



# APM Project Fundamentals Qualification (PFQ)

## OVERVIEW

The APM Project Fundamentals Qualification (PFQ) provides a fundamental awareness of project management terminology and is for those wishing to gain a broad understanding of the principles of the profession.

Successful candidates will be able to understand the language of project management and the structure of a successful project.

They will be able to take an active part in a project team and make a positive contribution to any project environment.

## Target Audience

There are no pre-requisites required to attend the APM Project Fundamentals Qualification course. The PFQ is designed for those with little or no project management experience who are looking to start a successful project management career, or wanting to understand the principles of project management excellence.

## Duration

This two day programme provides a comprehensive introduction to project management and concludes with the introductory certificate examination taken on the afternoon of the second day.

## Accreditation

**Participants will undertake an examination on the afternoon of the second day. This will include:**

- 60 questions
- Candidates should pass 36 questions to achieve a 60% pass mark
- Multiple-choice
- One hour duration

## Content

**The APM Project Fundamentals Qualification includes:**

- The Principles of Project Management
- Planning and scheduling
- Defining the optimum approach to complete each project successfully
- Communications
- Quality management
- Teamwork
- Resource management
- Achieving an efficient utilisation of resources
- Risk management
- Understanding and utilising the processes and techniques for effective management of risk
- Handover and review
- Ensuring a controlled environment



## ABOUT INSYNERGI®

Founded in 2009, insynergi® Ltd provides bespoke coaching, mentoring and learning support at all levels within an organisation. The insynergi® team collectively has 300 years' experience in providing support across industry sectors at both a local and a global level. The company has its headquarters in London and is able to provide support globally.

For further information visit [www.insynergi.org](http://www.insynergi.org) or email [info@insynergi.org](mailto:info@insynergi.org) and call 0203 651 0066.

