PURPLE GRIFFON
The IT Service Management Training & Consultancy Specialists

Course Title: APM Fundamentals Of Project Management (PFQ)	**Course Duration**: 2.0 Days
Exam: Included	**Exam Type**: Classroom Exam
Qualification: The APM Project Fundamentals Qualification (PFQ)	

Course Syllabus

Our APM Fundamentals Of Project Management (PFQ) training course is structured around the syllabus for the Association for Project Management (APM) 'Introductory Certificate: The APM Project Fundamentals Qualification'.

Project Management and the Operating Environment

Projects are undertaken in a unique environment. You will be introduced to the factors that shape that environment.

- Differences between a project and business as usual
- Purpose and core components of project management and the benefits of effective project management
- Programme and portfolio management
- Project environment and the PESTLE acronym
- Use and phases of a typical project life cycle and reasons for structuring projects into phases
- Roles and responsibilities of: project manager, project sponsor, project steering group/board, project team members, project office and end users

Project Management Planning

You will be introduced to the principles and techniques of effective project planning from the outset.

- Purpose and the typical content of a business case, including benefits
- Purpose and production of a project management plan
- Stakeholders, stakeholder management and stakeholder analysis
- Estimating methods (including analytical, comparative, parametric), estimating funnel,
- Success criteria, success factors and the use of KPIs
- Purpose and benefits of project reporting
- Project scope management, including product and work breakdown structures and Responsibility Assignment Matrix (RAM) with RACI
- Configuration management and change control
- Different approaches to scheduling (including critical path analysis, Gantt (bar) charts, baselines and milestones)
- Resource management
- Procurement within the context of project management
- Risk management and issue management
- Project risk management process and the use of a risk register
- Issue and issue management and the use of an issue log

Communication

In addition to understanding the tools and techniques of project management the key aspects of engaging with people are covered.

- Definition and methods of communication
- Barriers to effective communication
- The communication plan
- Leadership and teamwork
- Role of project team leader
- Teamwork models

Course Overview

Our two-day APM Fundamentals Of Project Management (PFQ) training course provides a comprehensive overview of project management that focuses on applying the core principles to make better decisions, understand consequences and generate success.

Our APM Fundamentals Of Project Management (PFQ) training course works through the lifecycle of a project, giving you insight into all the key activities and processes undertaken to deliver successfully. It is relevant for any project in any area of business, and covers the pragmatic skills and techniques necessary for effective project delivery.

Course Learning Outcomes

Our APM Fundamentals Of Project Management (PFQ) training course will teach you to:

- Understand project management and the operating environment
- Understand project life cycles
- Understand the roles and responsibilities within projects
- Understand project management planning
- Understand project scope management
- Understand resource scheduling and optimisation in a project
- Understand project risk and issue management in the context of a project
- Understand quality in the context of a project
- Understand communication in the context of a project
- Understand leadership and teamwork within a project

Audience

Our APM Fundamentals Of Project Management (PFQ) training course is aimed at ambitious Project Managers and provides an awareness of the important features of Project Management.

Entry-Level Requirements

There are no formal prerequisites for the APM Fundamentals Of Project Management (PFQ) training session.

Recommended Reading

You will be expected to undertake up to 5 hours of pre-course work in order to be fully prepared. You will be provided with pre-course reading by email prior to attending the course. Success on the course will be enhanced by close attention to the pre-reading materials.

What's Included

- Full Materials Including Comprehensive Course Workbook
- Highly Skilled & Knowledgeable Tutors
- APM Fundamentals Of Project Management (PFQ) Examination

Exam Information

The APM Project Fundamentals Qualification (PFQ) Examination

- One hour
- Closed book
- 60 multiple-choice questions
- 60% pass mark

What's Next

Our 5-day APM Project Management Qualification training course is the fast track APM qualification exclusively for PRINCE2® Practitioners.

Additional Information

As more and more business critical initiatives are being planned and executed as projects, it is essential that organisations are fully equipped with the skills, tools, working practices, processes and mind-sets such that projects can be clearly defined, realistically planned and effectively managed