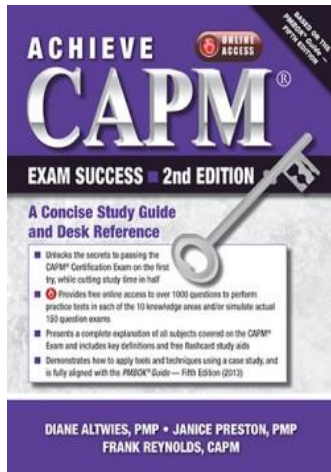


PM WORLD BOOK REVIEW



Book Title: ***Achieve CAPM Exam Success, Second Edition: A Concise Study Guide and Desk Reference***

Authors: Diane Altwies, PMP, Janice Preston, PMP, and Frank Reynolds, CAPM

Publisher: J. Ross Publishing, Inc

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Reviewer: **Jennifer Arroyo, PMP** Review Date: Aug 2016

Introduction

Companies in the 21st century face tremendous challenges in innovation and the changing nature of daily business operations. Need for project management has grown exponentially in every industry. By becoming certified in project management, a young business professional can show commitment to the project management profession.

The entry-level CAPM® certification presents a fundamental understanding of the knowledge, terminology, and processes of successful project management. As PMI suggests on its website, “Regardless of your career stage, the Certified Associate in Project Management CAPM® is an asset that will distinguish you in the job market and enhance your credibility and effectiveness working on — or with — project teams..... CAPM® recognizes your knowledge of the profession’s preeminent global standard so that you’ll stand out to employers and be poised to move ahead.”

The certification exam has 150 multiple choice questions, and examinees have three hours to complete it. The purpose of this book is to, “provide the reader with a consolidated source of material closely related to the PMBOK® Guide - Fifth Edition (2013).” As recommended by the authors it should be used in conjunction with PMI PMBOK® Guide to comprehend the massive amount of knowledge effectively.

Overview of book’s structure

This book is well organized and has a conversational approach to the fundamental knowledge and concepts of PMI's PMBOK® Guide - Fifth Edition (2013). It

progressively breaks down the content into three parts: Study Tips & key Math Formulas, PMBOK® Guide Process Group & Knowledge Areas Overview, and contains practice questions for exam preparation.

The detailed key features delivered by this book include:

- Reader gets free online access to over 1000 questions enabling the reader to perform practice tests by each of the 10 knowledge areas and/or simulate actual 150 question exam, with incorrect answer feedback.
- It contains a pre-assessment test to help the reader develop a focused study plan and manage study time effectively and a post-assessment test to evaluate reader's readiness for the actual exam.
- It uses a sample project case study throughout the book to demonstrate how to apply tools and techniques covered in the PMBOK® Guide and exercises to further develop reader's knowledge and competency.
- It presents key definitions and tips to improve reader's understanding, and sample end-of-chapter CAPM® exam questions and answers.
- PMBOK® Guide Process Group & Knowledge Areas Overview include the following:
 - Project Management Overview
 - Processes
 - Integration
 - Scope
 - Time
 - Cost
 - Quality
 - Human Resources
 - Communications
 - Risk
 - Procurement
 - Stakeholder Management
- Reader gets free access to WAV (Web Added Value™), a Downloadable Resources, offers a flashcard study aid of key terms and concepts, a self-study exercise on understanding the interdependencies of all 47 processes defined in the PMBOK® Guide, a case study answer key, and a training aide for better understanding process interdependencies

Highlights

At the beginning of this study guide it highlights a list of BEST study tips and study methods. This BEST list was compiled from project managers who successfully passed the CAPM® exam.

It includes study planning, memorizing methods, successful exam-taking tips, time management strategy, CAPM® exam FAQs, key PM knowledge rules, terms, and math formula & overview. The BEST study tips session concluded with a sample 15-week study schedule. Readers should adjust the study schedule based on personal learning style and career plan.

By following the outlined highlights, each chapter includes material covering concepts described in the 2013 PMI CAPM *Exam Content Outline* and PMI's *Code of Ethics and Professional Conduct*. There are relevant examples, class exercises, and case studies to help readers become familiar with the deliverables, tools, and techniques of the many processes.

Highlights – “What I liked!”

What do I like about this study guide? First, I like the way the practice questions and answers rate the test results by Knowledge Areas and Process Groups. By pinpointing the relevancy, this feature gives the reader the instant feedback on his/her test performance based on the areas of knowledge. The reader can improve his/her test performance effectively by re-focusing future study plans on need-to-improve areas.

I also like that the templates come with each key process. It's beneficial for readers to be visually familiar with the forms and templates of project management. It's an integral part of learning and building toward becoming a competent and effective project management professional.

Who might benefit from this book?

It's designed to help readers achieve the following objectives by developing a progressive understanding on all 47 Processes defined by PMBOK® Guide. It's for the reader who:

- Is curious about the project management profession or someone just started in the project management field.
- Is interested in attaining the proficiency status of a certified Associate in Project Management CAPM®.
- Is studying to pass the CAPM® exam.
- Is a Project Management Professional Development Educator who is looking for a desk reference for any entry-level PM students.

Conclusion

This study guide is designed to help readers pass the entry-level CAPM® certification exam. It is packed with all the fundamental knowledge, concepts, exercises, practice questions, PMBOK® Guide glossary, and simulated texts needed for readers to study for and successfully pass the exam, hopefully, on his/her first try. It is a great study guide with free online test bank for PM professional beginners. It is a must read resource book!

For more about this book, go to: <http://www.jrosspub.com/achieve-capm-exam-success-2nd-edition.html>

Editor's note: This book review was the result of a partnership between the publisher, PM World and the [PMI Dallas Chapter](#). Authors and publishers provide the books to PM World; books are delivered to the PMI Dallas Chapter, where they are offered free to PMI members to review; book reviews are published in the PM World Journal and PM World Library. PMI Dallas Chapter members can keep the books as well as claim PDUs for PMP recertification when their reviews are published. Chapter members are generally mid-career professionals, the audience for most project management books. If you are an author or publisher of a project management-related book, and would like the book reviewed through this program, please contact editor@peworldjournal.net.

About the Reviewer



Jennifer Arroyo

Texas, USA



Jennifer Arroyo received her M.B.A. degree in Marketing from State University of New York at Albany. Jennifer joined PMI's Dallas Chapter in 2015. She volunteered and served as supporting Book Review Coordinator as part of the professional development and social media marketing initiative.

Ms. Arroyo has more than 8 years of project management experience in the Global Business Marketing, Talent Development, and Financial Services industries. With her diverse global and regional PM leadership experiences, Ms. Arroyo is passionate about helping clients and businesses to achieve branding and PM success by effective social media project management.

Contact Jennifer Arroyo via lilaoshiapp@gmail.com