

## APM Fundamentals of Project Management (PFQ)

**Duration :** 3 Days

### Overview

This entry-level course provides a comprehensive overview of project management that focuses on applying the core principles to make better decisions, understand consequences and generate success. Relevant for any project in any area of business, the course covers the pragmatic skills and techniques necessary for effective project delivery.

As more and more business critical initiatives are being planned and executed as projects, it is essential that organisations are fully equipped with the skills, tools, working practices, processes and mind-sets such that projects can be clearly defined, realistically planned and effectively managed.

### Certification

Please note, this course does not include the exam in the cost. To book the exam and take it at the end of your course please book with a member of our team.

### Target Audience

This course is suitable for those looking to gain an understanding of project management, or those who are not directly involved in project management but who wish to become familiar with project management processes and key terms.

It is also ideal for project managers as a pre-cursor to more advanced certification such as the APMP: The APM Project Management Qualification.

### Pre-Course Reading

This is an intensive three-day course and delegates will be expected to undertake around 10 hours pre-course work in order to be fully prepared. Delegates will be provided with pre-course reading by email prior to attending the course. Success on the course will be enhanced by close attention to the pre-reading materials. Delegates who have not received pre-course reading material within one week of the start of the course should contact a member of the ITTS team.

### Prerequisites

There are no prerequisites for attendance.

### Objectives

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

- Differentiate between project management and the operating environment
- Define the management structure by which projects operate
- Apply project management planning
- Describe project scope management
- Contribute to scheduling and resource management
- Apply risk management and issue management
- Define project quality management
- Manage communication in the project environment
- Recognise the importance of stakeholder management
- Explain principles of leadership and teamwork



## Course Content

The Fundamentals of Project Management course works through the lifecycle of a project, giving delegates insight all the key activities and processes undertaken to deliver successfully. A realistic project scenario is used as a case study during the course. This allows delegates to consolidate their knowledge of the key topics discussed, in a practical setting through syndicate work.

The course is structured around the syllabus for the Association for Project Management (APM) 'Introductory Certificate: The APM Project Fundamentals Qualification'. The exam is not included in this course. Delegates wishing to undertake the exam should book an exam also.

### Project Management and the Operating Environment

Projects are undertaken in a unique environment. Delegates are introduced to the factors that shape that environment.

- Differences between a project and business as usual
- Purpose and core components of project management and the benefits of effective project management
- Programme and portfolio management
- Project environment and the PESTLE acronym
- Use and phases of a typical project life cycle and reasons for structuring projects into phases
- Roles and responsibilities of: project manager, project sponsor, project steering group/board, project team members, project office and end users

### Project Management Planning

Delegates are introduced to the principles and techniques of effective project planning from the outset.

- Purpose and the typical content of a business case, including benefits
- Purpose and production of a project management plan
- Stakeholders, stakeholder management and stakeholder analysis
- Estimating methods (including analytical, comparative, parametric), estimating funnel,
- Success criteria, success factors and the use of KPIs
- Purpose and benefits of project reporting
- Project scope management, including product and work breakdown structures and Responsibility Assignment Matrix (RAM) with RACI
- Configuration management and change control
- Different approaches to scheduling (including critical path analysis, Gantt (bar) charts, baselines and milestones)
- Resource management
- Procurement within the context of project management
- Risk management and issue management
- Project risk management process and the use of a risk register
- Issue and issue management and the use of an issue log

### Communication

In addition to understanding the tools and techniques of project management the key aspects of engaging with people are covered.

- Definition and methods of communication
- Barriers to effective communication
- The communication plan
- Leadership and teamwork
- Role of project team leader
- Teamwork models

### Optional - APM Introductory Certificate: The APM Project Fundamentals Qualification Examination

Delegates who wish to sit the APM Introductory Certificate: The APM Project Fundamentals Qualification exam need to book on code FMPEX-3 separately. Key exam information:

- One hour
- Closed book
- 60 multiple-choice questions
- 60% pass mark

Where the APM Introductory Certificate: The APM Project Fundamentals Qualification exam is linked to the course, delegates will be provided with lots of examples of examination questions. There will be a number of exercises and 'question-and-answer' sessions that will help to consolidate the learning, thereby ensuring that delegates are more than adequately prepared for the final examination.

Exams for delegates attending this course virtually, via 'Attend From Anywhere', will be managed separately, therefore please contact your account manager following course delivery who will arrange this.