

Associate Project Manager (Level 4)



Phase 1

Induction & Initial Assessment



Phase 2

Training Modules

Apprenticeship Standard Associate Project Manager (Level 4)



Phase 3

Assessment Gateway



Phase 4

End Point Assessment



Blended Learning breakdown

| | | Training Centre | Remote |
|----------------|-----------------------------------|---------------------|---------------------------------------------------|
| Phase 1 | Induction & Initial Assessment | 1 day | Training Centre only |
| Phase 2 | Business Benefits and Conclusions | 1 week | 20 hours self-study 4 remote training sessions |
| | Authority and Taking Control | 1 week | 20 hours self-study 4 remote training sessions |
| | Methodology 1 - Prince | 4 days | Training Centre only |
| | People and Governors | 1 week | 20 hours self-study 4 remote training sessions |
| | Methodology 2 - Agile | 4 days | Training Centre only |
| | Mastery of Chaos | 1 week | 20 hours self-study 4 remote training sessions |
| | APM PMQ exam | 1 day exam workshop | Training Centre only |
| Phase 3 | Assessment Gateway | 1 week | Training Centre only |
| Phase 4 | End Point Assessment | 3 - 5 days | Training Centre only |

Course Details



Induction/Initial Assessment

1 day in the training centre

Functional Skills

If required, learners will sit a Maths and/or 3 English exams.
Allow 1 – 2 days per exam.

Methodology 1 – Prince

- Road mapping Prince: the methodology, from initiation through to closure; opposing imperatives – business as usual and business change; related and essential documentation

Methodology 2 – Agile

- Road mapping Agile: a methodology, forming user stories, and sprinting to closure; best fit in the IT environment
- Introducing DevOps: is it a methodology? established, and changing project management

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Business Benefits and Conclusions

- Understand the position as project manager; to be a project manager, strategic or tactical role; and responsibilities; qualities, challenge and acceptance; project subject knowledge (or lack of)
- Project themes: project management within organisations; setting up a project culture of achieving results, improving performance, a project vision, delivery via effective project teams and team work; diversity and equality, the many facets of appropriate manner
- Project governance: past reasons and demands, structure and key personnel, governance of performance to plan and manage a project, project success and effectiveness, closure of a project; create and maintaining the project management plan, by communications and reporting
- Know how on business case and benefits management: sources, reasons and defined business case; importance and demonstrate benefits plan and definition -- known, perceived and validated through project lifecycle; post project realisation
- Understand the project scope: defining, evaluation, agreement, and total change management, drivers and dependencies; baselining and maintaining scope

Authority & Taking Control

- Understand project leadership: focus on vision and values, leader objectives and styles, the working environment and high performing teams, motivating and sustaining
- Duties of stake holder management: roles and purpose; power levels, influence and interests; conflict and negotiation; assurance on project outcomes
- Understand budget & cost controls; funding and budget origins, change and release; breakdowns and representations, explaining cost and budget processes impacting projects

Mastery of Chaos

- Defining risk & issues management: key conditions for control or failure; the risk plan, priorities, threats and opportunities; how methodologies interpret and realise risk
- Understand scheduling: knowhow and techniques, progress monitoring and metrics for project quality and delivery confidence; completion versus schedule
- Defining the communications needs: effective and appropriate, personal skills, and the communications plan
- Understand procurement & contracts: 3rd party management, contractual structure and clauses,
- Understand of project context; delivery circumstances and considered factors, environment and locational situations;
- Explain the project management office function: reason, position and purpose; alternate as project support office; stepping up to portfolio and programme management; project software



People and Governors

- Critical know how on resource management: key project roles & responsibilities: personal attributes & challenges, people and teams; using scenarios to survive as a project manager
- Understand consolidated planning: organisation and reporting to support overall management, of project flow
- Defining the need for quality; the quality management plan, tracking and standards; assurance

Assessment Gateway, Assessment Preparation & Administration Week

(Up to 1 week in the training centre)
Preparation week to understand the four elements of the assessment gateway

Assessment Phase

Summative Portfolio

Presentation

Professional Discussion

Achievement of Apprenticeship

APM

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