



# PFQ

## 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 6<sup>th</sup> 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 are 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

The case for using Aspire Europe is compelling; we are an Accredited Training organisation by [APM](#), C4CM and The APM Group and an AXELOS Limited accredited consulting partner. Our trainers include mainly practicing consultants who have achieved Registered Consultant status. Aspire Europe Ltd also provided the Lead Author for the 2007 and the 2011 versions of Managing Successful Programmes.

We constantly strive to offer refreshing courses, material and examples to the market and provide interesting and stimulating events.

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**

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### Course Outline

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



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<b>8 Project Quality Management</b>	This session covers: <ul style="list-style-type: none"><li>• Quality Planning and Quality Assurance</li><li>• Quality Control</li><li>• gate reviews</li><li>• post project reviews</li><li>• benefit reviews</li><li>• peer reviews</li><li>• project audits</li></ul>
<b>9 Communication in the Project Environment</b>	This session covers: <ul style="list-style-type: none"><li>• Different Communication Media</li><li>• Barriers to Communication</li><li>• Contents of a Communication Plan</li><li>• Benefits of a Communication Plan</li></ul>
<b>10 Principles of Leadership and Teamwork</b>	This session covers: <ul style="list-style-type: none"><li>• Outline how a project team leader can influence team performance</li><li>• Define what is meant by the term project team</li><li>• Outline the advantages and disadvantages of team models</li></ul>
<b>Examination</b>	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