

APMIC

Course Description

The Introductory Certificate in Project Management is a basic level qualification from the Association for Project Management (APM). This two day course is designed to prepare attendees for the APM Introductory Certificate examination which will be held at the end of day two.

Successful candidates will have shown a good understanding of the basic tools, techniques and principles of project management through the one hour multiple choice based examination. Holders of the certificate have demonstrated that they understand the project environment and how to work with project managers in all types of organisations.

Course Objectives

The overall objective of this course is to prepare attendees for the APM Introductory Certificate in project management. Upon completing the course delegates will be able to:

- Y Understand the definition of project management and programme/portfolio management
- Y Define the context factors of a project and the need for stakeholder management
- Y Understand the project lifecycle and the content and purpose of the Business Case
- Y Define the roles required in the management of projects
- Y Appreciate the purpose and content of the Project Management Plan
- Y Describe the main breakdown structures used in projects
- Y Understand the purpose of critical path analysis and resource scheduling
- Y Describe different estimating methods
- Y Define project quality management
- Y Appreciate risk management processes and techniques

- Y Understand change control procedures and configuration management techniques
- Y Define project procurement processes
- Y Describe different methods of communicating
- Y Understand the stages of team development
- Y Understand the role of handover and closure within the project life cycle
- Y Describe the purpose and content of the post project review

Intended Audience

It is suitable for all levels of staff including those who are relatively new to work package / project management or others who require an insight into project management processes and techniques.

Pre-Course Preparation

Delegates will be sent the **APM IC Study Guide – “Starting out in Project Management”** 3 weeks before the start of their course.

We recommend that the delegates allow 6 hours of preparation to read the book and understand the APM IC syllabus contained in Appendix 1.

What's Included

Delegates are provided with the APM IC slide pack and all necessary stationery

Format of the Course

The course is participative in nature utilising plenary presentation sessions, group discussions, individual and group exercise and examples.

The Exam

The examination is taken at the end of the second day, and is a 1 hour multiple choice paper. It consists of 60 questions and the pass mark is 36 (60%)

Price

Please call 01244 852 544