

APM IC COURSE OUTLINE

Introduction

The Introductory Certificate in Project Management is a basic level qualification from the Association for Project Management (APM). It is a two day course and the exam is held at the end of day two.

Successful candidates will have shown a good understanding of the basic tools, techniques and principles of project management through the one hour multiple choice based examination.

Holders of the certificate have demonstrated that they understand the project environment and how to work with project managers in all types of organisations.

Target Audience

It is suitable for all levels of staff including those who are relatively new to work packages or project management. APMIC is also suitable for those who require an insight into project management processes and techniques.

APMIC is a useful qualification for staff working in Project Support or Portfolio/Programme and Project Offices.

Pre-Requisites

There are no formal prerequisites for this course

Course Format

The APMIC Training Course can be delivered both In-House and on our Open Schedule.

The Courses are a mixture of input sessions and examination-based practical work, with feedback from the Tutor

Activities include:

- ❖ Buzz Groups
- ❖ Case Study and Exercises
- ❖ Mock examinations

Course Timings

The course will begin at 09.00 and end at 17.00. There will be a lunch break and further short breaks in the morning and afternoon.

APM IC Objectives

The overall objective of this course is to prepare attendees for the APM Introductory Certificate in project management. Upon completing the course delegates will be able to:

- ❖ Understand the definition of project management and programme/portfolio management
- ❖ Define the context factors of a project and the need for stakeholder management
- ❖ Understand the project lifecycle and the content and purpose of the Business Case
- ❖ Define the roles required in the management of projects
- ❖ Appreciate the purpose and content of the Project Management Plan
- ❖ Describe the main breakdown structures used in projects
- ❖ Understand the purpose of critical path analysis and resource scheduling
- ❖ Describe different estimating methods
- ❖ Define project quality management
- ❖ Appreciate risk management processes and techniques
- ❖ Understand change control procedures and configuration management techniques
- ❖ Define project procurement processes
- ❖ Describe different methods of communicating
- ❖ Understand the stages of team development
- ❖ Understand the role of handover and closure within the project life cycle
- ❖ Describe the purpose and content of the post project review

Data Protection

Submission of the Exam Booking Form expressly provides permission for Novare Consulting to supply relevant details about your examination, including results, to employers/other interested parties where applicable

Evidence of Identity

When attending the exam, delegates must present an official form of **photographic** identification. ***Delegates will not be eligible to sit the exam without this identification***

Preparation & Homework

All delegates will receive the following:

- ❖ "Starting Out In Project Management"
The APM IC Study Guide
- ❖ Delegate Information Pack
- ❖ Delegate Workbook

Delegates should:

- ❖ Allow at least 6-8 hours to prepare for the course
- ❖ Expect about 1-2 hours of homework every evening.

APM Introductory Certificate Exam

- ❖ Multiple-choice exam
- ❖ Candidates must answer 60 questions
- ❖ 1 hour Paper
- ❖ Pass Mark is 60% or 36 marks

Exam Results

- ❖ The exam papers are marked by the APM who set the exam.
- ❖ Results are normally sent to delegates within 10 weeks of the examination.

Continuing Professional Development

The Association for Project Management has identified five dimensions to provide a framework that helps you develop your career:

- ❖ Breadth
- ❖ Depth
- ❖ Achievement
- ❖ Commitment
- ❖ Accountability



APM IC Delegate Preparation

The Study Guide "Starting out in Project Management"
(6-8 hours)

Please try the exercises in the book

Chapter	Topic	Page(s)
1	Project Management	1 - 7
2	Programme Management & Portfolio Management	11 - 14
3	Organisational Roles	16 - 18
4	Project Lifecycles	19 - 23
5	Project Context	24 - 26
6	Stakeholder Management	27 - 29

Contact the Novare Consulting Training Team with any Questions

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