




## APM Project Fundamentals Qualification - PFQ

The APM Project Fundamentals Qualification in Project Management (PFQ) is a qualification that is designed for those embarking on a project management career or individuals who require recognition for their general project management knowledge and awareness. It is based on the Association for Project Management's Body of Knowledge and covers the syllabus for the APM Project Fundamentals examination. Candidates will take a one hour 60 question, multiple choice exam paper at the end of the training course which has a pass mark of 60%.

### Learning formats available

Choose from the following learning formats to suit your needs. Commitment of the individual in the self-study option is essential.

<b>Learning format</b> 	<b>Classroom</b> 	<b>Self-study</b> 
<b>Classroom duration (including exam attendance)</b>	2-day single event	Directed self-study + 1 hour exam in classroom
<b>Total out-of-classroom hours required</b>	0.5 hour	10 to 15 hours
<b>Exam (1 hour) online or in classroom</b>	At the end of the course	Scheduled by the individual from a range of dates
<b>Remote expert support (email &amp; telephone)</b>	✓	✓
<b>Public open event</b>	✓	✓
<b>In-house single client event</b>	✓	✓

### Who should attend?

It is suitable for all levels of staff who are relatively new to work package/project management or others who require an insight into project management in order to fulfil a role as a project team member.

### Pre-requisites

None. However, some project experience is an advantage.

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### Course objectives

Delegates will be able to:

- Appreciate the terminology and techniques of project management
- Define a project, project management and success factors
- Define the different roles required in a project
- Describe the content and purpose of a business case
- Define the reasons for managing with life cycles
- Define purpose, benefits and content of a Project Management Plan
- Describe the breakdown structures used on projects
- Appreciate the different estimating methods
- Describe the risk management process
- Understand the differences between quality planning, assurance and control
- Describe a change control procedure
- Define the characteristics of a typical project team
- Describe the purpose and content of the post project review.

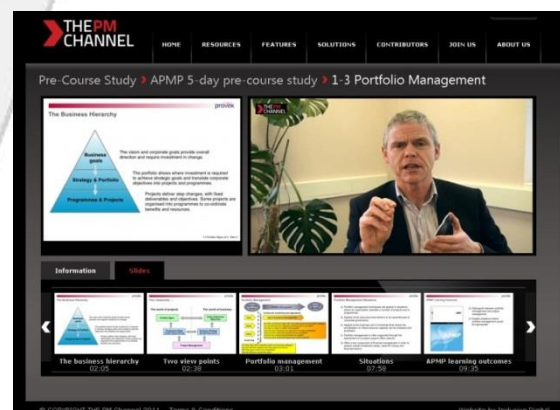
### Course content

- Project and programme management
- Lifecycle management
- Success criteria and benefits
- Project context and stakeholder management
- Business case
- Organisational roles
- Project management plan
- Risk management
- HSE and quality management
- Scope management and planning
- Estimating
- Resource management
- Change control and configuration management
- Procurement
- Teamwork and communication
- Handover and post-project review

**Classroom style:** Tutor-led by experienced project manager in participative style with a blend of presentation, facilitated discussion, hands-on exercises, case studies and exam practice questions.

**Self-study on The PM Channel:** Directed self-study uses The PM Channel:

- Unique engaging structured video based learning and development resources
- Available 24/7 via internet access
- Self-paced. You control when / where to study
- Exam Guidance, Tips and Practice questions
- Key documents available to download
- Tracked personal progress
- View samples of videos within The PM Channel, visit [www.thepmchannel.com](http://www.thepmchannel.com)



**Further information:** For prices on public or in-house events, more information or to discuss the most appropriate Provek learning format to suit your needs, please contact Erica Gassor on 01635 524610 or [erica.gassor@provek.co.uk](mailto:erica.gassor@provek.co.uk) or visit our website at: [www.provek.co.uk](http://www.provek.co.uk)

