

Introductory Certificate in Project Management

E-learning Course



ILX Group's accredited APM Introductory Certificate training course has been created for companies, organisations or individuals that wish to expand their project management skills. Accredited by the Association for Project Management (APM), this course will lead to an internationally recognised qualification. The APM Introductory Certificate provides the foundation for further training and qualifications in the expanding project management field.

The course is equivalent to a two-day classroom workshop and takes between 10–12 hours to complete. It combines multiple voices, animation and interactive exercises, providing training at a time, pace and location to suit individual requirements. The course consists of 17 sessions which form a comprehensive introduction to the principles of project management.

Benefits

- An exam simulator which results in exceptional pass rates
- Increased retention of learning
- Less time taken to learn
- Increased control and visibility of progress and achievement
- Reduced travel costs
- Accessible from any location

Target Audience

The APM Introductory Certificate in Project Management requires no prior knowledge or experience. It is designed for anyone looking to start a successful project management career, or wishing to understand the principles of project management.

Why e-learning?

Technological improvements and advances in educational design mean that e-learning is no longer just a low cost alternative to traditional training methods. In many respects our courseware offers training which is superior to the majority of available "classroom" options.

Not only is the effectiveness of the training process enhanced, but also the convenience and overall cost efficiency of e-learning makes it a compelling option for training. Training can be targeted at specific individual requirements and staff learn what they need, any time, any place. Staff also learn at their own pace and can repeat each section as many times as required during the course and as a refresher.

What's included?

- The full course can be delivered by CD-ROM, network, intranet or hosted by ILX
- It consists of animations, text, voice overs and interactive exercises
- A full student manual reflecting the course content
- Additional features such as sticky notes, a "favourites" option, corporate notes, simple administration functionality, review bar and real time pause
- A comprehensive maintenance service so that courses are kept up to date
- Randomised APM Introductory Certificate exam simulator
- FAQ's and keyword search



Minimum Requirements

The course is designed to run on a multimedia PC with Windows, CD-ROM, sound and display resolution of at least 1024 x 768. Apple Mac course options are also available.

For further information call ILX on
+44 (0)1270 611600 or visit our website at
www.ilxgroup.com/apm



E-learning Course Synopsis



Course Introduction

- Using the Course
- Course Objectives
- Pre-requisites
- Conventions / Terminologies
- Professional Qualifications
- The PM Community

Basic Concepts

- What is a Project?
- Projects vs Operations
- Project Lifecycles

The Project Management Centre

- Projects, Programmes & Portfolios
- The Project Environment (PESTLE)
- The Business Case
- PM Processes
- Project Success Criteria

Organising a Project

- The Project Sponsor / Board
- The Project Manager
- Project Assurance / Support
- Project Teams

Planning a Project

- The Project Management Plan
- The PID / SoW
- Product-Based Planning
- Activity-Based Planning
- Baselining

Scheduling a Project

- Networks
- Float
- Critical Path Analysis
- Milestones

Estimating

- Top Down / Bottom Up
- Delphi Technique
- Factoring
- Work Distribution
- Effort vs Duration (Weinburg's Rule)

Managing Resources

- Resource Types
- S-Curves
- Resource Histograms
- Resource Scheduling

Controlling a Project

- Stages & Tolerance
- Earned Value
- Forecasting
- Computer Based Tools

Managing Scope

- Scope Planning / Definition
- Scope Verification
- Scope Change Control

Managing Communications

- Authorities
- Decision Making
- Reporting
- Project Issues

Managing Risk

- Investment Appraisal
- Risk Identification / Analysis
- Response Development / Control
- Risk Technique

Managing Quality

- Quality Management
- Quality System
- Quality Assurance
- Quality Control
- Customer Quality Expectations

Managing Change

- Change Management
- Change Control
- Configuration Management

Managing Procurement

- Procurement & Contract Management

Managing People

- Teamwork
- Conflict Management
- Health, Safety and Environmental Management

Closing Down a Project

- Handover
- Follow-On Actions
- Post-Project Review
- Lessons Learned
- Project Filing

Exam Technique

- How to approach the APMP exam

Exam Simulator

- Randomised APMP Introductory level exam questions to test understanding

For further information contact:

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