

# The APM Introductory Certificate in Project Management - Examination Course

2 Days TAP

## OVERVIEW

This course is designed to give delegates a sound introduction to the key issues in project management and to prepare them for the one hour multiple-choice examination held at the end of the course. The APM's excellent study guide for this certificate is provided to all delegates and is their personal copy to keep for future reference.

## DESIGNED FOR

The APM Introductory Certificate in Project Management is a basic or entry level qualification and is particularly suitable for:

- Those who are new to project management who want to gain an understanding of the principles of project management as laid down in the Association for Project Management's Body of Knowledge.
- Project team members with no project management training who would like to understand standard project management terminology and who wish to obtain the APM Introductory Certificate.

A primary focus of this intensive course is to prepare participants to successfully pass the examination. If they are looking for a more practical course enabling greater opportunities for project simulation and hands on exercises then they may wish to consider our course An Introduction to Effective Project Management.

## LEARNING OUTCOMES

By the end of this course participants will be able to:

- Identify the project management processes.
- Understand project management terminology.
- Correctly identify the roles involved in project management.
- Describe project success criteria and benefits.
- Support and contribute to a successful project outcome.
- Prepare project documentation.
- Have acquired the level of understanding needed to pass the APM Introductory Certificate in Project Management examination.

## TOPICS COVERED

### Project Management in Context

- Project management
- Programme management
- Portfolio management
- Project context
- Project sponsorship

### Planning the Strategy

- Project quality
- Project risk management
- Purpose of the project management plan (pmp)
- Stakeholders' management
- Project success and benefits management

### Executing the Strategy

- Scope management
- Scheduling
- Resource management
- Change control information
- Management and reporting
- Issues management

### Techniques

- Configuration management
- Estimating
- Project business case
- Procurement

### Organising and Governance

- Project life cycle
- Handover and closeout
- Project reviews
- Organisational roles

### People and the Profession

- Communications in a project
- Teamwork
- Leadership

## EXTRA NOTES

*Further Development:*

*Project Management for the APMP Examination (PMP2)*