



ASSOCIATION FOR PROJECT MANAGEMENT (APM)

APM is the largest independent professional body of its kind in Europe, with over 16,500 individual and 500 corporate members throughout the UK and abroad. Their aim is to develop and promote project management across all sectors of industry and beyond.

At the heart of APM is the APM Body of Knowledge; fifty-two knowledge areas required to manage any successful project. The use of the APM Body of Knowledge is promoted through qualifications, accredited training, research, publications and events.

APM PROJECT MANAGEMENT ESSENTIALS

This course provides the fundamental skills and structured framework needed for effective project management. An integral case study allows delegates to apply industry best practice techniques. The course covers the full project lifecycle, showing the key elements of project management during each stage of a project and paying particular attention to ensuring a sound project definition.

Course Objectives

This course will enable delegates to:

- Understand the role of Project Manager
- Use a structured approach to project management
- Understand how the key activities of project management are linked together
- Appreciate a number of tools and techniques which will help in undertaking the role
- Develop an effective Project Management Plan

Who Should Attend

Those involved in projects, or on the periphery of projects. Also those wishing to prepare for the APM Introductory Certificate in Project Management, including:

- New Project Managers
- Team Leaders
- Business Managers
- Business Analysts
- Business Representatives
- Business Studies Students

Course Duration: 2 days

Course Code: APMPME

Meet The Author

The course is delivered by Vicky Billingham, a recognised industry expert. Her book **Project Management: How to Plan and Deliver a Successful Project** is provided free to each delegate and follows the Association for Project Management Introductory Certificate syllabus.

Detailed Course Content

Projects in Context

Project Management
Programme Management: strategic benefits
Portfolio Management: managing a business
Stakeholder Management: keeping everyone positive

Project Lifecycle

Business Case and Benefits Management: ensuring the project is viable
Project Management Plan: contents and usage

Project Organisation

Roles and Responsibilities to provide a coherent structure

Project Planning

Requirements and Scope Management: getting it right first time
Estimating and Scheduling: producing a Gantt chart
Resource Management: achieving a workable plan

Project Management Processes

Quality Management: tools and techniques for Total Quality Management
Risk Analysis and Management: managing uncertainty
Configuration management
Change Control

(continued overleaf)

Pre-requisites

There are no pre-requisites for the course.



Detailed Course Content (continued)

Project Communication

Project Reviews: monitoring and control
Information Management: the information lifecycle
Issue Management: monitoring and controlling events

People Management

Communication: effective communication at all levels
Teamwork: building an effective team
Leadership: leading by example

More Information

If you would like to discuss anything further, please email us at contact@tcc-net.com

For upcoming dates on our public schedule and prices, please visit our website at www.tcc-net.com

If you have four or more people to train and would like this course run in-house, please **call us** for further details.

Related TCC Training Courses

