

APM Introductory Certificate in Project Fundamentals



About the Course

The APM Introductory Certificate in Project Fundamentals offers an insight into this exciting and challenging discipline. No prior knowledge or experience in project management is required for this certificate. The course finishes with a 1-hour examination to test the candidate's knowledge of project management fundamentals.

Designed for

This course is designed for anyone looking to start a successful career in project management or those wanting to understand the fundamentals of project management excellence.

Course Approach

This event is a mixture of input and practical sessions, delivered by an APM approved trainer. All trainers have practical experience of project management. Practical sessions are on an individual and team basis and feature throughout the event. The examination is a 1 hour multiple-choice exam and is taken at the end of day two. The results are usually available from the APM within four weeks.

Course Documents and Exam

- **Starting Out in Project Management Book**
An easy to read introduction to project management with chapters that match the APM Introductory Certificate syllabus. Simple case study examples, exercises & notes pages
- **Event Materials**
 - Introductory Certificate Guidance Notes
 - APM Introductory Certificate in Project Fundamentals Course Handout
- **APM Introductory Certificate Exam**
 - 1-hour APMIC multiple-choice exam

What Does The Course Cover?

This two-day course provides an excellent overview of the APM Body of Knowledge (APMBoK), and includes the following topics:

- **Project management in context**
 - Programme management
 - Portfolio Management
 - Project sponsorship
- **Planning the strategy**
 - Success and benefits management
 - Risk management
 - Quality Management
 - Project management plan
- **Executing the strategy**
 - Scope management
 - Scheduling
 - Change control
 - Project Reporting
- **Techniques**
 - Estimating
 - Configuration Management
- **Business and commercial**
 - Business case
 - Procurement
- **Organisation and governance**
 - Project life cycles
 - Project reviews
 - Organisation structure and roles
- **People and the profession**
 - Communication
 - Teamwork

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