



APMP Certificate (Modular)

This modular course is based on the Association for Project Management's (APM) Body of Knowledge and industry best-practice, 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.

This modular format offers the flexibility to undertake the syllabus for the APMP examination as either two three-day modules or three two-day modules. The APMP examination is scheduled for the morning after the final day. The course covers a unique blend of both 'hard' and 'soft' skills and encourages attendees to actively participate through the use of a project simulation which runs through the whole project lifecycle. This modular APMP course format also requires self-study (directed) between modules. It has the advantages over the traditional 5-day single event format in terms of extra classroom contact time, incorporates a project simulation to reinforce learning and also allows more revision time. All of these advantages can aid the learning experience and preparation for the APMP exam.

Course duration

6.5 days plus 10 to 20 hours of self-study between modules. The most popular format is classroom module 1 (3-days), followed by 6 to 8 weeks gap with directed self-study, and then a second classroom module 2 (3-days) with the 3 hour APMP examination the following morning finishing at lunchtime.

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 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.
- Use critical path analysis techniques and manage resource conflicts.
- Describe the purpose of quality management techniques in the project context.
- Describe processes for project hand-over and close out.
- Prepare for the APMP examination.





APMP Certificate (Modular)

Course content

- Portfolio and programme management concepts
- The project context and stakeholder management
- The project lifecycle and business processes
- Developing a business case, including 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, issue management and configuration management
- Procurement and contracts
- Organisational structures, roles and responsibilities
- Conflict management and negotiating skills
- Information management
- Earned Value Management
- Quality management
- Health, Safety and Environment
- Communication, teamwork and leadership
- Project Governance
- Handover and project closure
- APMP Examination

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 – Project Management Assessment).

Pre-course study materials issued by Provek

None. However, guidance for self-study between classroom modules will be provided at the end of a module.

Course style

The course is tutor-led classroom style with participative exercises, case studies and revision questions. Self-study between classroom modules is also an essential requirement of this course.

Course venues and dates

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

