



## APMP Certificate

This comprehensive five-day course 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. The course builds on existing knowledge and experience and attendees will learn how to better plan, control and monitor their projects including risk and financial analysis together with reporting on progress. Interpersonal skills such as negotiation techniques and managing stakeholders are also covered in theory together with exercises to reinforce the learning.

### Course duration

5 days plus a minimum of 10 hours of pre-study.

### 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.

### 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

### 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.





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### 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. Provek also recommend that delegates undertake their free online Project Management Assessment (PMA5) in order to assess their 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](http://www.provek.co.uk) – Project Management Assessment).

### Pre-course study materials issued by Provek

Provek's APMP pre-study workbook and the APM's Body of Knowledge (BoK) 5<sup>th</sup> Edition Book. These materials are essential reading prior to attending the 5-day course itself.

### Course style

The course is tutor-led classroom style with participative exercises, case studies and revision questions.

### Course venues and dates

Please refer to our training schedule for course dates and venues. This course is also available as an in-house programme. To discuss prices, dates and venues please contact Provek.

### Course prices

Please see website ([www.provek.co.uk](http://www.provek.co.uk)) or call 01635 524610 for public course prices. We would also be delighted to quote for an 'in-house' course. Minimum cost effective number of delegates for an 'in-house' event is 6.

