

# APM Project Fundamentals Qualification (APM-PFQ) Outline



## WHAT IS APM & APM PFQ?

APM PFQ is the knowledge based, introductory qualification awarded by the Association for Project Management (APM); formerly known as the APM Introductory Certificate (APM IC). APM was formed in 1972 in the UK to support project professionals through its qualification and membership scheme. It now has over 27,000 members, making it the largest professional body of its kind in Europe.

The APM Body of Knowledge forms the basis of the APM Qualifications. It defines the boundaries of project, programme and portfolio management and the functions undertaken as part of these endeavours. Incorporating a mix of tools, techniques, processes and skills, APM qualifications offer a progressive structure which demonstrates a delegate's project management achievements.

The APM Project Fundamentals Qualification provides a fundamental awareness of project management.

## COURSE DESIGNED FOR?

This course has been designed for those wanting to gain a broad understanding of the principles and practice of project management. No prior knowledge or experience is required for this qualification which will offer the individual the knowledge to make a positive contribution to any project, as a member of the project team.

## COURSE OBJECTIVES

By the end of this course delegates will be able to:

- Describe a projects context and the relationship of this to the way in which the project is managed
- Write usable project documentation including business cases and project plans.
- Describe the key components of a team and how a project manager might seek to manage them
- Carry out a work breakdown of a project as a first component of planning and produce a project plan
- Carry out a risk analysis of a project and describe ways in which projects can be monitored and controlled
- Carry out a stakeholder analysis and describe ways in which they can be managed
- Have sufficient knowledge to sit the APM PFQ exam



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## COURSE CONTENT

The APM PFQ training includes the fundamentals of the following topics;

- Project Management & the Operating Environment
- Project Life Cycle
- Management Structures by which Projects operate
- Project Management Planning
- Scope Management
- Scheduling and Resource Management
- Risk Management
- Issue Management
- Quality Management
- Communication
- Leadership & Teamwork

## PRE-REQUISITES

There are no pre-requisites for this qualification.

## DURATION AND EXAMS

**Classroom** - The APM PFQ training takes place over 2 days and the exam is taken at the end of the second day of training.

**Online** - The APM-PFQ is estimated to take 25-35 hours study. The online exam is provided with e-learning.

**Exam:** The APM PFQ exam is a 1 hour, closed book, multiple choice examination. Delegates have to answer 60 questions and score a minimum of 36 marks to pass (60%).

## INCLUDED IN THE COURSE

- Pre-course Study Materials & Support (classroom)
- APM PFQ Study Guide/BoK
- APM PFQ Syllabus (online)
- APM Accredited Course Materials
- Official APM Sample Exam Paper
- Tutor Support (classroom and full e-learning)
- APM-PFQ Exam
- APM-PFQ E-certificate (for successful delegates)

