



APM Introductory Certificate

The APM Introductory Certificate (APM IC) in Project Management is a qualification that is designed for those embarking on a project management career or individuals who require recognition for their general project management knowledge and awareness. This two day course is based upon the Association for Project Management's Body of Knowledge and covers the syllabus for the IC examination. The course covers a wide range of topics at a summary level thus providing attendees with a broad understanding of project management terminology, basic techniques and the people and skills required to successfully manage a project. Candidates will take a one hour 60 question, multiple choice exam paper at the end of the training course.

Course duration

2 days including 1 hour examination at the end

Who should attend?

It is suitable for all levels of staff who are relatively new to work package/project management or others who require an insight into project management in order to fulfil a role as a project team member.

Course content

- Project and programme management
- Lifecycle management
- Success criteria and benefits
- Project context and stakeholder management
- Business case
- Organisational roles
- Project management plan
- Risk management
- HSE and quality management
- Scope management and planning
- Estimating
- Resource management
- Change control and configuration management
- Procurement
- Teamwork and communication
- Handover and post-project review

Course objectives

Delegates will be able to:

- Appreciate the terminology and techniques of project management
- Define a project, project management and success factors
- Define the different roles required in a project
- Describe the content and purpose of a business case
- Define the reasons for managing with life cycles
- Define purpose, benefits and content of a Project Management Plan
- Describe the breakdown structures used on projects
- Appreciate the different estimating methods
- Describe the risk management process
- Understand the differences between quality planning, assurance and control
- Describe a change control procedure
- Define the characteristics of a typical project team
- Describe the purpose and content of the post project review

Pre-requisite

None. However, some project experience is an advantage.





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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 in-house prices, dates and venues please contact Provek.

Course prices

Please see website (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.

