APM Project Fundamentals (PFQ) Guide

This eBook will provide an overview of the APM PFQ course content and the essential syllabus material that will be covered on the course.

Contents

APM Project Fundamentals an introductory certificate into the world of Project Management. Developed by APM, the chartered body for project professionals it is an entry level qualification from the Association for Project Management (APM). Successful candidates will have shown a good understanding of the basic tools, techniques and principles of project management through a 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.

Formed in 1972 and in 2017 awarded a Royal Charter as part of its strategy to raise awareness and standards in the profession.

You can benefit from membership, qualifications, publications and events.

APM FIVE Dimensions of Professionalism provide a framework that helps you develop your career.

Breadth
The APM Body of Knowledge defines the knowledge needed to manage any kind of project

Depth
The APM Competence Framework provides a guide to project management competences.

Achievement
APM qualifications are recognised across the profession and aligned with IPMA's Four Level Certification Program

Commitment

Continuing Professional Development helps develop your project management practice. A targeted development plan will enhance your project management career.

Accountability
The APM Code of Professional Conduct outlines the ethical practice expected of a professional.
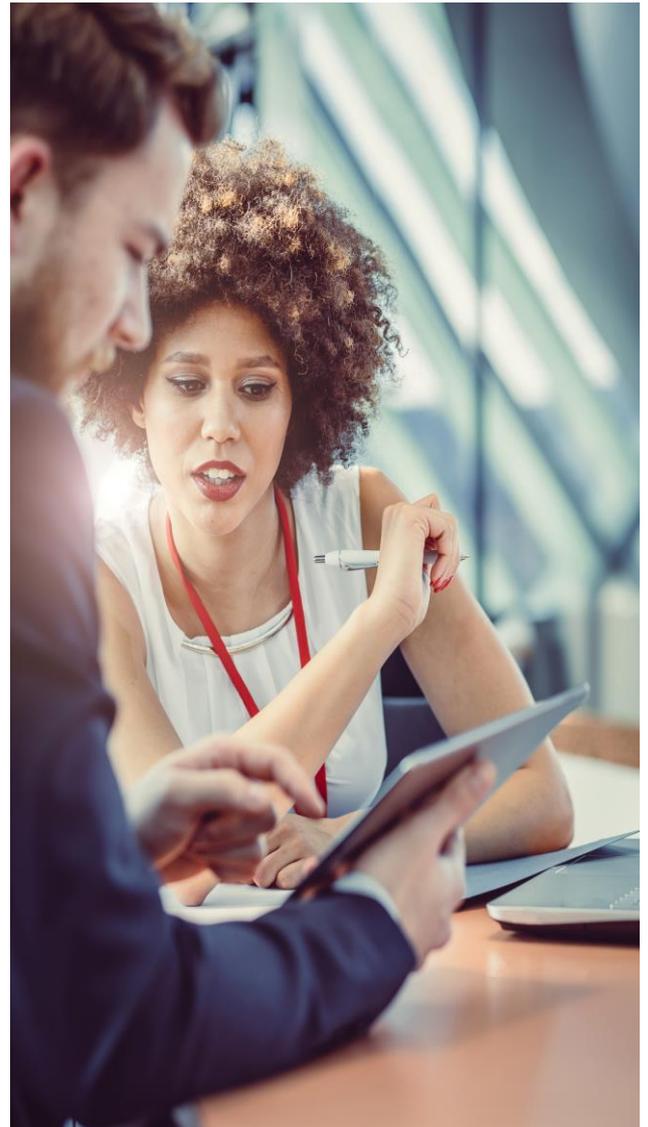
Level 1

APM Project Fundamentals Qualification (PFQ) – entry level – equivalent to other project management Foundation level certificates such as PRINCE2® Foundation

Level 2

APM Project Management Qualification (PMQ) – next level up. Recommended to have some project experience and also broad understanding of projects. Ideally will have previous PFQ certificate but not essential.

APM PMQ for PRINCE2 Practitioners – same level qualification as standard PMQ but requires only a 2 hour exam for anyone PRINCE2 Practitioner qualified.

Level 3

APM PPQ (Project Professional Qualification) PPQ is a new, developmental examination-based qualification that assesses your capability in delivering projects, programmes and portfolios.

Level 4

APM Practitioner Qualification (PQ) The Practitioner Qualification (PQ) developed by APM, the chartered body for the project profession, is an assessment-based qualification for relatively experienced professionals (project management practitioners) who can demonstrate an ability to manage a non-complex project.

Preparing for your course is always recommended. Prior to your course with SPOCE project management you will be sent pre courseware materials (if sitting a classroom course). Some of the useful resources includes definitions of the project management topics that will be covered on the course. Below are list of just some of the topics you will need to familiarise yourself with:

Project management

The application of processes, methods, knowledge, skills and experience to achieve the project objectives.

Programme management

The co-ordinated management of project and change management activities to achieve beneficial change.

Project success

The satisfaction of stakeholder needs and is measured by the success criteria as identified and agreed at the start of the project

Benefits management

The identification, definition, planning, tracking and realisation of business benefits.

Project context

Refers to the environment within which a project is undertaken. Projects do not exist in a vacuum and an appreciation of the context within which the project is being performed will assist those involved in project management to deliver a project.

Stakeholder management

The systematic identification, analysis, planning and implementation of actions designed to engage with stakeholders.

Life cycle

The inter-related phases of a project, programme or portfolio and provides a structure for governing the progression of work.

The business case

This provides justification for undertaking a project or programme. It evaluates the benefit, cost and risk of alternative options and provides a rationale for the preferred solution.

About the course

This two-day course is designed to prepare attendees for sitting the APM Project Fundamentals examination which will be held at the end of day two of this two-day course.

The course will follow the syllabus requirements of the APM Project Fundamentals qualification and at the conclusion of the course delegates will be able to sit the 60 question, 1 hour multiple-choice examination for the qualification. The course will offer delegates a complete and practical introduction to project management. This will cover the planning, implementing and managing of a project, increasing delegate awareness of their roles as active members of a project team or support function, enabling them the knowledge and confidence to make a positive contribution to any project environment.

Pre course questions

Although there is no requirement for any specific level of project experience ahead of attending this course, many attendees will have some experience of working in a project environment. To support the plenary discussions at the course, attendees are asked to consider the following questions in relation to a project or projects on which they have worked.

1. What were the business reasons for doing the project?

2. Who were the stakeholders on the project?

3. Who worked to the project manager and who did they report to?

4. Can you think of any risks that the project faced?

5. What contributed to good team work on the project?

The Syllabus

1. Understand project management and the operating environment
2. Understand the project lifecycle
3. Understand the management structure by which projects operate
4. Understand project management planning
5. Understand project scope management
6. Understand scheduling and resource management
7. Understand risk management and issue management
8. Understand project quality management
9. Understand communication in the project environment
10. Understand principles of leadership and teamwork

The exams

Assessment is through a 60-question, multiple choice examination, taken over 1 hour.

No previous experience is necessary to sit this course

Classroom courses

Our classroom courses are a supportive and collaborative experience where you will get to learn in a group, sharing your experience with other professionals and applying the method we are teaching to your working life. The majority of SPOCE's classroom training consists of pre-course materials that provide attendees the opportunity to prepare for the course. During the course, the combination of trainer presentations, individual and group tasks, and workshopped flip chart diagrams help delegates to understand and learn the subject.

e-Learning

Do you like the flexibility of being able to choose when and where you study, are fairly confident learning with technology but don't want to lose on quality in your course material? Here at SPOCE we have developed our own brand of award winning e-Learning courses to support your self-study and they come equipped with access to our Learning Management System. Now you can even take your exams online too!

Onsite client events

If you are part of an organisation looking for a more bespoke package for your employees then SPOCE has the expertise to customise your learning and deliver a bespoke experience. We also provide on-site training at your own location anywhere in the world

Welcome to ONLIVE virtual training!

ONLIVE virtual classroom from SPOCE gives you and your organisation the best of both worlds when it comes to training. It is an online learning platform with a very big difference. SPOCE ONLIVE training is presented 'live' by our expert team of trainers and gives you the ability to interact with the trainer and the rest of their virtual class throughout the sessions. When you book virtual classroom training with SPOCE, you will also be able to choose a schedule that is suitable to you and not the other way around. You will not find this option with any other training provider!

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We will deliver our expertise with speed, efficiency and courteous service quality 'every' time.