



www.ilxgroup.com

The APM Project Management Qualification Blended

This fully accredited blended learning contains all of the training and materials you need to attain the APM Project Management qualification awarded by the Association for Project Management. It combines highly interactive multimedia e-learning with an intensive classroom workshop including practical exercises and exam techniques and leads to the APM Project Management qualification examination.

The e-learning pre-course work is equivalent to a three day classroom workshop and takes approximately 12 hours to complete. It combines multiple voices, animation and interactive exercises, providing training at a time, pace and location to suit your individual requirements. The classroom workshop builds upon the e-learning element and covers the remaining 12 syllabus topics that are not included within the e-learning package.

You will have access to a training expert who will prepare you fully to attempt the examination which is taken on the afternoon of the final day. Ample time is allowed within the workshop for attempting sample questions and feedback.

BENEFITS

- ✓ The e-learning provides increased control and visibility of progress and achievement
- ✓ Improves ability to plan and manage projects
- ✓ Increases personal confidence in dealing with project matters
- ✓ e-learning is proven to increase retention of learning and is accessible from any location

DURATION

The e-learning will take approximately 12 hours to complete and in addition you can attempt the sample examination questions and undertake private study. Each individual question is designed to take 15 minutes and there is at least one available for each topic. We recommend that you set some time aside over a period of four to six weeks to complete the work.

When you've completed the e-learning you will attend a three day workshop with one of our expert tutors. The workshop will include the remaining 12 syllabus topics that are not incorporated in the e-learning and act as a refresher for the other topics. The examination is held on the afternoon of day three.

ACCREDITATION

On the last day of the course there will be a three hour examination. Using essay style questions you will have to:

- ✓ Answer 10 questions from 16
- ✓ Achieve an average score of 55% to pass

Target Audience

The course is designed for individuals from both the public and private sector including those working in the management of projects ranging from individual assignments through to those working on large capital or change projects. This includes:

- ✓ Project Managers
- ✓ Project Team Managers
- ✓ Project Team Members
- ✓ Project Support Office Staff

What's included?

- ✓ 12 months access to our accredited online learning
- ✓ A copy of the official APM Body of Knowledge
- ✓ Three day classroom workshop – must be taken with 12 months of purchase
- ✓ The APM Project Management Qualification exam fee – must be taken with 12 months of purchase
- ✓ Full tutorial support while you study

Prerequisites

Those attending would benefit from having a minimum of two years relevant practical experience of Project Management.

LEARNING SYNOPSIS

COURSE CONTENT

The syllabus for the The APM Project Management Qualification is based upon the APM Body of Knowledge which encompasses all areas of project management including strategic and commercial considerations, together with the technical, organisational and people management skills required to participate effectively in project management.

Areas covered include:

- ✓ Context of project management
- ✓ Planning and strategy
- ✓ Executing the strategy
- ✓ Techniques
- ✓ Business and commercial
- ✓ Organisation and governance

We have divided the syllabus topics into zones and the topics covered within each zone are shown below:

- ✓ Introduction
- ✓ Introduction to the course, conventions and terminology
- ✓ Professional qualifications
- ✓ The APM Project Management Qualification and PRINCE2®
- ✓ Blended learning approach
- ✓ The examination
- ✓ Key words
- ✓ Hints and tips

GREEN ZONE – GETTING GOING

- ✓ Project management
- ✓ Programme management
- ✓ Portfolio management

BLUE ZONE – BACKGROUND

- ✓ Project life cycles
- ✓ Project context

PINK ZONE – PEOPLE & PROJECTS

- ✓ Stakeholder management
- ✓ Organisation
- ✓ Teamwork
- ✓ Leadership
- ✓ Communication
- ✓ Conflict management

PURPLE ZONE – PLANNING

- ✓ Scope management
- ✓ Estimating
- ✓ Scheduling
- ✓ Resource management
- ✓ Earned value management
- ✓ Budgeting and cost management

RED ZONE – STOP & THINK

- ✓ Requirements management
- ✓ Project success and benefits management
- ✓ Procurement
- ✓ Negotiation
- ✓ Governance of a project
- ✓ Health, safety and environmental management

ORANGE ZONE – INFORMATION MANAGEMENT & REPORTING

- ✓ Information management and reporting

THE APM PROJECT MANAGEMENT QUALIFICATION WORKSHOP

The three day workshop will cover these 12 syllabus topics:

- ✓ Organisational roles
- ✓ Project sponsorship
- ✓ Project reviews
- ✓ Business case
- ✓ Project management plan
- ✓ Project risk management
- ✓ Issue management
- ✓ Project quality management
- ✓ Change control
- ✓ Configuration management
- ✓ Methods & procedures
- ✓ Handover and closeout