

# Certified Associate in Project Management (CAPM®)

Develop foundational project management capability  
to support structured delivery and professional growth



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# WHY FOUNDATIONAL PROJECT CAPABILITY MATTERS

**Build structured understanding** that strengthens contribution and career progression

Many early-career professionals participate in projects without formal understanding of lifecycle discipline, terminology, and structured planning practices. Without a clear framework, contribution is inconsistent and progression into leadership roles becomes difficult.

Foundational project management knowledge provides structure, clarity, and confidence. It strengthens coordination, improves communication, and supports disciplined execution across teams.

This programme equips professionals with the core principles and structured thinking required to contribute effectively in project environments aligned with recognised standards.

## WHY FOUNDATIONAL PROJECT CAPABILITY MATTERS

In modern organisations, structured project literacy directly impacts team coordination, execution clarity, and professional development.

Without foundational project knowledge, teams may experience:

- Inconsistent use of terminology
- Weak lifecycle awareness
- Limited understanding of scope and scheduling
- Poor risk identification
- Reduced coordination across workstreams

**Certified Associate in Project Management (CAPM®)** builds structured understanding that strengthens participation and supports career growth.

**Project management** begins with clarity.  
Structure creates confidence.

## PROGRAMME OVERVIEW

Certified Associate in Project Management (CAPM®) helps participants understand:

- Core project management terminology and concepts
- The project lifecycle from initiation to closure
- Scope, schedule, and resource fundamentals
- Stakeholder communication discipline
- Risk and issue awareness
- Governance and reporting basics

Participants develop structured project literacy that improves confidence and contribution in delivery environments.

### The result:

Stronger foundational understanding.  
Improved coordination.  
Greater readiness for structured project roles.

Accredited and **quality assured**



# What This Programme Prepares You to Do

Certified Associate in Project Management equips professionals with the foundational capability required to support structured project delivery.

The programme focuses on real-world application, enabling participants to apply lifecycle thinking and structured coordination within their organisational context.

## PARTICIPANTS DEVELOP THE CAPABILITY TO

- Apply project lifecycle concepts correctly
- Use project terminology consistently
- Support scope and schedule planning
- Contribute to stakeholder communication
- Identify risks and issues early
- Strengthen coordination across teams
- Improve structured participation in projects

## OUTCOMES FOR PARTICIPANTS

- Improve contribution within project environments
- Strengthen understanding of delivery discipline
- Enhance communication clarity
- Increase readiness for structured project roles
- Support stronger coordination across teams
- Build confidence in professional project environments
- Lay the foundation for future project leadership growth

### Programme Structure and Delivery Options

| Programme Duration | Delivery Format         | Flexible Delivery                                                             | Organisation Bundles                                   |
|--------------------|-------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------|
| 3 Days / 15 hours  | Instructor-led (online) | Adaptable for organisational requirements and graduate development programmes | Organisational packages and volume discounts available |

**Instructor-led delivery**  
Every training unit is delivered by experienced project professionals – ensuring learning is practical and aligned to real delivery environments.

# HOW LEARNING IS APPLIED

Participants work through applied project scenarios, lifecycle mapping exercises, and coordination simulations that reflect practical organisational settings.

## PARTICIPANTS EXPLORE

- ✓ Project lifecycle structure in practice
- ✓ Scope and scheduling fundamentals
- ✓ Stakeholder communication discipline
- ✓ Risk and issue awareness
- ✓ Governance basics
- ✓ Structured team coordination

## PROGRAMME DELIVERY

- Instructor-led delivery by subject-matter experts
- Online formats
- Practical and interactive sessions
- Applied project exercises

## COURSE PREREQUISITES

No prior project management training is required.

The programme is suitable for professionals seeking to build structured project foundations.

## THIS PROGRAMME IS DESIGNED FOR

- Fresh graduates
- Project coordinators
- Project team members
- Early-career professionals
- Individuals preparing for structured project roles

## WHAT THIS TYPE OF TRAINING DELIVERS

### Foundational Clarity

Strengthen structured understanding of project delivery.

### Improved Coordination

Enhance communication across teams.

### Professional Readiness

Support career progression into project environments.

### Execution Discipline

Lay the groundwork for structured performance.

**The result:**  
Stronger project literacy. Improved contribution.  
And confident participation in structured delivery environments.

# COCREATE TO ACTIVATE™

CoCreate to Activate™ is Maximus Academy's four-step method for building skills that last—not just in the classroom, but inside real organisations operating in fast-moving, high- demand sectors across the region.

**Turning capability into national outcomes.**



## **ASSESS**

Understand the real operating world



## **DESIGN**

Build training that fits the sector



## **DELIVER**

Teach through Saudi SMEs and practitioners



## **SUSTAIN**

Embed the change inside organisations

### **What this Ensures**

- Skills that match global industry demands, not generic international templates.
- Immediate operational impact, because training is built around real sector challenges.
- Lasting organisational capability through the adoption of performance-driven tools and behaviours.

It is the difference between training individuals and equipping an entire workforce with the capabilities to perform, adapt, and deliver at scale.



Register for  
the course  
through the  
QR code

**maximus academy**  
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*Training that fits your world*

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