

APM Project Management Qualification PMQ Examination Preparation Workshop

Overview

The PMQ is the professional qualification awarded by the Association for Project Management. The focus of this course is to provide you with a level of knowledge that will enhance your personal effectiveness in project management and give you a professional qualification that is recognised worldwide.

The format for this course is to break the APM syllabus up into modules and for delegates to attend the course over a three-week period. Between each training period delegates will be set homework to help embed and facilitate their learning.

This course takes place over three weeks in the following format:

- three days on week one
- two days on week two
- exam on week three

The modular version of the course takes place in central London on the following dates:

The syllabus is based upon the current Body of Knowledge (BoK) and the classroom sessions will include discussions, exercises, and case studies.

Given the intensive nature of the syllabus, this modular course will enable delegates to study at their own pace and take responsibility for their own learning.

The examination consists of a three-hour essay style paper.

PMQ is a knowledge based qualification. Successful candidates are able to participate in projects from individual assignments through to large capital projects. PMQ is a qualification recognised both nationally and internationally that successful candidates can carry from one job to another or from one industry to another.

PMQ covers 12 high level learning outcomes from the APM Body of Knowledge. Awareness of these is considered fundamental to the professional management of projects.

The course is fully accredited and approved by the APM, and Hemsley Fraser is an APM Accredited Training Provider.

Audience

Suitable candidates will have 3 to 5 years experience in managing non-complex projects or run a key control function of a largescale project. Candidates for the PQ Assessment Centre must also satisfy one of the following criteria:

- Passed the APMP qualification; or
- Demonstrate good familiarity with the APM Body of Knowledge and have passed an equivalent qualification such as PMP, BCS (formerly ISEB) Certificate in Project Management, Open University Project Management Module M865; or
- Can demonstrate they have a good foundation knowledge of project management, supported by evidence of Continued Professional Development (CPD).

Skills Gained

By the end of this course you will be able to:

- Provide organisations with a proven project management methodology that can allow people to plan organise and control the successful implementation of projects.
- Achieve the PMQ qualification, the UK's leading project management qualification.
- Provide practical skills and techniques to help further your career in project management.

Prerequisites

This course is intended for practising, or possibly aspiring, project managers with a minimum of two years' experience in a project environment. This grounding is essential in order that attendees have a basic understanding of project management in order that theory can be applied to the workplace.

Delegates who are registered PRINCE2 Practitioners may wish to look at our 'APMP for PRINCE2 Practitioners' course where an alternative route to APMP is possible.

Pre-Course Reading

There is no pre-reading assigned for this course. However, delegates are expected to be fully familiar with the APMP syllabus topics covered in your prior study. Prior study is discussed in the 'Prerequisites' section above.

- This highly interactive course covers the content of the APMP syllabus which is based on the APM Body of Knowledge, 6th Edition. The framework and tools that are covered provide a solid foundation for the successful delivery of a project, irrespective of industry sector.
- Delegates will explore these tools through a number of facilitated individual and group-based exercises, providing ample opportunity for sharing experience and learning throughout the class.
- In addition to the classroom sessions listed below, delegates will also be assigned evening work to help reinforce learning and prepare for the examination. The evening work is a key part of the course and may take approximately two hours to complete although some delegates may choose to extend this time.
- **Context and Governance**
- The governance and setting of a project will heavily influence how it is managed. This section will cover topics such as:
 - The difference between project and operational work
 - Programme and portfolio management
 - Project team roles
 - The governance of a project across its life cycle

Concept Phase It is essential that the need for a project is identified and understood before its viability can then be judged. This may involve:

- Identifying and managing stakeholders
- Creating a business case
- Assessing project success and benefits
- Procuring resources and contract management

Definition Phase The definition phase is often where the project manager is most heavily involved and we look at a structured approach for planning the project - both in terms of what needs to be done and also how it will be done.

- Requirements and scope management
- Schedule and resource management
- Budgeting and cost management

Development Phase Putting the plan into action will require the project manager to undertake many of the following actions.

- Project control, including cost control through earned value management

- Manage information and reports
- Risk and issue management
- Health and safety
- Quality management
- Change control and configuration management

- **Managing the Team**

- No project is successful without an engaged and committed team. This requires the project manager to utilise a number of interpersonal skills.
- Communication
- Conflict management
- Build and lead the team

Project Handover and Closure Formal closure of a project will help ensure that the deliverables are handed over in a structured manner and that the team and the organisation has reviewed and learned from the performance on the project.

- Project handover
- Project reviews

- **APMP: The APM Project Management Qualification**

- The APMP examination is scheduled for 1.00pm on the final day of the course.
- Key exam information:
 - 3 hours' duration
 - Closed-book
 - 10 essay-based questions to be answered from a total of 16 questions; each answer is worth 50 marks
 - Candidates are required to achieve a minimum of 275 marks out of 500 (55%) to pass

Exams for delegates attending this course virtually , via 'Attend From Anywhere', will be managed separately, therefore please contact your account manager following course delivery who will arrange this.

Extensive examination practice and feedback is included in the workshop. The APMP examination is normally scheduled for 13:00 on the final day of the course and consists of:

- 10 essay based questions to be selected from a total of 16. Each worth 50 marks
- 3 hours duration
- Closed-book event
- Candidates require a minimum of 275 marks out of 500 (55%) to pass
- Delegates are advised to undertake some revision work in the evening to prepare for the APMP examination on the final day of the course. The additional work required during evenings will consist of consolidation reading and mock examination questions. The evening work is an integral part of the course and delegates should expect to spend 2-3 hours each evening on these activities

By successfully passing the APMP examination candidates can choose to further develop their knowledge and understanding by attending the APMPQ Assessment Centre. The attainment of accreditations offered by professional bodies such as the Association for Project Management (APM) is increasingly seen as a recognised indicator of competence in project management.

APM qualifications are aligned to the International Project Management Association (IPMA) competency levels, and the APMP qualification is recognised as IPMA Level D.

The exam fee is not included in the cost of the APMP course. Those wishing to take the APMP examination must also book on course code APMPEX-5

If you would like to have APM training delivered in-house then please contact us directly or visit our in-house training section.

Visit on Website >>

Need more information? Why not call one of our professional training advisors on **0800 40 848 40** or email us at **training@coursemonster.com**

The training course outline shown above is a standardised version representing all the dates available and may vary from the course you attend. You will be sent the supplier's course outline when you enquire about a specific date.

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