

This fully accredited course follows the syllabus and requirements of the Association for Project Management (APM) Project Fundamentals Qualification. It is designed to clarify and explain the basic aspects of projects and project management.

LEARNING OUTCOMES

On completion of this course participants will have attained an overall **'Awareness' Competence Level** in Project Management.

At overall competence **Level 1: Awareness Application** participants completing this course will be able to:

- Understand project management and the operating environment
- Discuss the project life-cycle
- Perceive the management structure by which projects operate
- Perform project management planning
- Utilize project scope management
- Produce a schedule and use resource management techniques
- Identify and manage risks and issues
- Understand project quality management
- Improve communication in the project environment
- Understand principals of leadership and teamwork.

COURSE DELIVERY

1. CLASSROOM (Open course schedule).
2. IN-HOUSE - (at your location - minimum numbers may apply).

CONTACT US:

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WHO SHOULD ATTEND?

This course is designed for those new to working in projects, or non-project staff who wish to gain a basic understanding of the project environment and project management terminology.

- **Project team members** who are new to the project environment.
- **Staff** who are required to interact with the project team but may not be directly involved in project activity.
- **People** who are considering a move into the project environment.
- **Project managers** with an interest in being exposed to the terminology associated with best practice as defined by the APM.
- **Project team members** interested in progressing with recognised project management qualifications.

OVERVIEW

This fully accredited course follows the syllabus and requirements of the Association for Project Management (APM) Project Fundamentals Qualification. It is designed to clarify and explain the basic aspects of projects and project management. It will provide understanding of key project terminology in order for participants to gain confidence in a project environment. It will also provide a solid basis of knowledge to consolidate existing project team members' understanding as well as provide an excellent first perspective to those new to the project environment.

This course will help individuals recognize the key aspects of a project and the importance of their role within it. The objectives will be supported and extended by engaging the delegates with an appropriate case study, providing the opportunity to gain a deeper understanding of the tools and techniques through use and experience.

TRAINING METHOD

This course is highly interactive and demands the full participation of the delegates to ensure they receive the maximum benefit. The use of the case study contextualizes the learning through the use of participative exercises that increase the retention of the knowledge gained.

COURSE CONTENTS

- Project Management and the operating environment
- Project Management Planning and Project Success
- Quality Management
- Scope Management
- Change and Configuration
- Risk and Issues
- Scheduling and Resource Management
- Communication and Information Management
- Teamwork and Leadership

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