

## APMP

Duration: 5 days

### **Summary / Objectives**

The attainment of accreditations offered by professional bodies such as the Association for Project Management (APM) is increasingly seen as a recognised indicator of competence in project management.

This course provides delegates with comprehensive training to prepare them for the APM Professional (APMP) examination (based on the APM Body of Knowledge, 5th Edition). It will enable delegates to understand all elements of the APMP syllabus, get to grips with the specific examination language, and learn strategies and tactics for approaching the examination. Extensive examination practice and feedback is included in the workshop.

Delegates may choose to sit the APM Professional examination on the last afternoon of the course or at a later date.

This is an intensive five-day course which combines presentations with individual and group practice of examination questions. Delegates will have the opportunity to raise and address examination topics of personal concern and will be expected to undertake some evening work at the end of each day.

Those wishing to take the APM Professional examination must also book on course code APMP-5 (or APMP-5R if re-sitting the examination). Note that examination application forms must be received by the APM at least one week prior to the examination date.

### **Course Content**

#### Project Management in Context

Project management; Programme management; Portfolio management; Project context; Project sponsorship; Project office

#### Planning and Strategy

Project success & benefits management; Stakeholder management; Project management plan; Project risk management; Project quality management; Health, safety and environmental management

#### Executing the Strategy

Scope management; Scheduling; Resource management; Budgeting and cost management; Change control; Earned value management; Information management & reporting; Issue management

#### Techniques

Requirements management; Estimating; Configuration management

#### Business and Commercial

Business Case; Procurement; Project life cycles; Handover & closeout

#### Organisation and Governance

Project Reviews; Organisation Structure; Organisational roles; Methods & procedures; Governance of project management

People and Profession

Communication; Teamwork; Leadership; Conflict management; Negotiation

Examination Guidelines

Examination structure; 'list', 'state', 'describe' 'explain' meanings; Question structure;  
Group and individual examination practice

### **Pre-Requisites**

- This course is suitable for project managers and aspiring project managers. Ideally will have some experience of working in a project environment and have a basic understanding of project management issues
- Delegates will be expected to undertake some pre-course work in order to fully benefit from the workshop.

### **Skills**

On completion, delegates will be able to:

- understand all of the concepts, techniques and processes in the APMP syllabus
- adopt the best approach to the APMP examination
- answer essay-type questions on the APMP syllabus