

## CPIT (APM) Examination Scope

### Introduction

CPIT (APM), Associate Project Manager, is an “entry level” CPIT credential for IT or business professionals with an emerging career interest and work exposure in project management in the IT area. Holders of CPIT (APM) are expected to have demonstrated in the **CPIT (APM) Examination**, their project management competencies in applying their knowledge, performing their skills and applying their process knowledge within the context of IT work. The Examination, therefore, is to test an individual’s ability and knowledge as it pertains to the performance of his/her skills, knowledge and experience relevant to this IT project management role. To ensure that the Examination is reflective of the work performed by this level of project management competencies, the questions used for the evaluation process are developed by professional writers, reviewed and endorsed by industry leaders, project management experts and practitioners.

### Practice Areas for the Examination

The Examination contains contents in twelve domains that have been established by the HKITPC, in consultation with a number of commonly established project management organizations such as PMI, Prince2, CMMI, and so on. These twelve domains are listed and briefly described in Table 1. In essence, Group A covers key competency areas in project management; Group B includes IT knowledge and skills; and Group C contains business/professional knowledge and skills pertaining to IT project management.

The unique nature and characteristics of CPIT (APM) and its corresponding examination are the inclusion of testing knowledge and skills of those listed in Group B and Group C, which are not covered by other existing compatible or comparable Project Management certification schemes today. IT Knowledge & Skills in Group B are related to the IT foundation knowledge, which is equivalent to the academic standing of an IT-related discipline at degree or sub-degree level. Business/Professional Knowledge and Skills in Group C refer to the general business acumen and skills required in today’s business world for successful IT project management. Specific competency elements in these two Groups are listed in Table 2. Questions from Groups B and C will make up 25% of the Examination.

### Examination Format

The examination is to be taken in a designated area, following a pre-set schedule. It will be a three-hour examination for 120 questions in multiple-choice format. Also,

- each question should only have one choice as the correct or the most correct answer.
- there will be no deduction for the question(s) left unanswered or incorrectly answered.
- questions that are answered with more than one choice are considered void.

## Study Aids for the Examination

Appropriate references as to the details of the above competency areas in Group A and their corresponding assessment criteria can be found in the corresponding Specifications of Competency Standards (SCS) of Project Management for the Information and Communications Technology (ICT) Industry of the Hong Kong Qualifications Framework. (See [http://www.hkqf.gov.hk/guie/SCS\\_list\\_ict.asp](http://www.hkqf.gov.hk/guie/SCS_list_ict.asp).)

Reference materials that provide the corresponding Project Management competency coverage can be easily found on the Web (e.g., using search of PMI, Prince 2) and any well published Project Management discipline and practice textbooks. A few suggestions are listed below:

- CAPM/PMP Project Management All-in-One Exam Guide (Publisher: McGraw-Hill Osborne Media)
- PMP Exam: Practice Test and Study Guide (Publisher: ESI International)
- The PMP Exam: How to Pass on Your First Try (Publisher: Velociteach)
- Prince2 100 Success Secrets - The Missing Foundation and Practitioner Exam Training, Certification and Project Management Guide (Publisher: Emereo Pty Ltd)
- PRINCE2 For Dummies (Publisher: Wiley)

General information pertaining to Local Regulations and Practices can be found, but not limited to, in the following websites:

- The laws and legal system basics by the Justice Department of the HKSAR Government (See <http://www.gov.hk/en/residents/government/law/index.htm>)
- General publications by the Intellectual Property Department of the HKSAR Government (See [http://www.ipd.gov.hk/eng/pub\\_press.htm](http://www.ipd.gov.hk/eng/pub_press.htm))

For Groups B and C, below are some suggested references.

- Strategic Management of Technological Innovation (2008, 2nd edition by M.A. Schilling. Publisher: McGraw-Hill/Irwin)
- Management Information Systems – Managing the Digital Firm (2007, 10th edition, by K.C. Laudon & J.P. Laudon. Publisher: Pearson Education International).
- Management Information Systems (2007, 8<sup>th</sup> edition by James A. O'Brien and George Marakas. Publisher: McGraw-Hill/Irwin)
- Metrics and Models in Software Quality Engineering (2003, 2nd edition by Stephen Kan (. Publisher: Addison-Wesley Professional)
- "e-Business & e-Commerce for Managers" (by Deitel,H.M. Publisher: Prentice Hall).

Table 1

Group	Competency Area	Description
A.1	Project Integration Management	Project Integration Management including business program management, project structuring and partitioning.
A.2	Project Scope Management	Project Scope Management for deliverable, temporal, financial, and organization Project Time Management for scheduling.
A.3	Project Time Management	Project Time Management for scheduling and temporal aspect of delivery.
A.4	Project Cost Management	Project Cost Management for estimate and Budget.
A.5	Project Quality Management	Project Quality Management.
A.6	Human Resources Management	Project Human Resources Management.
A.7	Communications Management	Project Communications Management, which includes knowledge management.
A.8.	Risk Management	Project Risk Management, covering mitigation planning.
A.9	Procurement Management	Project Procurement Management, covering suppliers, business partners and any external work/parties as required for the project.
A.10	Contract & Legal, Local Law	Local Regulations and Practices covering contract laws and the legal know-how's that are relevant for managing projects.
B.	IT Knowledge & Skills	Information and Communication Technologies.
C.	Professional Knowledge & Skills	Other Business Management Knowledge & Professional Ethics

Table 2

Group	Competency Element	Scope Description
B.1.1	IS and Its Constructs	Concepts and Constructs of Information Systems
B.1.2	Characteristics of IS Projects	Nature and Complexity of Information Systems Projects Project Life Cycle of Information Systems Projects
B.1.3	Knowledge of Software Engineering	Requirement Collections and Design Software Development and Testing Other Considerations in Software Engineering Knowledge of Software Engineering Processes Basic Business Process Modeling and Analysis
B.1.4	Software Components Technologies and Tools	Knowledge of Software Component Technologies Software System Structure Knowledge of Software Component Technologies Object Oriented Systems Analysis and Design Typical Applications of Integration Technologies Software Tools in General Constructs and Common Concepts
B.2.1	Computer Network and Systems	Internet and Intranet Network Technologies and Standards Network Exchange Technologies and Equipment Integrated Wiring System and Computer Room Engineering Wireless Network Technologies
B.2.2	Information Security Foundation	Information System Security and Risk Assessments Security Strategies and Security Technologies General Considerations of Information Security
B.3.1	Basic Concepts of Digitalization	Information and Digitalization Concepts
B.3.2	Digitalization and e-Government	Strategies of e-Government, e-commerce, and their implementation
B.3.3	Digitalization and e-business	Digitalization in Enterprise Businesses Applications in Enterprise Businesses
B.3.4	Information Resource Management	Information Resources Management Concepts, Resource Planning Constructs and Related Costing Structure
C.1.1	General Business Knowledge Related to PM	Relationship of Knowledge Management & Business Program and Project Management Content and Tools of Knowledge management
C.1.2	Strategic Management	Fundamentals of Strategic Management Processes of Strategic Management