



Aspire Europe Limited
helping organisations to manage change

APM PROJECT FUNDAMENTALS QUALIFICATION

Introduction

Project Management is the way of managing change. Everything from the Olympics to organising a wedding can be considered a project. It describes the activities that meet specific objectives and can be used to introduce or improve new or existing products and services that are separate to business-as-usual activities.

This [APM](#) Project Fundamentals Qualification will provide you with the fundamentals necessary to apply the key elements of Project Management including planning and scheduling, communication, teamwork, resource management, project risk management and project reviews.

The course covers the latest version based on [APM](#) Body of Knowledge 6th edition and provides delegates with a sound introduction into Project Management fundamentals which can be carried from one job to another.

Target Audience

This course is intended for staff with little understanding or those new to Project Management and wishing to gain a broad understanding of the principles of the profession for example:

- Project Managers
- Project Assurance
- Project Support
- Project team members

Course Benefits

- Application of [APM](#) glossary of terminology
- Increased confidence to delegates in real world application of project management
- Thorough coverage of applicable [APM](#) BoK6 knowledge areas.
- Delegates will be fully prepared to take the PFQ examination.

Duration: Two days

Pre-Requisites: No prior knowledge or experience is required for this qualification.



About Aspire Europe

Our roots are entrenched in Change Programme Management and Performance Management and we are committed to improving the efficiency and effectiveness of organisations through the transfer of our knowledge and experience to your people.

We constantly strive to offer refreshing, stimulating and interesting events facilitated by consultants with a wealth of experience and examples to enhance your learning experience.

We offer further accredited courses to continue your development.

This two-day course is intense, and for individuals looking to start a career in Project Management. Preparation is the key to success, which is why we provide a full pre-course programme to help you arrive on the first day fully prepared.

In-House Event: Price on application

For more details please contact us

0117 440 2560

Email: theacademyteam@aspireeurope.com

Web: <https://www.aspireeurope.com/>



APM PROJECT FUNDAMENTALS QUALIFICATION

Course Outline

Module	Content
1 Understand Project Management and the operating Environment	This session covers: <ul style="list-style-type: none">• Define a project• Identify the differences between a project and business as usual• Core components of Project Management• Project environment• Programme, Portfolio and Project
2 Understand the project lifecycle	This session covers: <ul style="list-style-type: none">• Life Cycle• Structuring Projects into Phases
3 Understand the management structure by which projects operate	This session covers: <ul style="list-style-type: none">• Define the roles and responsibilities of Project manager and Project sponsor• Project steering group/board• Project team members• Project office• End users
4 Understand Project Management planning	This session covers: <ul style="list-style-type: none">• Planning• Business Case• Integrative Management• Stakeholder Management• Benefit Management• Financial and Cost Management• Information Management
5 Understand project scope management	This session covers: <ul style="list-style-type: none">• Project Scope Management• Product Breakdown Structure (PBS) and Work Breakdown Structure (WBS)• Configuration Management• Change Control
6 Understand scheduling and resource management	This session covers: <ul style="list-style-type: none">• Critical path analysis, total float, Gantt(bar)charts, baseline, milestone• Types of resources needed for projects• Procurement
7 Risk and Issue Management	This session covers: <ul style="list-style-type: none">• Purpose of Risk Management• High level Risk Management Process• Use of a Risk Register• Issue Management



APM PROJECT FUNDAMENTALS QUALIFICATION

Course Outline

Module	Content
8 Project Quality Management	This session covers: <ul style="list-style-type: none">• Quality Planning and Quality Assurance• Quality Control• Gate reviews• Post project reviews• Benefit reviews• Peer reviews• Project audits
9 Communication in the Project Environment	This session covers: <ul style="list-style-type: none">• Different Communication Media• Barriers to Communication• Contents of a Communication Plan• Benefits of a Communication Plan
10 Principles of Leadership and Teamwork	This session covers: <ul style="list-style-type: none">• Outline how a project team leader can influence team performance• Define what is meant by the term project team• Outline the advantages and disadvantages of team models
Examination	Throughout the course, interwoven within the delivery of the theory and the practical examples of good practice, there is ongoing support and preparation for the examination