

### APM PROJECT FUNDAMENTALS QUALIFICATION (PFQ)



**AN ESSENTIAL, COMPREHENSIVE INSIGHT INTO THE TOOLS AND TECHNIQUES REQUIRED FOR SUCCESSFUL PROJECT MANAGEMENT - DELIVERED THROUGH AN INNOVATIVE, ENGAGING E-LEARNING COURSE**

#### WHAT IS THE APM PROJECT FUNDAMENTALS QUALIFICATION?

The Introductory Certificate for APM Project Fundamentals delivers a robust insight into the tools and techniques that are key to the management and delivery of a successful project.

#### THIS COURSE WILL:



Allow you to understand and harness the 27 knowledge areas for the project management lifecycle – based upon the industry APM Body of Knowledge standard edition. This spans planning and scheduling, communication, teamwork, resource management, project risk management and project reviews.



Provide you with the internationally recognised qualification that is the APM Introductory Certificate – an essential addition for any project manager's resume.

 MOBILE

 ONLINE

 IN-HOUSE

 CLASSROOM

#### WHO CAN BENEFIT FROM THE APM PROJECT FUNDAMENTALS QUALIFICATION?

##### For the beginner

This course has been designed for the absolute beginner with no prior experience or any previous qualifications; even the standing start participant will gain invaluable knowledge to be able to go on and make a positive contribution towards any project.

##### For the seasoned professional

Equally this training can provide an essential skills refresher for those who consider themselves a seasoned expert – helping them overcome common problems, polishing their performance as project managers or ensuring that their teams are as collaborative as possible.



## WHY CHOOSE TRAINING BYTESIZE?

Training ByteSize is one of the fastest growing project management training companies in the UK, doubling our learners year on year.

With over 30 years' experience, we are the first to market with innovative online and classroom courses. As a family business we aim to be the best that we can, with excellent customer service and great training products. Whether you have 1000 people to train or you're looking for training as an individual, we will make your learning journey special and unique to your requirements. One size doesn't fit all so we tailor solutions to your requirements. We focus on what you're trying to achieve with your budget and will exceed your expectations when it comes to delivery.

Current corporate customers include Bentley, Rolls Royce, YKK, AWE, Home Office, AMEX, House of Lords, Houses of Parliament, UNDP, Safran, BAE Systems among many others.

**Contact us to see how we can help you.**

## WHAT IS THE COURSE SYLLABUS?

- ▶ **Session 1** - Introduction
- ▶ **Session 2** - Projects, programme and portfolios
- ▶ **Session 3** - The Business Case
- ▶ **Session 4** - Work content and scope management
- ▶ **Session 5** - Networks
- ▶ **Session 6** - Estimating and risk
- ▶ **Session 7** - Critical path analysis
- ▶ **Session 8** - Resources
- ▶ **Session 9** - Monitoring and control
- ▶ **Session 10** - Project closure
- ▶ **Session 11** - Establishing the project
- ▶ **Session 12** - People and Projects
- ▶ **Session 13** - More on techniques

## E-LEARNING EMPOWERS STUDENTS TO LEARN AND REVISE IN BITESIZE CHUNKS

E-learning empowers students in their being able to learn and revise in bitesize chunks – when and where it suits them. Through a bookmarking system learners are able to stop, start and pick-up from where they last left off – all within a matter of clicks.

Through interactive quizzes that follow each learning section students are able to reinforce their understanding of methods – an essential tool for final exam preparation.

A 2 day classroom course is available for those who prefer instructor led training.



## HOW MUCH IS THE COURSE?

OUR TRAINING PACKAGES ARE COMPLETELY TAILORED TO YOU SO CONTACT US FOR MORE INFORMATION

Courses are designed for those seeking a personal qualification, as well as corporate clients who seek a training solution for groups of employees.

**Contact our training advisors for an informal, obligation-free quote:**

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