

APM Project Management Qualification (PMQ) Learning Plan

Version 3.2

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Purpose and Scope

This course helps prepare you for the APM Project Management Qualification examination. In order to prepare correctly you must be able to complete all required elements of your learning. This includes the completion of all guided and directed learning that ILX provides.

Target Audience

The APM Project Management Qualification is aimed at those with some project management experience, seeking to deepen their career in the field. Ideal for project professionals or those with related qualifications, it offers an opportunity to enhance project management understanding. It's a suitable progression for APM Project Fundamentals Qualification holders. While there are no prerequisites, candidates typically:

- Work in a project environment.
- Possess 2-3 years of project management experience or are pursuing a related apprenticeship or degree.
- Aim to advance their career and employability.
- Seek comprehensive project management knowledge beyond specific methodologies

If you don't already have any of the experiences referred to above, you might want to take The APM Project Fundamentals Qualification before studying for the APM Project Management Qualification.

Learning objectives

By the end of this course, you should:

- **Life cycles:** Understand the distinct life cycle stages used to structure and organise a project.
- **Governance arrangements:** Understand governance structures as a framework of authority and accountability for the delivery of a project, which align with organisational practice.
- **Sustainability:** Understand sustainability as balancing the environmental, social, economic and administrative considerations that will impact a project.
- **Business case:** Understand a business case as the justification for the initiation, investment and/or continuation of a project in terms of benefits, costs and risks.
- **Procurement:** Understand procurement as securing the provision of resources, choosing strategies for obtaining best value from supply chains.
- **Reviews:** Understand reviews as a way of gathering information to provide an assessment on the status of a project and the ongoing viability of the work.
- **Assurance:** Understand assurance as the ability to provide confidence to the governance board that a project is on track to deliver objectives.
- **Transition management:** Understand transition management as integration of the outputs of a project into business-as-usual.
- **Benefits management:** Understand benefits management as monitoring of benefits realization throughout a project.

- **Stakeholder engagement and communication management:** Understand stakeholder engagement and communication management as the ability to work with people internally and externally to achieve intended outcomes.
- **Conflict resolution:** Understand conflict resolution as the ability to identify and address differences between individuals and/or interest groups.
- **Leadership:** Understand leadership as ways to empower and inspire others to deliver successful projects.
- **Team management:** Understand team management as the ability to work with team members to create and sustain teams.
- **Diversity & inclusion:** Understand diversity and inclusion as the ability to build and maintain an inclusive environment that embraces a diverse culture.
- **Ethics, compliance & professionalism:** Understand ethics, compliance and professionalism as the ability to work consistently in a moral, legal and socially responsible manner.
- **Requirements management:** Understand requirements management as the ability to capture and monitor the requirements of a project.
- **Solutions development:** Understand solutions development as the ability to determine the optimal solution to satisfy agreed requirements.
- **Quality management:** Understand quality management as the ability to ensure that outputs are delivered in accordance with requirements.
- **Integrated planning:** Understand integrated planning as the ability to incorporate multiple plans and processes into an integrated project management plan.
- **Schedule management:** Understand schedule management as the ability to undertake time-based planning with an emphasis on activities and resource.
- **Resource management:** Understand resource management as the ability to identify and schedule the required internal and external resources.
- **Budgeting and cost control:** Understand budgeting and cost control as the ability to estimate costs, develop and agree budgets and monitor actual costs against forecast costs.
- **Risk and issue management:** Understand risk and issue management as the ability to identify and monitor risks (threats and opportunities); plan responses to those risks and respond to issues.
- **Change control:** Understand change control as the ability to manage variations and change requests in a controlled way.

ILX Course Structure

ILX delivers PMQ across multiple delivery formats:

Course name	Delivery method	Learning Format	Total no of learning hours
PMQ	Classroom Or Virtual	<p>Five-days: ILX Instructor-led training. Course includes mandatory pre-work that must be completed prior to the course.</p> <p>40 hrs:ILX Directed Development: Includes a range of materials e.g. reading, videos and on-the-job development.</p>	80 hrs
	Distance (elearning + Mentoring)	<p>40 hrs: ILX full eLearning: Covers the full course content in a digital learning format.</p> <p>40 hrs: ILX Directed Development: Resources: Includes a range of materials e.g. reading, videos and on-the-job development.</p>	80 hrs
	Blended	<p>Must:</p> <p>40 hrs: ILX full eLearning: Covers the full course content in a digital learning format.</p> <p>Three-days: ILX Instructor-led training. Full elearning must be completed in full prior to attending.</p> <p>Optional: 40 hrs: ILX Directed Development: Includes a range of materials e.g. reading, videos and on-the-job development</p>	<p>64hrs</p> <p>Must complete: ILX elearning and attend the instructor led training</p> <p>Optional: ILX directed dev total study time 40 hrs.</p>

Definition of learning formats:

- **ILX Instructor-led training:** Instructor-led training is a structured learning experience delivered by an expert trainer, either virtually or in a classroom setting.
- **ILX full eLearning:** Covers the full course content in a digital learning format allowing you to learn at a time and pace to suit.
- **ILX Directed Development:** Includes a range of materials e.g. reading, videos and on-the-job development. We follow the three “Rs” of directed development.

All required learning resources are provided to you within the ILX hub and must be completed prior to taking your exam.

What are the three “Rs” of directed development?

Reading: This is processing a range of materials, typically this will be written but can also include recorded audio and video content from approved APM sources.

Research: The anticipated follow on from the reading step enabling the learner to explore adjacent and ancillary material to deepen understanding of primary topics. Typically, this may include follow on articles, conversations with colleagues and peers and review of personal experience in the primary topic.

Reflection: The third aspect of directed development which allows time for reflective processing of the learners reading and research. This allows the opportunity to prepare notes and questions that the learner can address via the guided learning.

The directed development with the notional timings for each of the three “Rs” is accessed via the ILX hub. The timings are to enable you to plan your approach to the course ensuring completion of the learning objectives.

Responsibilities

Learner: As the learner you’re responsible for planning your time for completing all elements of your chosen learning delivery and confirming that completion prior to booking the exam at a date and time as specified by you.

Instructor: Guiding and directing through the course materials and directed learning to support learners in achieving the learning objectives and assessment criteria.

ILX: Support, through delivery planning learning and services an excellent learner experience from enquiry to post course guidance.

APM: The APM are responsible for the design and maintenance of the qualification syllabus and the accreditation of the training providers and the management of the exams.

By now you should have:

- Watched the APM Learner suitability video available [here](#)
- Completed the free APM Competence framework assessment which benchmarks your performance against the 29 competences in the APM framework available [here](#). This self-assessment is free but requires you to create an APM login.
- Compared your performance with APM defined role descriptions.
- Committed to the learning hours and plan required to support your development, enabling you to meet the assessment criteria for your chosen course.

Next steps

- Complete your learning in full via your chosen delivery method (virtual/classroom/elearning).
- Complete all elements of your directed development which is available via the ILX hub.

For the ILX Direct Development please ensure once you have completed a task you tick the corresponding box. This task is not considered complete until the overall progress is at 100%.

PMQ Directed Development Tracker | S1P1 | Page 1 of 1

Syllabus learning outcomes and assessment criteria	Reading	Directed development duration (min)			Progress
		Resource	Research	Reflection	
1. Understand how organisations and projects are structured	What is project management?	00:20	00:10	00:10	00:40
	Section 1.3.5 Sponsorship	00:20	00:10	00:10	00:40
	What is Governance?	00:15	00:07	00:07	00:30
	What is a PMO	00:15	00:07	00:07	00:30
2. Understand project life cycles	What is a Lifecycle	00:15	00:07	00:07	00:30
	Section 1.2 Life cycle options and choices	00:40	00:22	00:22	01:30

Overall Progress 0%

Overall Time 0 minutes

- Any eLearning that is associated with your course will be available in the ILX hub and access will be provided at the point of purchase. Your course will not show as completed until you have completed all the modules in full and where applicable any associated exam simulators.
- Once you have completed all elements of your learning and directed development you will be prepared to book your exam.

Contact

If you have any questions regarding this document or need any further assistance, please email contactus@ilxgroup.com.