

Introductory Certificate in Project Management

This course provides a very useful introduction into the principles and practice of project management.

Who is it for

This course is designed for two groups of people:

- Those from a wide range of backgrounds of any age who are new to project management or working as team member in a project environment.
- Experienced project managers who have not undertaken any formal professional qualifications for some time (or at all) and may wish to test the water and ease themselves in gradually prior to attempting the next stage in the programme which is the APMP Qualification.

Learning outcomes

Those who successfully complete the course will:

- Have a better understanding of how to successfully manage projects and to avoid the pitfalls
- Be familiar with project management terminology
- Better able to manage small non-complex projects
- Better able to contribute as a member of a project team on more complex projects
- Achieved a recognised and worthwhile qualification
- Have undertaken excellent preparation for the much more demanding nature of the APMP Qualification Course which is the next level up.

Topics covered

The course covers the following topic areas at an introductory level:

- Business case
- Project life cycles
- Programme management
- Portfolio management
- Projects context
- Project sponsorship
- Project success and benefits management
- Stakeholder management

- Project management plan
- Risk management
- Quality management
- Managing scope
- Scheduling
- Resource management
- Procurement
- Change control
- Information and management reporting
- Issue management
- Estimating
- Configuration management
- Handover and close out
- Project reviews
- Organisation roles
- Communication and influencing skills
- Teamwork

Membership of the APM

Those who pass the examination will be eligible to apply for Associate Membership of the APM.

Benefits of Ladymeard's APM Introductory Course

- Highly experienced tutors with active and engaging training styles.
- Exam preparation and mock exam practice.
- Online tutor coaching and support.
- Practical, more enjoyable learning experience with an enhanced chance of passing the exam.
- Comprehensive course notes which will serve as first class resource for your future professional development.

Course structure

The course comprises of pre-course preparation followed by a workshop run over two consecutive days and culminating in a multiple choice examination.

Recommended pre-course preparation

We recommend that you prepare for the course by reading the course study guide that is issued prior to attending the course. The guide comprises an easy-to-follow text book specifically written for the course.

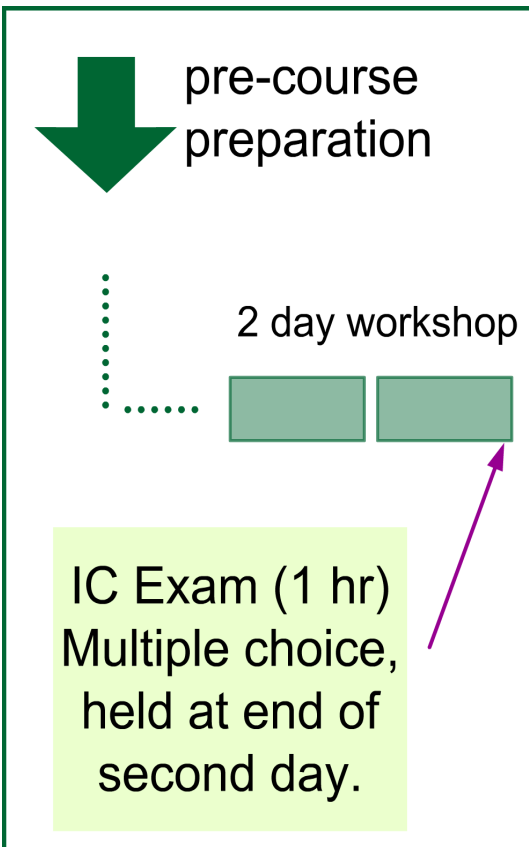
Course material and online coaching and support

Delegates are provided with a comprehensive set of notes which includes;

- Course text book "Starting Out in Project Management"
- Tutors presentation notes
- APM Exam Guide and Sample Examination Paper
- Online coaching and support

2 Day Workshop

The workshops are run in a highly interactive manner where you will be encouraged to actively participate in exercises and discussions to add further explanation and reinforcement to the key learning points in the tutor's presentation.



Course Structure

The workshops look at the practical application of project management in the real world in order to help you directly in your role back at your workplace.

Introductory Certificate Examination

APM Introductory Certificate consist of a 1 hour multiple choice examination taken at the end of the 2nd day.

The examination is set and marked independently by the APM.

In-house option

This course can be run on an in-house basis on a format, location and dates to suit your specific requirements.

We could also incorporate additional bespoke material specifically relevant to your organisations needs, such as case studies and company processes and procedures.

Next steps

APMP Qualification in Project Management

Course fees

Course material, support and workshops	£570
APM IC Exam Fee	£124
Total	£694

The course fees are on a non-residential basis and exclude VAT.

APM Exam Fee Discounts

Discounts off the examination fee are available for individual members of the APM and those who are employed by APM Corporate Members.

