

# The APMP Qualification Gold Pack

This fully accredited APMP Qualification Gold Pack contains all of the training and materials you need to attain the APMP qualification awarded by the Association for Project Management. It 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 three day classroom workshop and takes approximately 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. The classroom workshop builds upon the e-learning element and covers the remaining 12 syllabus topics that are not included within the e-learning package.

You will have access to a leading APMP training expert who will prepare you fully to attempt the APMP qualification examination which is taken on the afternoon of the final day. Ample time is allowed within the workshop for attempting sample questions and feedback.

## Benefits

- The e-learning provides increased control and visibility of progress and achievement
- Improves ability to plan and manage projects
- Increases personal confidence in dealing with project matters
- e-learning is proven to increase retention of learning and is accessible from any location

## Duration

The e-learning will take approximately 12 hours to complete and in addition you can attempt the sample examination questions and undertake private study. Each individual question is designed to take 15 minutes and there is at least one available for each topic. We recommend that you set some time aside over a period of four to six weeks to complete the work.

When you've completed the e-learning you will attend a three day workshop with one of our expert APMP tutors. The workshop will include the remaining 12 syllabus topics that are not incorporated in the e-learning and act as a refresher for the other topics. The examination is held on the afternoon of day three.

## Prerequisites

Those attending would benefit from having a minimum of two years relevant practical experience of Project Management.

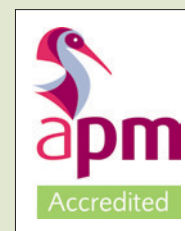
## Accreditation

On the last day of the course there will be a three hour examination. Using essay style questions you will have to:

- Answer 10 questions from 16
- Achieve an average score of 55% to pass

## What's included?

- "Getting started with APMP" e-learning
- A copy of the APM Body of Knowledge 5th Edition
- Three day classroom workshop – must be taken with 12 months of purchase
- APMP syllabus guide
- APMP qualification exam fee – must be taken with 12 months of purchase
- APMP student manual
- APMP question and answer booklet
- FAQs and keyword search
- Audio CDs and revision cards
- Full tutorial support while you study



## 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 been 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 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.



### 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.



# Learning Synopsis



## Course Content

The syllabus for the APM qualification is based upon the APM Body of Knowledge which encompasses all areas of project management including strategic and commercial considerations, together with the technical, organisational and people management skills required to participate effectively in project management. Areas covered include:

- Context of project management
- Planning and strategy
- Executing the strategy
- Techniques
- Business and commercial
- Organisation and governance

## Getting Started with APMP e-learning

We have divided the syllabus topics into zones and the topics covered within each zone are shown below:

- Introduction
- Introduction to the course, conventions and terminology
- Professional qualifications
- APMP and PRINCE2®
- Blended learning approach
- The examination
- Key words
- Hints and tips

## Green Zone – Getting Going

- Project management
- Programme management
- Portfolio management

## Blue Zone – Background

- Project life cycles
- Project context

## Pink Zone – People and Projects

- Stakeholder management
- Organisation
- Teamwork
- Leadership
- Communication
- Conflict management

## Purple Zone – Planning

- Scope management
- Estimating
- Scheduling
- Resource management
- Earned value management
- Budgeting and cost management

## Red Zone – Stop and Think

- Requirements management
- Project success and benefits management
- Procurement
- Negotiation
- Governance of a project
- Health, safety and environmental management

## Orange Zone – Information Management and Reporting

- Information management and reporting

## APMP Gold workshop

The three day workshop will cover these 12 syllabus topics:

- Organisational roles
- Project sponsorship
- Project reviews
- Business case
- Project management plan
- Project risk management
- Issue management
- Project quality management
- Change control
- Configuration management
- Methods & procedures
- Handover and closeout



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