

## **Course Outline:**

Association for Project Managers - Project Management Qualification

A month pre-reading of course material

5 day classroom course – 40 hours course

This courses requires candidates reading the course material which will be provided a month in advance of the 5 days classroom studies.

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.

The course finishes with a 3 hour exam on the 5<sup>th</sup> day. The pass mark of the exam is 55%. The results will be sent to you directly from the Association for Project Managers.

The following course material will be supplied a month in advance of the 5day classroom course:

- Project Management Qualification Training Material
- Revision Booklet – Model Exam Questions and Answers

Learning Objectives:

The candidate after successful completion of the examination will gain the Association for Project Managers PMQ accreditation (IMPA Level D).

Some of the learning outcomes is as below:

- Explain the external and internal contextual factors that influence the successful execution and management of projects
- List and describe the key activities and documentation that are undertaken and completed in each phase of the project life cycle:
  - Concept
  - Definition
  - Development
  - Handover and Closure
- Explain the interpersonal and leadership skills that are practiced by the effective project manager

The course schedule for the 5 day classroom studies is as below:

PMQ Module	Module	Time
<b>Monday</b>		
	Coffee	08:30- 08:45
	Introduction	08:45 - 0900
<b>3</b>	<b>Project contexts and environments</b>	0900-12:00
	Environment (APM BoK 1.2.1)	
	Operations Management (APM BoK 1.2.2)	
	Programme Management (APM BoK 1.1.2)	
	Portfolio Management (APM BoK 1.1.3)	
	Lunch	12:00 – 12:30
	Module 3 Group exercises – Learning Objectives	12:30 – 12:50
<b>1</b>	<b>Structure of Organisations and Projects</b>	12:50 -14:50
	Organisation (APM BoK 3.1.4)	
	Project Sponsorship (APM BoK 1.1.8)	
	Infrastructure (Project Office) (APM BoK 1.1.4)	
	Coffee Break	14:50-15:00
	Module 1 Group Exercise – Learning Objectives	15:00- 15:20
<b>2</b>	<b>Project Life Cycle</b>	15:20-17:00
	Life Cycle (APM BoK 1.1.6)	
	Module 2 Group exercises and day wrap up – Learning Objectives	17:00 – 17:30
<b>Tuesday</b>		
	Coffee	08:00 – 08:15
<b>4</b>	<b>Governance and structured methodologies</b>	08:15- 10:15
	Project Management (APM BoK 1.1.1)	
	Project Management Method	
	Governance (APM BoK 1.1)	
	Module 4 Group Exercise – Learning Objectives	10:15 – 10:35
	Coffee break	10:35 – 10:45
<b>5</b>	<b>Communication</b>	10:45 – 12:45
	Communication (APM BoK 2.1.1)	
	Conflict Management (APM BoK 2.1.2)	
	Negotiation (APM BoK 2.1.6)	
	Lunch	12:45 – 13:15
	Module 5 Group Exercise – Learning Objectives	13:15-13:35



	Coffee	08:00 – 08:15
10	<b>Procurement</b>	
	Contract (APM BoK 3.7.1)	
	Procurement (APM BoK 3.7.3)	08:15 – 10:15
	Provider Selection and Management (APM BoK 3.7.4)	
	Coffee break	10:15 – 10:25
	Module 10 Group Exercise – Learning Objectives	10:25 – 10:45
11	<b>Project Risk Management and Issue Management.</b>	
	Risk context (APM BoK 3.5.1)	
	Project Risk Management (APM BoK 3.5)	10:45 -12:45
	Risk techniques (APM BoK 3.5.2)	
	Identification	
	Delegation (APM BoK 2.1.3)	
	Lunch	12:45 – 13:15
	Module 11 Group Exercise – Learning Objectives	13:15-13:35
12	<b>Project Quality Management</b>	
	Project Quality Management (APM BoK 3.6)	13:35-15:35
	Reviews (APM BoK 3.6.2)	
	Coffee Break	15:35-15:45
	Module 12 Group Exercise – Learning Objectives	15:45-16:05
	Additional Group Exercises covering all 12No Modules	16:05-17:30
<b>Friday</b>		
	Coffee	09:00 – 09:15
	Group exercise	09:15 – 12:15
	Lunch	12:15 – 12:45
	Individual revision	12:45 – 13:30
	Exams titbits and revision slide	13:30 – 13:45
	Coffee Break	13:45 – 13:55
	PMQ Exams	14:00 – 17:00

Instructor: Clement Kwegyir-Afful BSc MSc CEng FICE MAPM

The Instructor is an experienced project manager who has delivered award winning projects and also turned around struggling projects and set them up for success. Some of the projects he has worked on includes HS2, Hinkley Point C and Reading Station Area Redevelopment Project.

Apart from receiving awards with his projects, the tutor has also published a book on project management, received commendation from government organisations (HE) and a thank you letter from a former UK Prime Minister.

The instructor consults for large infrastructure projects and government organisations in the UK and overseas.

The tutoring is therefore based on real project experiences and real project templates to create outstanding project managers. The course is therefore not just intended for candidates to achieve the PMQ accreditation but become project managers that will make an impact to the organisations portfolio of projects.

The intention of the tutor is not just to enable delegates pass the exam as most of these courses are intended to do, but give them the tools to be successful project managers.