Target Audience

This course 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.

What's included?

- 12 months online access to our accredited course
- Full tutor support via phone and email while you study
- Mock exam revision tool

Optional Extras

- The APM Project Fundamentals Qualification exam: Valid for 12 months from purchase date.
- Exam can be taken online or at a location from our extensive schedule.
LEARNING 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 exam

EXAM SIMULATOR
- Randomised exam questions to test understanding

FEEL CONFIDENT
ILX is a Global Leader in the provision of accredited digital and classroom-based education, with over 28 years’ experience and we proudly achieve a 96% customer satisfaction rating*.

* Feefo results

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