

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 Body of Knowledge 6th edition
2. Relevant study guides
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.
4. Recommended study material - The APM Project Fundamentals Qualification Study Guide

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)

4. Eligibility Requirements

- ▶ No prior knowledge or experience is required for this qualification.

5. Exam Format

Assessment is through a 60-question, multiple-choice examination, taken over 1 hour.

Passing marks – 60%

The examination is available online either in a classroom with Projcon or on your own premises utilising remote live proctor.

6. Competency Matrix

Module 1	Project Management and the Operating Environment
Syllabus	Learning Outcomes
<ul style="list-style-type: none"> ▶ What is a 'Project'? ▶ Project, Program and Portfolio Management ▶ Project Environment 	<ul style="list-style-type: none"> ▶ The definition of the project, various components of the project and characteristics of the project. ▶ Need of P3 management, the definition and significance of project, program and portfolio management and their interrelationships. ▶ What is project environment and various factors that affect project environment.
Module 2	Project Life Cycle
Syllabus	Learning Outcomes
<ul style="list-style-type: none"> ▶ Project Life Cycle and Types ▶ Phases of Life Cycle ▶ Handover and Closure Project 	<ul style="list-style-type: none"> ▶ What project life cycle its function, and operation. ▶ Various phases, and reasons for structuring projects, interference. ▶ Process and important steps while handing over the deliverable and closure of the projects.
Module 3	Management Structures
Syllabus	Learning Outcomes
<ul style="list-style-type: none"> ▶ Organisation Structure ▶ Roles and Responsibilities 	<ul style="list-style-type: none"> ▶ Organisation application of organization, various organisation structures and their uses. ▶ Roles and responsibilities of various stakeholders in an organization.
Module 4	Project Management Planning
Syllabus	Learning Outcomes
<ul style="list-style-type: none"> ▶ Project Management Plan ▶ Business Case ▶ Project Reporting 	<ul style="list-style-type: none"> ▶ Purpose of developing project management plan and ownership of project management plan. ▶ Purpose and content of business case, monitoring project success and managing stakeholder. ▶ Purpose and benefits of reporting. ▶ Estimating and its methods.

Module 5	Scope Management
Syllabus	Learning Outcomes
<ul style="list-style-type: none"> ▶ Project Scope ▶ Breakdown Structure and their Inter-Relationship ▶ Configuration Management and Change Control 	<ul style="list-style-type: none"> ▶ WBS OBS, RAM, cost breakdown structure and product breakdown structure. ▶ Process of configuration management. ▶ Change control along with interaction with change control and configuration management.
Module 6	Scheduling and Resource Management
Syllabus	Learning Outcomes
<ul style="list-style-type: none"> ▶ Scheduling Concepts ▶ Resource Management ▶ Procurement 	<ul style="list-style-type: none"> ▶ Purpose, concepts and approach of scheduling. ▶ Resource management, categories and purpose of resource and resource scheduling process. ▶ Procurement and procurement process.
Module 7	Risk Management and Issue Management
Syllabus	Learning Outcomes
<ul style="list-style-type: none"> ▶ Risk Management ▶ Issue Management 	<ul style="list-style-type: none"> ▶ Defining risk, concept on risk management. ▶ Drivers of risk management plan and risk management process. ▶ Issue management, issue management process and states how issues are different from risks.
Module 8	Project Quality Management
Syllabus	Learning Outcomes
<ul style="list-style-type: none"> ▶ Quality and Quality Management ▶ Project Review 	<ul style="list-style-type: none"> ▶ Project quality, quality management and components of quality management. ▶ Gate review, Post project review, Benefits review, Peer review and Project audits.
Module 9	Communication
Syllabus	Learning Outcomes
<ul style="list-style-type: none"> ▶ Communication in Project Environment ▶ Communication Plan 	<ul style="list-style-type: none"> ▶ What is communication, communication environment, types of communication and Ways to facilitate effective communication. ▶ Contents of communication plan and its benefits.
Module 10	Leadership and Teamwork
Syllabus	Learning Outcomes
<ul style="list-style-type: none"> ▶ Leadership ▶ Teamwork 	<ul style="list-style-type: none"> ▶ What is leadership and roles of project team leaders. ▶ Teamwork and teamwork models.