



Aspire Europe Limited
helping organisations to manage change

PMQ

APM PROJECT MANAGEMENT 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.

The APM Project Management Qualification (PMQ) is a knowledge-based qualification that allows candidates to demonstrate understanding of all elements of project management. PMQ is an internationally recognised qualification, which can be carried from one job to another, or from one industry to another.

The course covers the latest version based on [APM](#) Body of Knowledge 6th edition and provides delegates with a sound introduction into Project Management.

Target Audience

This course is intended for staff wishing to achieve a broad level of project management knowledge sufficient to participate in projects from individual assignments through to large capital projects, 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 PMQ examination.

Duration: Five days

Pre-Requisites: Applicants typically have some pre-existing project management knowledge, although this is not essential. This course is intensive and delegates will be required to undertake both pre-course preparation and revision work in the evening to prepare for the examinations.



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.

The five day course is intense, and for individuals coming from a project or operations background the sheer volume of information that has to be processed to achieve the PMQ qualification can be baffling. 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
1 Organisation & Structures	This session covers: <ul style="list-style-type: none">• Organisation structures• Organisation breakdown• The Project Manager• The Project Sponsor• Other PM Roles• The Project Office
2 Project Life Cycle	This session covers: <ul style="list-style-type: none">• Life Cycle• Phases and Decisions• Life Cycles• Learning Lessons• Project Reviews
3 Contexts and Environments	This session covers: <ul style="list-style-type: none">• Projects and BaU• Portfolios, Programmes and Projects• Programmes and Strategic Change• The Project Manager in a Programme Environment• Portfolio Management• Environmental Factors• Contextual Tools• Legislation
4 Governance and Methods	This session covers: <ul style="list-style-type: none">• Principles• Methods and Governance• Advantages of Methods
5 Communication	This session covers: <ul style="list-style-type: none">• Communications Plan: contents• Communications Plan: benefits• Stakeholders and Effective Communication• Communications Factors• Sources of Conflict• Negotiations
6 Leadership & Teamwork	This session covers: <ul style="list-style-type: none">• Leadership Qualities• Motivation and Inspiration• Team Development and Motivation• Leadership Styles• Effective Teams and Teamwork

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7 Planning for Success	<p>This session covers:</p> <ul style="list-style-type: none"> • The Business Case in the Project Life Cycle • Benefits Management • Investment Appraisal Techniques • Information Management • Project Reporting • Project Management Plan (PMP) Purpose • Stakeholder Management Processes • Earned Value Management (EVM)
8 Project Scope	<p>This session covers:</p> <ul style="list-style-type: none"> • Define scope in terms of outputs, outcomes and benefits • Scope requirements and configuration management processes • Change Control
9 Schedule and Resource Management	<p>This session covers:</p> <ul style="list-style-type: none"> • Creating a Schedule • Scheduling Techniques • Software Scheduling Tools • Resource Categories • Smoothing and Levelling • Budgeting and Cost Control
10 Procurement	<p>This session covers:</p> <ul style="list-style-type: none"> • The Procurement Strategy • Supplier Reimbursement • Contractual Relationships • Supplier Selection
11 Risk & Issues	<p>This session covers:</p> <ul style="list-style-type: none"> • Risk Management Process • Escalation of Risks and Issues
12 Quality	<p>This session covers:</p> <ul style="list-style-type: none"> • Quality Planning • Quality Management Process
Examination	<p>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. We provide sample papers and worked exercises using a scenario/case study to help create situations which develop the delegates understanding and recall of the material.</p>