

APM Introductory Certificate 2 Day On-Site Course with Exam

Overview

This course provides a structured introduction to the project management discipline.

Developed by the Association for Project Management (APM) in conjunction with the Department for Education and Skills (DfES) the course provides an entry point to the higher level APM professional qualification structure.

The content is designed to introduce the key elements of the widely respected APM Body of Knowledge (5th Edition).

Objectives

This course will enable delegates to:

- Identify the project management processes
- Understand project management terminology
- Correctly identify the roles involved in project management
- Describe project success criteria and success factors
- Support and contribute to a successful project outcome
- Prepare project documentation

Learning Style

- The trainer and course materials will be accredited by the APM – the leading professional body for project managers in the UK
- The course will follow the APM syllabus but will also make reference to real world scenarios

Who will the workshop benefit?

- Those new to project management or who require an insight into project management and how it fits within the business context.

Prerequisites

- None

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Workshop Content

- Project Management in Context
 - Project management.
 - Programme management.
 - Portfolio management.
 - Project context.
 - Project sponsorship.

- Planning the Strategy
 - Project success and benefits management.
 - Stakeholder management.
 - Project management plan.
 - Project risk management.
 - Project quality management.

- Executing the Strategy
 - Scope management.
 - Scheduling.
 - Resource management.
 - Change control.
 - Information management and reporting.
 - Issue management.

- Techniques
 - Estimating.
 - Configuration management.

- Business and Commercial
 - Business case.
 - Procurement.

- Organisation and Governance
 - Project life cycles.
 - Handover and closeout.
 - Project reviews.
 - Organisational roles.

- People and the Profession
 - Communication.
 - Teamwork.