





APMP Certificate course options

APMP Certificate is based on the Association for Project Management's Body of Knowledge and covers the syllabus for the APMP examination. It is designed to improve the skills of project management staff to enable them, through good project management practice, to make sound business decisions and thereby manage their projects to a successful conclusion. The examination will provide the delegate with an internationally recognised qualification.

Learning formats available

Choose from the following learning formats to suit your needs. All formats require a considerable number of hours of individual effort outside of the classroom, which increases significantly from classroom to blended (mix of classroom and self-study) to directed self-study learning formats. Commitment of the individual to the appropriate level of self-study is essential for all learning formats.

Learning format	Classroom	Blended learning	Self-study
			
Classroom duration (including exam attendance)	5-day single event or 6.5 day classroom in two modules 4 to 8 weeks apart)	Directed self-study + 3-day classroom	Directed self-study + 0.5 day classroom
Total out-of-classroom hours required	10 to 15 hours	20 to 30 hours	50 to 60 hours
Exam (3 hours)	On final 0.5 day of the course	On final 0.5 day of the course	Scheduled by the individual from a range of dates
Remote expert support (email & telephone)	✓	✓	✓
Public open event	✓	✓	✓
In-house single client event	✓	✓	✓

Who should attend?

- Project Managers who have not had formal best-practice project management training.
- Prospective work package managers, project managers or other key project personnel looking to develop their project management career skills.
- Project Managers wishing to attain a formal, and widely recognised, project management qualification.

Pre-requisites

Good project management basic skills or attendance on the APM Introductory Certificate course plus ideally a minimum of 6 months actual experience of working on a project. We recommend delegates take Provek's free online PMA5 lite assessment to help assess readiness and suitability for the APMP Certificate course and exam. This assessment identifies the delegate's existing knowledge and experience and recommends the appropriate level of training required (www.provek.co.uk – Project Management Assessment).

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Course objectives

Delegates will be able to:

- Appreciate business processes and lifecycle models for projects and project management.
- Use critical path analysis techniques and manage resource conflicts.
- Contribute to the development of the business case.
- Select and apply appropriate project monitoring and control methods.
- Use a systematic approach to analysing and planning a project.
- Consider and apply appropriate conflict management and negotiating techniques.
- Appreciate the project context and actively manage the project stakeholders.
- Apply work breakdown structures and map responsibilities.
- Appreciate the context and relevance of project change control processes.
- Recognise the importance of developing effective leadership skills and communication techniques.
- Prepare for the APMP examination.

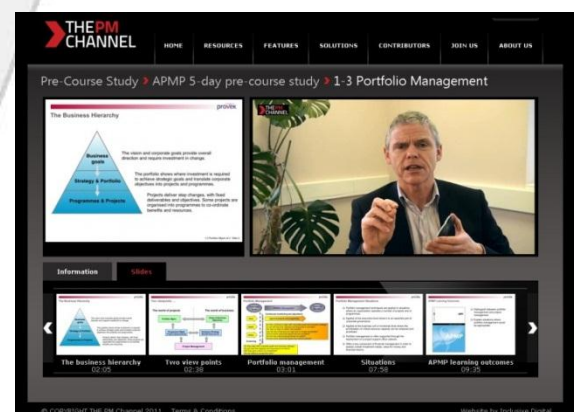
Course content

- Portfolio and programme management concepts
- The project context and stakeholder management
- The project lifecycle and business processes
- Developing a business case, investment appraisal techniques
- Risk management
- Project strategy and constructing the project management plan
- Scope management and breakdown structures
- Time and resource scheduling
- Budgets and cost control
- Change control and configuration management
- Teamwork and communication
- Procurement and contracts
- Conflict and negotiating skills
- Handover and project closure
- Exam preparation and exam practice questions, exercises and scored feedback

Classroom style: Tutor-led by experienced project manager in participative style with a blend of presentation, facilitated discussion, hands-on exercises, case studies and exam practice questions.

Self-study on The PM Channel: Directed self-study uses The PM Channel:

- Unique engaging structured video based learning and development resources
- Available 24/7 via internet access
- Self-paced. You control when / where to study
- Exam Guidance, Tips and Practice questions
- Key documents available to download
- Tracked personal progress
- View samples of videos within The PM Channel, visit www.thepmchannel.com



Further information: For prices on public or in-house events, more information or to discuss the most appropriate Provek learning format to suit your needs, please contact Erica Gassor on 01635 524610 or Erica.gassor@provek.co.uk or visit our website at: www.provek.co.uk

