are not substantiated with documentation, use random "surveys." or rely on their students to email and let them know they passed. They don't document everyone who goes through their program, be careful. We have found that people are reluctant to share their failures with people who tried to help them.*

3. *If most people **take the test immediately after their prep program**. Many CAPM exam prep providers make claims that you can take the test after a very small number of hours of study. But this is on your own and they do say in their promotional literature that you do have to study more both before and after their program.*

4. *If you **need to purchase extra prep** material in addition to what they provide you in class. Many prep classes just tell you what you need to do and what material you need to get then you're left on your own to study. What initially seems like a good deal could end up costing you much more money, more time, and increase your risk with being able to pass the exam— far greater than the cost of our program.*

PMP Exam Tip #4

There are a number of PMI themes regarding Project Management that you must know to fully understand the questions asked on the exam. One of those themes is that "Projects must be strategically aligned with the high-level strategic objectives of the performing organization."
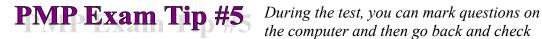
The approach we developed is modeled on accelerated learning techniques that have been proven over 40 years, and is supported by over 18 Certified Cheetah CAPM coaches, the most in the industry, who have also been certified in coaching people using accelerated learning principles.

Our method is the highest level of assurance that you will pass the exam—NO MATTER WHAT ELSE IS GOING ON IN YOUR LIFE. We taught this class the week of 9/11 and people passed the test. If you don't pass the exam after a week with us, we pay for you to take the exam again. In our guarantee we will even pay if you have to take the exam a third time and if you still don't clear the exam, we will fully refund your course fee. Time conditions do apply so check our website for guarantee specifics. Even for a very small number of people who don't clear the exam the first time with our approach, they clear it the second time within a month—this is still the fastest way to pass the CAPM exam. If you're going to use an immersion approach, it makes sense to have someone guide you through it so you make sure you hit your goal.

Once you have successfully completed the certification process you are officially CAPM certified—Congratulations! Your credential is good for 5 years. Before the 5 years is up, you either have to apply to take the PMP® exam or reapply to take the CAPM exam again.

PMP Exam Tip #5

During the test, you can mark questions on the computer and then go back and check them later. You can actually go back and check every single question if you wish. But marking the questions you had trouble with helps you move through the exam faster when you're going back to check on the ones that you weren't sure about. In the Cheetah Exam Prep course we instill in our students a very useful exam-taking habit. Students record for every question if they knew it dead on, if they were able to get down to two choices or if they had no clue what the answer was. What they learn, almost instinctively by the time they take the test, is to focus on the questions they know dead on and move through the exam very quickly. Then they go back and do the more challenging questions they missed. This gives them a critical psychological advantage, because they build up their confidence with the easy ones that then enables them to have a clearer mind for the more difficult ones.

Should I Join PMI?

There is no requirement to be a PMI member for CAPM certification. However, it

makes sense to join. Annual membership fees are low, in the $120 range, and you receive numerous benefits, including an immediate $75 discount on your certification exam fee.

As a member, you'll be part of the world's largest network of Project Management Professionals. There are many benefits to membership—staying well informed is one of them, networking with other professionals in the field another.

How do I get more information about the Cheetah Exam Prep Course?

PMP Exam Tip # 6 *Two other recurring CAPM Exam themes are "Project Managers should spend 90% of their time communicating." and "Planning is the most important of all the Project Management processes."*

We have extensive information about the Cheetah Exam Prep for the CAPM course on the website at **www.cheetahexamprep.com**. You can also call our Cheetah Exam Prep course hotline at 888-659-2013.

Cheetah Observation #5 *People remember pictures better than words. In the Cheetah Exam Prep for the CAPM course, we present key concepts using color-coded graphics . These graphics are presented with our key word analysis worksheets in short ten to twenty minute sessions. We keep lecture time short as we have also found that most people can only learn and retain information they hear for twenty minutes or less before they tire and have to use a different learning technique. To be successful with the CAPM exam and shorten your prep time, use a variety of learning methods.*

Where and When are Classes Offered?

We offer the program in several locations weekly throughout the world. You can check the current schedule by visiting our website at **www.cheetahexamprep.com**.

If you have five or six people who are interested in participating in the program, we will consider hosting a public course in your area. Contact us and we'll see what we can work out to add your city to our event calendar.

We also teach this course in-house. If you have 10 or more people who need to become certified, we can organize an event at your company.

How does the cost to participate in Cheetah Exam Prep's Accelerated approach compare to the traditional approach for getting your CAPM certification?

During our accelerated CAPM course, our students learn how to analyze the risk of different project options—this is called an Expected Monetary Value analysis. Getting the CAPM certification is a project (it's a temporary endeavor, unique and has a definite beginning and end). With the Cheetah Exam Prep course, people have two options for pursuing the CAPM — the Cheetah accelerated approach and the traditional approach. Each approach has associated risks and these risk "events" can have either a positive or a negative impact.

PMP Exam Tip #7 *Two other recurring CAPM Exam themes … "The Project Team must be involved early in the planning process and in all major decisions" and "The Project Team is all-important."*

There are four basic risk events associated with pursuing the CAPM: Passing the CAPM exam, failing the CAPM exam, studying for the CAPM exam, and taking a CAPM exam prep course. These risk events happen for either "project option" - that is whether someone pursues the Cheetah accelerated approach or takes the traditional approach with pursuing the CAPM certification. For each risk event, there exists a probability that the risk event will occur, and an associated cost (or gain) for that risk event.

The expected monetary value (US pricing) for each risk event is calculated by multiplying the probability of the risk event times the cost (or gain) of that risk event occurring. With this information, we can calculate the expected monetary value for the risk events associated with each CAPM pursuit option, and an overall expected monetary value for the accelerated CAPM pursuit approach vs. the traditional CAPM pursuit approach. Table 1 shows the Expected Monetary Value Analysis for the Cheetah vs. the Traditional Approach for getting the CAPM certification. A positive number represents a gain while a negative number represents a loss.

The Expected Monetary Value Analysis shows that with the Cheetah approach to pursuing the CAPM, there is an associated $1,055 gain. With the traditional approach, there is an associated $3,740loss. This means that the Cheetah approach is actually a $4,795 better option.

Table 1. Expected Monetary Value Analysis

	Cheetah Approach			Traditional Approach		
Risk Event	Probability of Occurring	Impact $	Expected Monetary Value (probability x Impact)	Probability of Occurring	Impact $	Expected Monetary Value (probability x Impact)
Pass the Test	95% (our pass rate)	+$5,000 (typical pay raise)	+$4,750	60% (standard pass rate)	+$5,000 (typical pay raise)	+$3,000
Fail the Test	5% (our fail rate)	$0 (we cover the cost of the retest)	$0	40% (standard fail rate)	-$275 (cost to retake the exam)	-$110
Study for Test	100% (our course is only a week long)	-$2,000 (30 hours x $50 per hour)	-$1,500	80% (% of people who study this much)	-$7,500 (150 hours x $50 per hour)	-$6,000
Take a course	100% (Cost of course)	-$2,195 (cost of our course)	-$2,195 (avg. cost)	90% (% of people who take a prep course)	-$700 (Average cost people spend on prep material and competitor's programs)	-$630
			+$1,055 USD			-$3,740 USD

What type of people take Cheetah's Exam Prep for the CAPM course?

People who want the assurance that they can start studying on Monday and become CAPM certified by Thursday take this course. Think about it—if you had a project manager who came to you and was able to accomplish a project in six months and one came to you and accomplished the same project in a week—who would you think was the better project manager?

What Does the Cost of the Course Cover?

The cost of the course can be found once you click on the *Register for Class* link next to your selected class. The includes all class materials, equipment, lunch, mid-morning and mid-afternoon snacks, trainers available over 14 hours a day at your convenience, and the assurance that you will pass the exam. This doesn't include the price PMI charges to take the exam. This price represents very high value. Consider that candidates spend just three days to complete *all* exam preparation work, and then take the actual CAPM exam. When you factor in the cost of study materials, class fees and study hours, other exam preparation options are considerably more costly and time consuming. The Cheetah Exam Prep course is the fastest path to CAPM certification - now that's good Project Management!

What About taking the CAPM Exam as part of the Course?

We highly recommend you schedule your exam at the Prometric test facility near where you are taking the course on the morning immediately following the last day of class. Some people don't get their eligibility application in on time to reserve a seat at the exam location for that Thursday. For those folks, they schedule their exam as early as possible or when they return to their home town early the next week. When people register for the Cheetah Exam Prep course, they receive a list of the Prometric testing facilities near the course for which they registered.

What about the Guarantee?

You are guaranteed to pass the CAPM Exam after three days of the Cheetah Exam Prep Course if you take the exam within one month of the program. The program is set up so you take the exam the Thursday of the same week you take the course. If you don't clear the exam the first time, we set up a study/coaching program to prepare you for taking the exam again. Throughout the program, the coaches modify the material and presentations to adjust for individual learning style differences. We take extensive measurements throughout the course and can predict your score on the actual CAPM exam within an average of 5 points.

PMP Exam Tip #8 *Two other recurring CAPM Exam themes… "Project Managers are all-important and have complete authority and responsibility for all aspects of a Project" and "Project Stakeholders and their needs/expectations are all-important"*

If you have problems during the program, we know of this well before you go into the exam. We tailor a follow-on program to shore up your weak areas, but will have you take the exam as a "dry run." This "attitude adjustment" is actually enough for many people who are having problems during the class to get them to clear the exam. In the event that you come out of the exam without going over the 65% gate, we cover the $275 cost of your re-examination fee. Most people pass within two attempts. However it's our policy that if you still don't pass after three attempts, we offer a full money-back guarantee. We require three attempts because it's important for you to embrace your own learning path to be successful with accelerated learning. Offering an easy way out compromises that objective.

You'll see many companies suggest that their pass rate is well above the 90% range but ask them how they support their statistics. Some training companies make selected calls to students and seem to support their statistics that way—selective sampling. Others make a guess. Cheetah supports a 95%+ pass rate by tracking each and every student that comes to class. We verify that they have passed by having them call their Cheetah Coach after the test AND by checking to make sure that their name is listed on the PMI registry. We support our

students, if they happen to fail, to make sure that they stay focused and attain their certification.

PMP Exam Tip #9 *A recurring CAPM Exam theme is: "Integrated Change Control and Scope Verification are essential considerations with just about every project deliverable."*

I'm interested. How can I register?

You can register at our website, **www.cheetahexamprep.com** or contact our registration hotline—888-659-2013. Once you register, we have an in-depth orientation kit that speeds you through the CAPM certification application and prepares you to pass the exam in three days.

Looking forward to hearing from you!

Cheetah Exam Prep Team

Toolkit Final Tip *Become CAPM certified and watch your career options soar. Register to take the Cheetah Exam Prep course today. It's the fastest way to Pass the CAPM Exam. Now that's good Project Management!*

Cheetah Exam Prep is a PMI Registered Education Provider (R.E.P.)

For 5% off any CAPM course in the world

use Promo code

CAPMNOW42