Aspire Europe Limited
helping organisations to manage change

PFQ – eLearning
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.

This APM accredited blended eLearning course covers the latest version based on APM Body of Knowledge 6th 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: 12 hours

Pre-Requisites: None

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 i-learning 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 i-learning course to help you arrive for the exam fully prepared.

Price: £199 per person (full package) for 12 months access

If you would like to view an interactive taster of this course please click here

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Course Outline

Module	Content
1 Understand project management and the operating Environment	This session covers: • 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: • Life Cycle • Structuring Projects into Phases
3 Understand the management structure by which projects operate	This session covers: • 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: • Planning • Business Case • Integrative Management • Stakeholder Management • Benefit Management • Financial and Cost Management • Information Management
5 Understand project scope management	This session covers: • 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: • 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: • Purpose of Risk Management • High level Risk Management Process • Use of a Risk Register • Issue Management

PFQ – Interactive Learning
APM Project Fundamentals Qualification

Course Outline

Module	Content
8 Project Quality Management	This session covers: • Quality Planning and Quality Assurance • Quality Control • Gate reviews • Post project reviews • Benefit reviews • Peer reviews • Project audits
9 Communication in the Project Environment	This session covers: • Different Communication Media • Barriers to Communication • Contents of a Communication Plan • Benefits of a Communication Plan
10 Principles of Leadership and Teamwork	This session covers: • 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

association for
project management
a**pm** Corporate
Member