



Aspire Europe Limited
helping organisations to manage change

APM PROJECT FUNDAMENTALS QUALIFICATION

eLEARNING

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.

This [APM](#) accredited blended eLearning course covers the latest version based on [APM](#) Body of Knowledge 7th 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](#) BoK7 knowledge areas.
- Delegates will be fully prepared to take the PFQ examination either online or at a test centre.

Duration: 12 hours

Pre-Requisites: None

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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 eLearning course is intense and intended to be interactive whilst challenging and is for individuals looking to start a career in Project Management.

For more details please contact us

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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

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8 Project Quality Management	<p>This session covers:</p> <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	<p>This session covers:</p> <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	<p>This session covers:</p> <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