

# APM Project Management Qualification (PMQ)

Learn via: **Classroom/Virtual**

Duration: **5 Days**

## **Overview**

### **What is the APM Project Management Qualification**



Effective project management skills are becoming increasingly important. Organisations need good project managers, at all levels, to successfully deliver the change projects that will enable the business to adapt, grow and achieve its strategic objectives.

The Project Management Qualification (PMQ) (SCQF Level 7) is a knowledge-based qualification developed by APM, the chartered body for the project profession, that allows candidates to demonstrate understanding of all elements of project management.

Candidates will be able to demonstrate an understanding of how these elements interact and how their project fits into their strategic and commercial environment.

PMQ is an internationally recognised qualification, which can be carried from one job to another, or from one industry to another.

## **Prerequisites**

The APM Project Management Qualification is aimed at those wishing to achieve a broad level of project management knowledge sufficient to participate in projects from individual assignments through to large capital projects.

Applicants typically have some pre-existing project management knowledge, and it is the ideal next step for anyone holding the APM Project Fundamentals (PFQ) qualification.

Delegates who are registered PRINCE2® Practitioners may wish to look at our 'PMQ for PRINCE2® Practitioners' course where a shorter route to PMQ is possible. With a shorter training course and exam, this route will save you time and money.

This is an intensive five-day course and it is typical for delegates to undertake a minimum of 20 hours of preparation. Delegates are provided with access to QA's PMQ eLearning. A self-assessment document is also provided that can be used to help focus your preparation more effectively.

There are two examination routes for the qualification:

- A three hour paper where candidates must answer ten from sixteen questions.

Or

- For PRINCE2® Registered Practitioners a two hour paper that recognises prior learning. In this paper candidates must answer six from ten questions.

Full details of the examination process can be found in the guidance notes (<https://www.apm.org.uk/media/5010/apmq-candidate-guide-may-2017.pdf>).

## **What You Will Learn**

Attendees of this course will learn how to:

- Explain the internal and external contextual factors that influence the management and execution of projects.
- List and describe the key activities that are undertaken in each phase of a generic project life cycle:
  - Concept
  - Definition
  - Development
  - Handover and closure

- Explain the interpersonal skills that are practiced by the effective project manager

## **Outline**

This highly interactive course covers the content of the PMQ syllabus, which is based on the APM Body of Knowledge, 6th Edition. The framework and tools that are covered provide a solid foundation for the successful delivery of a project, irrespective of industry sector.

Delegates will explore these tools through a number of facilitated individual and group-based exercises, providing ample opportunity for sharing experience and learning throughout the class.

In addition to the classroom sessions listed below, delegates will also be assigned evening work to help reinforce learning and prepare for the examination. The evening work is a key part of the course and may take approximately two hours to complete although some delegates may choose to extend this time.

## **Context and Governance**

The governance and setting of a project will heavily influence how it is managed. This section will cover topics such as:

- The difference between project and operational work
- Programme and portfolio management
- Project team roles
- The governance of a project across its life cycle

## **Concept Phase**

It is essential that the need for a project is identified and understood before its viability can then be judged. This may involve:

- Identifying and managing stakeholders
- Creating a business case
- Assessing project success and benefits
- Procuring resources and contract management

## **Definition Phase**

The definition phase is often where the project manager is most heavily involved and we look at a structured approach for planning the project - both in terms of what needs to be done and also how it will be done.

- Requirements and scope management
- Schedule and resource management
- Budgeting and cost management

## **Development Phase**

Putting the plan into action will require the project manager to undertake many of the following actions.

- Project control, including cost control through earned value management
- Manage information and reports
- Risk and issue management
- Health and safety
- Quality management
- Change control and configuration management

## **Managing the Team**

No project is successful without an engaged and committed team. This requires the project manager to utilise a number of interpersonal skills.

- Communication
- Conflict management
- Build and lead the team

## **Project Handover and Closure**

Formal closure of a project will help ensure that the deliverables are handed over in a structured manner and that the team and the organisation has reviewed and learned from the performance on the project.

- Project handover
- Project reviews

## **The APM Project Management Qualification**

The PMQ examination is scheduled for 1.00pm on the final day of the course. The cost of the course does not include the exam. You will therefore only be eligible to sit the exam if you book it separately under code APMPEX-5. If you have not booked the exam, you will be free to leave the course at this time.

Key exam information:

- 3 hours' duration
- Closed-book
- 10 essay-based questions to be answered from a total of 16 questions; each answer is worth 50 marks
- Candidates are required to achieve a minimum of 275 marks out of 500 (55%) to pass

**Exams for delegates attending this course virtually**, via 'Attend From Anywhere', will be managed separately, therefore please contact your account manager following course delivery who will arrange this.

## **Membership**

Join the APM today to publicly demonstrate your commitment to professionalism and your own continued professional development.

Whether you have an interest in improving your project management skills, are starting out in the profession or are already an experienced professional, there's an APM membership grade designed for you.

Visit [apm.org.uk/join](http://apm.org.uk/join) and start your journey with APM.

APM membership - supporting, connecting and developing more than 23,000 project professionals across UK and internationally.