APM Project Fundamentals Qualification (PFQ)
Course Brochure and Competency Matrix

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1. Course Description

Course name: APM Project Fundamentals Qualification (PFQ).

Dedicated training in a structured manner allows candidates to demonstrate knowledge of all elements of project management and fundamental awareness of project management terminology, which will offer the individual the knowledge to make a positive contribution to any project. This qualification is an essential starting point for fresher’s or early-career professionals, wishing to gain a broad understanding of the principles of the profession.

2. Course Development

This course is mapped to the following standards or guides:
1. APM Project Fundamentals Study Guide
2. APM Body of Knowledge 6th edition
3. Additionally, Projcon has enhanced the course by including case studies, mock exams, evaluations, assessments and full exam. This approach brings realism in the course, develops competency and creates an environment that enables it to attract, develop and retain individuals who can contribute towards business objectives.

3. Certifications offered by professional bodies

- APM Project Fundamentals Qualification (PFQ)
  PFQ certification lays the foundation for further advancement in career. It leads to seeking other certifications such as:
- APM Project Management Qualification (PMQ)
- PMI Project management Professional (PMP)

4. Eligibility Requirements

- No prior knowledge or experience is required for this qualification.
5. Course Syllabus

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6. Competency Matrix

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<tr>
<th>Module 1</th>
<th>Project management and the operating environment</th>
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<td></td>
<td>End state vision – this module is designed to develop the ability of the learner to understand the project management and the operating environment.</td>
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</tbody>
</table>

**Learner will able to:**

- Define a project.
- Identify the differences between a project and business as usual.
- Define project management.
- State the key purpose of project management.
- List the core components of project management.
- List the benefits to an organisation of effective project management.
- Define programme and portfolio management and their relationship with project management.
- Define the term project environment.
- Define the components of the PESTLE acronym.

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<tr>
<th>Module 2</th>
<th>Project life cycle</th>
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<td></td>
<td>End state vision - This module is designed to develop the ability of the learner to understand the project lifecycle.</td>
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**Learner will able to:**

- Define the term project life cycle.
- State the phases of a typical project life cycle.
- Identify reasons for structuring projects into phases.
### Module 3

**Management structures by which projects operate**

**End state vision** - This module is designed to develop the ability of the learner to understand the management structure by which projects operate.

**Learner will able to:**

- Define the roles and responsibilities of:
  - Project manager
  - Project sponsor
  - Project steering group/board
  - Project team members
  - Project office
  - End users

### Module 4

**Project management planning**

**End state vision** – This module is designed to develop the ability of the learner to understand the project management planning.

**Learner will able to:**

- State the main purpose of a project management plan.
- Define who is involved in the creation of the project management plan.
- Explain why the project management plan needs to be approved, owned and shared.
- Identify the purpose and the typical content of a business case.
- Define the role of the sponsor and project manager in relation to the business case.
- Define stakeholders and stakeholder management and explain why stakeholder analysis is important.
- Define benefits management.
- Define the use of KPIs.
- Identify the estimating funnel.
- Define success criteria in the context of managing projects.
- Define the purpose and benefits of project reporting.
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<th>Module 5</th>
<th>Scope management</th>
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<td><strong>End state vision</strong> - This module is designed to develop the ability of the learner to understand project scope management.</td>
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**Learner will able to:**

- Define project scope management.
- Describe how product breakdown structure (PBS) and work breakdown structure (WBS) are used to illustrate the scope of work required.
- Define the uses of:
  - Cost Breakdown Structure (CBS)
  - Organisational Breakdown Structure (OBS)
  - Responsibility Assignment Matrix (RAM)
- Define the following in relation to scope management
  - Configuration management
  - Change control
- Explain the relationship between change control and configuration management.
- List the steps involved in a typical configuration management process.
- List the activities in a typical configuration management process.

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<th>Module 6</th>
<th>Scheduling and resource management</th>
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<td><strong>End state vision</strong> - This module is designed to develop the ability of the learner to understand scheduling and resource management.</td>
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**Learner will able to:**

- Identify the purpose of scheduling.
- Outline different approaches to scheduling (including critical path analysis, total float, Gantt (bar) charts, baseline, and milestone).
- Define resource management.
- Define procurement within the context of project management.
- List different categories and types of resources needed for projects.

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<th>Module 7</th>
<th>Risk management and issue management</th>
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<td><strong>End state vision</strong> - This module is designed to develop the ability of the learner to understand risk management and issue management.</td>
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**Learner will able to:**

- Define risk and risk management.
- Explain the purpose of risk management.
- Outline a high-level risk management process.
- Describe the use of a risk register.
- Define an issue, define issue management.
- Explain the difference between an issue and a risk.
- Describe the use of an issue log.
## Module 8  
**Project quality management**

End state vision - This module is designed to develop the ability of the learner to understand project quality management.

**Learner will able to:**
- Define quality.
- Define quality management.
- Define the following: quality planning, quality assurance, quality control and continual improvement.
- Outline the difference between quality control and quality assurance.
- Identify the purpose of:
  - Gate reviews, Post project reviews, Benefit reviews, Peer reviews and Project audits.

## Module 9  
**Communication**

End state vision - This module is designed to develop the ability of the learner to understand communication in the project environment.

**Learner will able to:**
- Define communication, outline different media for communication.
- Identify barriers to effective communication.
- Identify ways to facilitate effective communication.
- Define the contents of a communication plan; explain the benefits of a communication plan.

## Module 10  
**Leadership and teamwork**

End state vision - This module is designed to develop the ability of the learner to understand principles of leadership and teamwork.

**Learner will able to:**
- Define leadership.
- Outline how a project team leader can influence team performance.
- Define what is meant by the term project team.
- Outline the advantages & disadvantages of team models such as Belbin and Margerison McCann.

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**Note** – Our course brochures are updated on a regular basis for continuous improvement.