

APMP: THE APM PROJECT MANAGEMENT QUALIFICATION



WHO IS THIS COURSE FOR?

This is the APM qualification intended for those who see project management as a key part of their role. It established a solid foundation in project management processes, tools and behaviours. It is ideal for project managers with a few years' experience who are seeking to consolidate a structured approach to project management.

KEY FACTS

Level	Delivery methods	Exam Type	Pre-work
Project Manager	5 days class room public Distance learning Modular in-house for corporate group Virtual in-house for corporate groups	3-hour written	10-15 hours

WHAT WILL YOU LEARN ON THIS COURSE?

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

- Able to confidently use the principles of project management to manage your project including
 - Defining the different roles in a project
 - Describing the difference between a project, programme and portfolio
 - Understanding impact of project context on project success
 - Establishing the project lifecycle and its benefits
 - Developing a project business case
 - Preparing a project management plan with the associated baselines
 - Describing the way in which project managers lead and develop teams
 - Describe how to control a project including applying earned value management
 - Explain how to procure external resources
 - Explain how quality can be managed during project delivery
- Confidently sit the APM Professional exam with a clear understanding of what is required to pass.
- Explain the benefits of project management to you and your organisation.

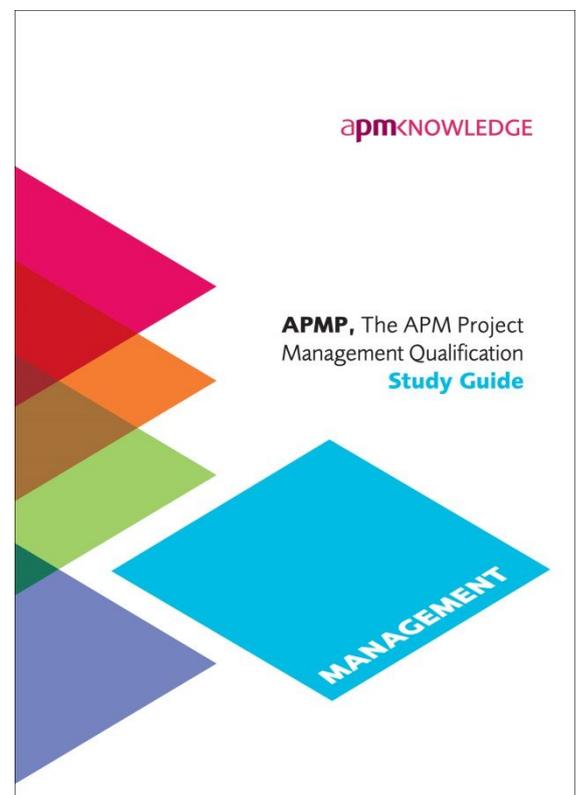
WHAT IS INCLUDED IN THE COURSE?

Parallel Project Training is **'with you all the way'**. As a delegate on our APMP programme you have a unique opportunity to utilise a number of new and innovative approaches to learning. This is a multi faceted, engaging and popular learning event that will, stay with you throughout your learning experience and beyond.

It means you can learn at your own pace anywhere, on the train, on the bus, in the office, on the web, minimizing disruption to your employer and you and all at a significantly lower cost.

INCLUDED IN THE PACKAGE IS

- High quality APMP exam study guide written by Parallel Project Training and published by The Association for Project Management. This is the definitive study guide for the APMP qualification. It explains in simple terms what you need to know to pass the APMP exam using easy to read language, including sample exam questions, and helpful, free templates for your use. This study guide is delivered once you book the course so that you can start your preparation in advance.
- APM accredited e-learning modules which integrate seamlessly with the study guide, following the same study structure page by page.
- Multiple MP3 APMP Podcasts to listen to on your media player again integrated with the study guide, covering all the hot topics for the APMP Exam
- On-line interactive APMP Study Group from your learning cohort, via our tutor moderated forum.
- A 5-day project management training course including the APMP exam. The course is led by a fully qualified tutor with real project management experience.



WHAT PRE-WORK IS EXPECTED BEFORE THE COURSE?

To get the best from this course we recommend you work through the course contents before the course. You can do this using any of the provided pre-course materials. For example you can use the study guide, e-learning or podcasts depending on your learning style; we don't expect you to work through all three. Most people complete this in 10 -15 hours. During the five day course we will cover each topic in detail.

WHAT IS THE COURSE LIKE?

Our courses are highly interactive with lots of exercises, discussion, buzz groups and examples to bring the subject of project management to life. You will get plenty of opportunity to practice exam questions with constructive feedback from your course tutor. For our public courses we use high class training venues with excellent transport links. Our public courses include a full 5-day programme with Friday morning dedicated to final exam prep with your course tutor and the exam on Friday afternoon.

WHAT TOPICS WILL THE COURSE COVER?

Course Introduction

An overview of the course syllabus, assessment criteria and the exam arrangements.

Projects in Context, Communications and Team working (2-days)

Projects need a structured approach to be successful. In this session we explore the structured recommended by the APM for the delivery of projects.

Context and Environments

Projects are not delivered in isolation they need to fit within the overall business, legal and political environment. In this session we explore how projects transform ongoing operations and how project support strategic change as part of a co-ordinated programme or portfolio of projects. In this session, we also examine, relevant legislation that is applicable to projects including health and safety, environmental, employment and contract law.

Organisations and Project Structures

Projects need to work with a wide range of different organisations and cultures. To be effective a project team needs clear roles and responsibilities. In this session we explore the different types of organisation and the key responsibilities of the project manager, sponsor, user and the project office.

Project Lifecycles

In this session we explore the APM project lifecycle and the benefits of adopting a standard lifecycle for a project. This includes the importance of project reviews and benefits of capturing lessons learned from projects.

Organisation and Governance

In this session we explain the principles of project governance and how a project management methods support project governance. We also discuss the advantages of using a standard across the project lifecycle.



Communications, leadership and teamwork

Projects need to manage external and external stakeholder expectations and build effective teams. In this session we explore the processes of stakeholder management, conflict management, negotiation and the leadership aspects of project management.

Communications

The key to good communications in a project environment is the identification and management of stakeholders. In this session we explore the processes for managing stakeholders, the contents and structure of a communications plan and the factors affecting communications in a project environment.

Conflict and Negotiation

All projects at have periods of conflict, resolving these conflicts by negotiations is a critical skill for many project managers. In this session we look at the different approaches to conflict resolution and the stages in the negotiation process.

Leadership and team work

People deliver projects and so in this section we look at how to develop and lead successful project teams. This includes discussions on the leadership qualities of a project manager, the principles of motivation, the impact of leadership on team motivation, the advantages of adopting situational leadership models and the benefits of effective teams and team working.

Scope Management

In this session we will define scope in terms of outputs, outcomes and benefits and explain how to manage scope through requirements management and configuration management. We will also look at the different stages in change control and the relationship between change control and configuration management. Finally in this session we explain the advantages and disadvantage of a change control process

Planning for Success

Planning projects relies on a clear understanding of the project outcome, business benefit and a structured project management plan. In this session we explore the first stage in planning a project from the business case to the project management plan. We will explain the purpose of a business case, benefits management and describe the authorship and ownership of a business case. We also explore the importance of payback, internal rate of return and net present value for project business cases.

In this session we will also explain project information management and a typical project reporting cycle.

Finally in this session we will discuss the purpose of the project management plan and the authorship and ownership of the project management plan

Scheduling and resource management

Planning and controlling activities and resources is a vital part of project control. In this session we look at detailed project planning including estimating techniques, the process of creating a schedule, the techniques of depicting a schedule and the advantages and disadvantages of using scheduling software

In this session we also explore the management of resources including categories and types of resources used by projects and how resources are applied to a scheduling process. This will include differentiating between smoothing and levelling.

Cost is also an important of project control so in this session we will explain budgeting and cost management, including the use of earned value management. Finally we will discuss the advantages and disadvantages of earned value management

Risk Management

Every project takes a risk. In this session we look at a proactive risk management process. This includes examining stage in a risk management process, risk response planning, the benefits of risk management and the difference between risk and issue management. In this section we will also examine the importance of a risk and issue escalation process.

Quality Management

Poor quality management leads to poor customer satisfaction, additional cost and project delay. In this session we look at the elements of project quality management including quality planning, assurance, control and continuous improvement. In particular we look at the practical application of quality management in the project environment.

Procurement

Most project involve selecting and working with suppliers. Finding the right supplier and then working with them constructively to complete the project is vital to project success and the quality of the future relationship. In this section we explore the role of a procurements strategy in project delivery and the different forms of contractually relationship and payment types as described in the APM Body of Knowledge.

Exam Prep and Exam

The final session is tutor lead exam preparation followed by the exam.

WHAT IS THE EXAM LIKE?

The APM Project Managers qualification is a three hour written exam and with 10 questions from a paper of 16. The pass mark is 55%. The results are published in 10-12 weeks.