

THE COMPLETE INTERACTIVE APMP QUALIFICATION GOLD COURSE

association for
project management
apm Accredited
Provider



This fully accredited APMP Qualification Gold Course contains all of the training and materials you need to attain the APMP Qualification awarded by the Association for Project Management. This course combines highly interactive multimedia e-learning with an intensive classroom workshop including practical exercises and exam techniques and leads to the APMP Qualification examination.

The e-learning pre-course work is equivalent to a 2 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 your individual requirements. After completing the e-learning, candidates will be fully prepared to attempt the APMP Introductory Certificate in Project Management should they choose to do so (APMP Introductory Certificate exams can be booked additionally).

The classroom workshop builds upon the e-learning element and provides the opportunity to discuss and to practice the principles and techniques that they have learned. They will have access to a leading APMP training expert who will prepare them fully to attempt the APMP Qualification examination which is taken on the final day.

Benefits

- Increased retention of learning
- Less time taken to learn
- Reduced travel and subsistence costs
- Increased control and visibility of progress and achievement
- Accessible from any location

Target Audience

The course is designed for individuals from both the Public and Private Sector including those working in the management of projects ranging from individual assignments through to those working on large capital or change projects. This includes:

- Project Managers
- Project Team Managers
- Project Team Members
- Project Support Office Staff

Why blended learning?

ILX combines interactive computer based training courses with add-on workshops which have proven to significantly increase pass rates and students' confidence in the subject matter. Taking time out of the office for most people is difficult, which is why this solution works extremely well.

The initial part of the learning process is achieved by using a computer based approach with interactive CD-ROM. Each delegate is able to progress at his / her own pace on an individual basis, repeat sessions for a better understanding and, when ready, practice sample examination questions to test their knowledge and understanding until proficient.

The second part of the learning process is tutor-led in a short but effective workshop. This enables delegates to consolidate their understanding of the fundamental principles of the subject by applying their newly learnt knowledge to real world scenarios.

What's included?

The package includes an interactive CD-ROM with multimedia training and an in-built mock exam simulator. The CD-ROM and paper exercises take approximately 25-30 hours to complete. The workshop can be booked when students are ready. The e-learning course and workshops must be completed within 12 months of purchase.

- Leather binder complete with interactive CD-ROM
- A copy of the APMP Body of Knowledge 5th Edition
- APMP Syllabus guide
- Full course notes
- Sample exam papers
- APMP Introductory Certificate mock exam simulator
- 3 day Classroom workshop
- APMP Qualification exam fees
- FAQs and keyword search
- Full tutorial support



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 APM Introductory level exam questions to test understanding

APMP Qualification Exam Questions

- APMP Exam Practice

Also includes...

- Comprehensive Course Notes
- Detailed Exercises
- Exam, Questions, Answers and Marking Guides
- Full Technical Support