# APM Project Fundamentals Qualification (PFQ) Training

Duration: **2 Day**

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- **Build the confidence to apply fundamental project management principles across different project environments.**
- **No previous experience is required, making PFQ an ideal starting point for people new to project work.**
- **The programme includes PFQ examination preparation and the examination itself.**

The **APM Project Fundamentals Qualification (PFQ)** is a knowledge-based qualification developed by APM, the chartered body for the project profession. As the first step within the APM qualification pathway, PFQ provides a strong introduction for anyone looking to establish a solid understanding of project management.

The course develops familiarity with essential project management terminology, introduces the core principles of the profession and gives participants the knowledge required to make a more informed and positive contribution to projects.

The programme is aligned with **APM Body of Knowledge Version 7** and includes course materials, examination preparation activities and the PFQ examination.

### Benefits of the Course

The programme provides a strong foundation in project management principles and terminology.

PFQ is the introductory qualification within the APM pathway and provides a useful basis for learners who may later progress to the **APM Project Management Qualification (PMQ)**.

PFQ is also aligned with **Scottish Credit and Qualifications Framework Level 6**.

## Prerequisites

There is no formal experience prerequisite. However, APM regulations state that PFQ candidates should complete **up to 13 hours of independent study** in addition to the training course.

This includes examination preparation and pre-course learning activities. The pre-course element itself may require **up to 11 hours** to complete.

These activities are designed to:

- Build early awareness of the topics covered during training
- Improve learning and knowledge retention
- Support more effective participation during the course
- Help participants relate the subjects to their own working environment
- Confirm that their IT setup meets APM online examination requirements
- Establish a stronger foundation for the PFQ examination

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## Who Should Attend

No previous project management knowledge or professional experience is required to undertake the PFQ qualification.

The course is particularly appropriate for:

- People beginning their involvement in project work
- New or aspiring project team members
- Professionals seeking a structured introduction to project management
- Individuals beginning their APM qualification journey

## What You Will Learn

By completing the course, participants will develop an understanding of:

- Project management and the environment in which projects operate
- Project life cycles
- Roles and responsibilities within projects
- Project management planning
- Project scope management
- Resource scheduling and optimisation
- Project risk and issue management
- Quality within a project environment
- Communication within projects
- Leadership and teamwork in a project setting

## Training Outline

The programme provides comprehensive coverage of the PFQ syllabus aligned with**APM Body of Knowledge 7**. The syllabus contains **10 learning outcomes and 59 assessment criteria** covering the knowledge candidates are expected to demonstrate.

Rather than simply following the learning outcomes in sequence, the course is structured around the major phases of a project life cycle. This approach helps participants understand when and how different project management tools, techniques and skills are applied.

### 1. Projects and Organisations

Explore the organisational environment in which projects operate and the factors that influence project delivery.

- The relationship between projects and organisations
- Supporting a controlled beginning, middle and end to a project
- Organisational influences on project delivery
- The place of project management within an organisation

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### 2. Concept Phase

Examine the early stage of a project in which its feasibility and overall viability are considered.

- Evaluating the initial project idea
- Understanding feasibility
- Establishing the need for the project
- Key decisions during the early project stage

### 3. Defining the Project

Focus on the detailed planning required to determine what will be delivered, how it will be achieved, who will be involved and when activities will take place.

- Project planning
- Defining scope
- Roles and responsibilities
- Resources and scheduling
- Risk considerations
- Clarifying project objectives

### 4. Deployment

Explore what happens when the project plan moves into implementation and progress needs to be controlled.

- Implementing the project plan
- Measuring progress
- Managing performance
- Reporting project status
- Monitoring risks and issues
- Project control activities

### 5. People and Behaviours

Examine the interpersonal capabilities that help create effective teams and contribute to successful project delivery.

- Effective communication
- Leadership
- Teamwork
- Supporting high-performing project teams
- The contribution of interpersonal skills to project success

### 6. Transition

Explore the final phase of the project, including the transfer and acceptance of deliverables and formal project closure.

- Deliverable handover
- Commissioning
- Acceptance of project outputs

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- Handover to sponsors and wider users
- Formal project closure

## Exams and Assessments

The **PFQ examination is taken during the afternoon of day two**.

The examination format is:

- 60 minutes
- Multiple-choice
- Closed book
- Pass mark: **36 correct answers (60%)**

Examination preparation forms an integral part of the course. Participants work through mock examination questions and review the answers to strengthen their understanding and exam readiness.

Additional questions may also be assigned for completion in the evening. Learners should expect to spend approximately **one to two hours** on this additional work and should plan sufficient time to complete it.