

INTRODUCTORY CERTIFICATE: THE APM PROJECT FUNDAMENTALS QUALIFICATION (2 DAYS)



WHO IS THIS COURSE FOR?

Welcome to this 2 day Project Management training event culminating in the Association for Project Management Introductory Certificate. This course is ideal for new project managers or members of project teams who want a better understanding of the processes, tools and language of project management.

KEY FACTS

Level	Delivery method	Exam Type	Pre-work
Introductory	2 days class room public 2 day class room on-site Virtual training for corporate groups	1-hour multiple choice	None required

WHAT WILL YOU LEARN ON THIS COURSE?

At the end of the course you will be able to:

- Apply the fundamental principles of project management including:
 - Defining the business case,
 - Establishing scope,
 - Drawing up a plan for project delivery,
 - Identifying and managing risk,
 - Monitoring and tracking project progress,
 - Controlling change.
- Use the words and language associated with project management.
- Understand how project management can enhance your effectiveness in your organisation.
- Confidently sit the APM Foundation examination.

WHAT IS INCLUDED IN THE COURSE?

- Access to our on-line study group to practice exam questions and watch pre-course videos.
- You will get a comprehensive set of course notes including the syllabus and learning outcomes for the exam.

WHAT PRE-WORK IS EXPECTED BEFORE THE COURSE?

This foundation course is designed for those who are new to project management and we find that most people enjoy the course and pass the exam without any pre-work.

WHAT IS THE EXAM LIKE?

- One hour multiple choice questions with 60 questions and a pass mark of 60%. The vast majority of people do well in this exam

WHAT IS THE COURSE LIKE?

You will be encouraged to work in small and large groups, undertaking interactive quizzes and exercises ending in debate. The class is not 'death by PowerPoint' as you will be encouraged and expected to join in and contribute. Various topics will be covered in the workshop with the intention of preparing you to be a better project manager in your organisation but also to sit the exam. To do this the workshop will be focused on various topics from the syllabus in the following sections



WHAT TOPICS WILL THE COURSE COVER?

UNDERSTAND PROJECT MANAGEMENT AND THE OPERATING ENVIRONMENT during which we differentiate projects from non-projects, explore programme and portfolio management, the influence of the business and political context on project success, the critical role of the sponsor in project success and support that can be provided by a project office.

UNDERSTAND THE PROJECT LIFECYCLE Projects have a clearly defined and delineated life cycle. During this there are various phases and we will explore the concept, Definition, Development and Handover and Closure phases.

UNDERSTAND THE MANAGEMENT STRUCTURES BY WHICH PROJECTS OPERATE Here we will explore the various roles and responsibilities of the Project manager, Sponsor and the Users. Working closely together these three will be a powerful force towards the achievement of project success.

UNDERSTAND PROJECT MANAGEMENT PLANNING This will include understanding the role of a project schedule, planning and managing key resources and budgeting and cost management. The role and purpose of the business case and the development of options will be explored.

UNDERSTAND SCOPE MANAGEMENT During this session we will be clearly defining how the scope for a project is derived, planned and managed. We will cover the topic of change control as an essential part of preventing 'scope creep'.

UNDERSTAND SCHEDULING AND RESOURCE MANAGEMENT The most recognisable aspect of project management is the Gantt chart. During this session we will look at the construction of a Gantt chart and the logic and process behind the development of one. We will also cover the need to properly resource a schedule.

UNDERSTAND RISK MANAGEMENT AND ISSUE MANAGEMENT Risks are everywhere and during this session we will look at systematic ways to understand, catalogue and deal with risks. Using appropriate theory we will explore the topic and provide useful tools to deal with them including the use of a risk register.

UNDERSTAND QUALITY MANAGEMENT Discussing and concluding adequate mechanisms for the management of quality on a project, including the use of various quality control techniques. The session will also cover the role of gate reviews.

UNDERSTAND COMMUNICATIONS IN THE PROJECT ENVIRONMENT How to get the best from the team and how to undertake a suitable and focused level of project communications.

UNDERSTAND THE PRINCIPLES OF LEADERSHIP AND TEAMWORK Working in teams is a natural and necessary undertaking in most job roles, in a project it is even more profound and the need to 'get up and running' quickly is paramount. Understanding some basic theory in this respect is valuable for new project managers.
