

# Associate Project Manager

An introductory guide for prospective participants

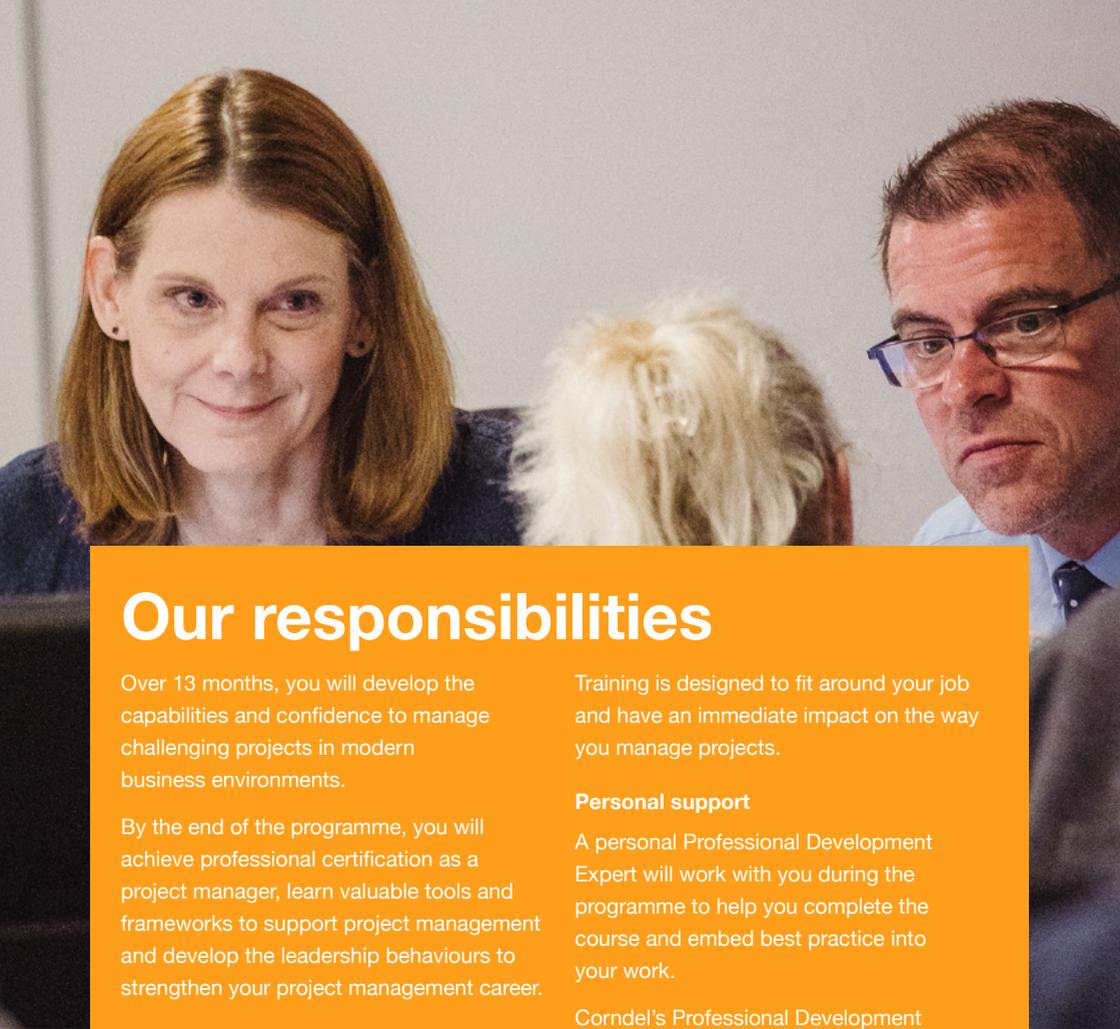
**A Corndel professional development programme incorporating the APM Project Management Qualification, accredited by the Association for Project Management**



**Corndel  
Leadership.**

The Associate Project Manager programme is a Corndel programme which develops the technical skills and professional behaviours needed to manage projects effectively in different delivery environments.

Incorporating the Associate Project Manager Qualification, the programme blends training workshops, one-to-one tuition and guided self-learning to develop outstanding project managers.



# Our responsibilities

Over 13 months, you will develop the capabilities and confidence to manage challenging projects in modern business environments.

By the end of the programme, you will achieve professional certification as a project manager, learn valuable tools and frameworks to support project management and develop the leadership behaviours to strengthen your project management career.

## **Practical training**

The Associate Project Manager programme blends tailored workshops, one-to-one tuition from experienced project management professionals and guided self-learning using the award-winning 'PM Channel'. You will also build a portfolio of your day-to-day work which evidences your developing skills and knowledge. Our training is designed to fit around your job and have both an immediate and a long-term impact on the way you manage projects.

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## **Personal support**

A personal Professional Development Expert will work with you during the programme to help you complete the course and embed best practice into your work.

Corndel's Professional Development Experts are experienced project managers and training consultants from a wide range of industry backgrounds and have supported hundreds of project managers at all stages of their careers.

## **Professional qualification**

To complete the programme, you will sit the Association for Project Management (APM) Project Management Qualification (PMQ) exam. You will also be externally assessed to achieve the Level 4 Associate Project Manager apprenticeship standard.

# Content

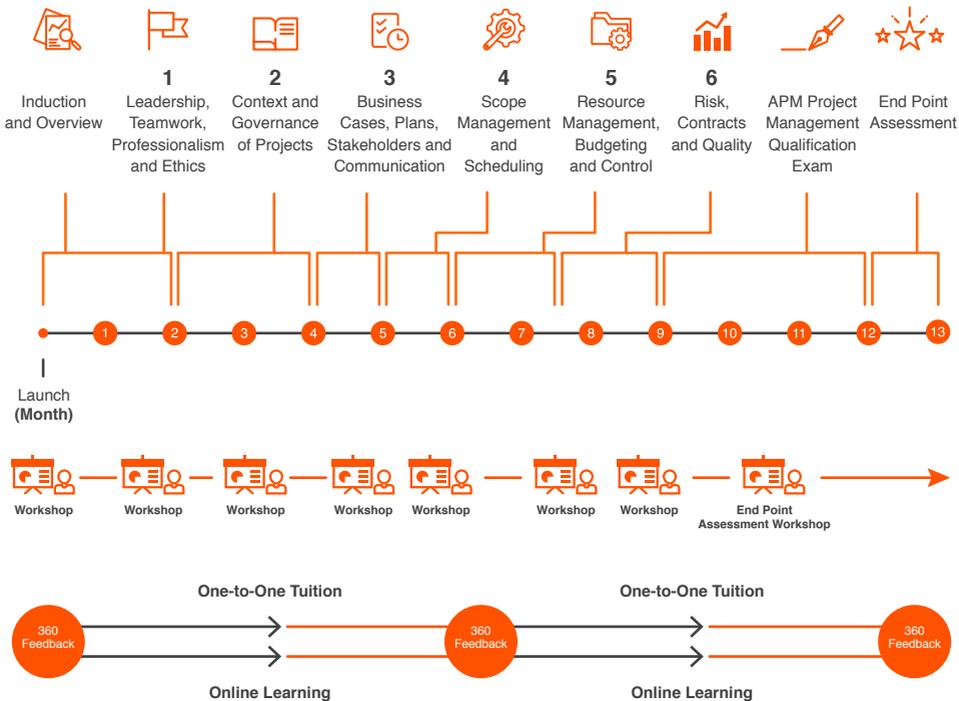
The programme has six units, each launched with a day-long workshop exploring key concepts.

You will supplement your learning through guided online study via The PM Channel, an award-winning project management video training library supported by the APM and other leading professional bodies.

You will have one-to-one tuition sessions every 6 weeks to embed your learning and help you apply your new knowledge and skills in the workplace.

Throughout the course you will build a portfolio of work demonstrating your application of project management tools and techniques.

# Associate Project Manager



# Format

## Unit 1

### Leadership, Teamwork, Professionalism and Ethics

- Vision, values and objectives
  - Effective communication
  - Leadership styles
  - Motivation and trust
  - Project teams and roles
  - Professional conduct and ethics
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## Unit 2

### Context and Governance of Projects

- Projects, programme and portfolios
  - The project lifecycle
  - Project management processes
  - Effective project roles
  - Project reviews
  - Organisational responsibilities
- 

## Unit 3

### Business Cases, Plans, Stakeholders and Communication

- Stakeholders and their perspectives
  - Communication planning
  - Effective communications
  - Managing conflicting priorities
  - Business cases
  - Consolidated planning
- 

## Unit 4

### Scope Management and Scheduling

- Requirements management
  - Scope definition
  - Scheduling and estimating
  - Change control and configuration management
  - Monitoring and forecasting
  - Lessons learned
- 

## Unit 5

### Resource Management, Budgeting and Control

- Resource analysis
  - Resource allocation and commitment acceptance
  - Cost types
  - Cost tracking systems
  - Performance management
  - Graphically representing performance
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## Unit 6

### Risk, Contracts and Quality

- Risk management planning
- Managing risks and opportunities
- The procurement process
- Contracts and contracting
- Quality management planning
- Quality assurance and control

# Frequently Asked Questions

## 1. Why should I enrol on Associate Project Manager?

The programme is designed to develop and nurture well-rounded, technically proficient project managers.

You will benefit from technical training, coaching and workplace application to develop your project management skills and interpersonal behaviours and will achieve professional accreditation through the APM Project Management Qualification examination.

By the end of the programme, you will be confidently applying best practice project management tools and techniques.

Project management offers varied and exciting careers, built around a set of core competencies and methodologies, which can be applied across all industries and markets.

Corndel brings industry-leading training expertise in offering this programme and manages the funding, compliance and quality assurance. We support clients including John Lewis, Royal Mail, UBS, University of Cambridge, AB Foods and ICAEW.

## 2. What qualification will I achieve?

You will sit the examination for the Association for Project Management (APM) Project Management Qualification (PMQ), the industry benchmark for project management professionals. This qualification is equivalent to IPMA Level D and is recognised internationally and across industries.

You will also undertake external assessment to achieve the Level 4 Associate Project Manager apprenticeship standard at the end of the programme.

## 3. Why is the APM PMQ useful to me?

The APM PMQ is the flagship project management qualification awarded by the chartered body for project professionals.

It delivers a broad level of project management knowledge sufficient to participate in projects ranging from individual assignments to major capital projects.

Unlike some other project management qualifications, there is a key focus on continuously asking why different principles and tools are important and helpful for specific contexts.

PMQ is a highly-respected qualification that can be carried across jobs and industries.

## 4. Who is the programme for?

It is designed for people who work on projects, in project management roles, or who aspire to work as project managers or project leaders more effectively in their organisation.

Typically, candidates will already have some project management responsibilities but have not received formal training or want to achieve formal professional accreditation.

Participants on the programme should be committed to their professional development and keen to acquire new knowledge and skills.

## 5. How long does the programme take?

The programme lasts 13 months.

# Corndel Leadership

## 6. What will I have to do?

We will hold 8 project management workshops throughout the year introducing key content and preparing you for the APM PMQ examination and End Point Assessment.

You will have access to video content and textbooks which explore project management theory and practice in detail. Using these, you will explore new topics each week and be able to demonstrate your application of knowledge.

Every 6 weeks, you will also have a one-to-one coaching session with an experienced project management Professional Development Expert to develop your knowledge further.

You will sit the PMQ exam towards the end of the programme and undertake external assessment to show that you have reached the level required of an Associate Project Manager.

## 7. What is the time commitment?

- 8 classroom workshops over 9 days with other project management colleagues
- One hour of one-to-one tuition every 6 weeks, either in person or via Skype, plus preparation time
- Weekly guided self-learning using The PM Channel resources and textbooks
- Applying learning to workplace.

## 8. What is my employer investing in me to undertake the programme?

Your organisation is making a £6,000 investment in you to complete this programme. Since 2017, large businesses have paid a Government training levy (the apprenticeship levy) which your employer has chosen to invest in your personal development as a highly-valued employee.

## 9. Am I eligible to undertake the programme?

If your employer is using the levy to fund your training, you need to meet some Government eligibility criteria. The main ones are:

- You must work at least 50% of the time, in England
- If you are a UK or EU/EEA citizen, you must have lived in the UK or EU/EEA countries for the last three years
- If you are not a EU/EEA citizen, you must have lived in the UK for the last three years
- You may not be funded if you already have a prior project management qualification or similar. We will review this on a case-by-case basis.

## 10. How do I enrol?

Your employer will give Corndel a list of the people who wish to enrol. We will then send you an online enrolment form, ask for proof of ID and residency and check your eligibility.

Government rules mean that you will also need to show us evidence of past English and maths qualifications.



## **Corndel**

Highgate Studios  
53-79 Highgate Road  
London NW5 1TL

**020 8102 9040**  
**[info@corndel.com](mailto:info@corndel.com)**

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For more information about  
Associate Project Manager  
please contact

**[info@corndel.com](mailto:info@corndel.com) or**  
**call 020 8102 9040**