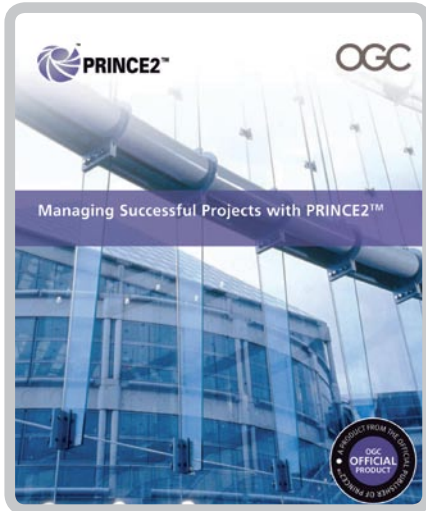


### PRINCE2

PRINCE2 is the de facto standard project management method used extensively both in the UK and internationally. PRINCE2 is owned by the Office of Government Commerce (OGC) and the PRINCE2 manual (Managing Successful Projects with PRINCE2) is published by The Stationery Office (TSO). Managing Successful Projects is the basis for the PRINCE2 qualifications at Foundation and Practitioner levels. The manual and exams have recently been updated and published in June 2009 it follows a worldwide consultation to ensure the method is as up to date and relevant as possible for users.

The APM Group Ltd (APMG) is accredited by UKAS for its PRINCE2 activities. There are 100 Accredited Training Organisations in the UK and a further 75 outside the UK running accredited courses on PRINCE2.



#### Entry requirements

A basic awareness of project work in the candidate's own business environment.

#### Foundation

PRINCE2 Foundation courses are available in a variety of formats including classroom-based (2-3 days), computer-based training, distance learning and web-enabled courses.

Accredited courses prepare the delegate for the Foundation examination (one-hour multiple-choice paper) that is aimed at measuring whether a candidate would be able to act as an informed member of a project management team on a project using the PRINCE2 method, within an environment supporting PRINCE2. To this end, candidates would need to show they understand the principles and terminology of the method.

#### Practitioner

PRINCE2 Practitioner courses are available as classroom-based (3-5 days), computer-based training, distance learning and as web-delivered courses. A candidate must pass the Foundation paper before attempting the Practitioner paper.

The 2.5 hour Practitioner examination assesses a candidate's ability to apply the principles of PRINCE2 in their workplace through the use of a scenario. Candidates need a good understanding of all the elements of PRINCE2 in order to undertake this qualification.

#### Training

Accredited courses prepare candidates for the PRINCE2 Foundation and Practitioner's qualification.

*For more details on accredited training companies visit:*  
[www.apmgroup.co.uk](http://www.apmgroup.co.uk)

### Managing Successful Programmes (MSP)

MSP – Managing Successful Programmes – is owned by OGC and the manual is published by TSO. The MSP manual is used as the basis for accredited courses and qualifications at Foundation, Intermediate and Practitioner level.

The APM Group Ltd (APMG) is accredited by UKAS for its MSP activities. There are currently 40 Accredited Training Organisations for MSP in the UK and a further 10 outside the UK running accredited courses.

#### Entry requirements

A basic awareness of project and programme work in the candidate's environment.

#### Foundation

MSP Foundation courses are available in a variety of formats including classroom-based (2-3 days), computer-based training, distance learning and web-enabled courses.

Accredited courses prepare the delegate for the Foundation examination (40-minute multiple-choice paper) that is aimed at measuring whether a candidate has a good understanding of MSP terminology, particularly all roles, processes and deliverables.

#### Practitioner

MSP Practitioner courses are available in a variety of formats including classroom-based (2-3 days), computer-based training, distance learning and web-enabled courses. A candidate must pass the Foundation paper before attempting the Intermediate paper.

Accredited courses prepare the delegate for the Practitioner examination (2½ hour objective testing style paper) that is aimed at measuring whether a candidate has a comprehensive understanding of the principles and theory of MSP.

#### Advanced Practitioner

MSP Advanced Practitioner courses are available as classroom-based (2-4 days), distance learning and as web-delivered courses with workshop support. A candidate must pass the Foundation and Practitioner paper as well as Advanced Practitioner paper before being awarded Practitioner status.

The Advanced Practitioner examination (2½ hour essay style paper) is a challenging assessment of programme management ability and uses a programme scenario, to assess a candidate's understanding and ability to apply the principles of MSP. There is a particular emphasis on producing worked examples of all role descriptions, detailed explanations of all processes, and worked examples of all deliverables. Candidates must be able to state the relationships between processes, deliverables, roles and the management dimensions of a programme.

#### Training

Accredited courses prepare candidates for the MSP Foundation, Practitioner and Advanced Practitioner's qualifications. Accredited courses provide candidates with an understanding of and the skills to apply the method to managing programmes of work. The Advanced Practitioner courses will be of benefit to programme managers, programme team members and business managers who are involved in, or are to become involved in, a programme of work.

*For more details on accredited training companies visit:*  
[www.apmgroup.co.uk](http://www.apmgroup.co.uk)

### Management of Risk (M\_o\_R)

M\_o\_R (Management of Risk) is owned by OGC and is the manual published by TSO. It is the basis for accredited training courses and qualifications at Foundation and Practitioner level and to guide assessment at Professional level.

M\_o\_R addresses risk at four levels: strategic, programme, project and operational. It is designed to ensure that risk is considered and addressed throughout an organisation and is not constrained to one type of activity. An M\_o\_R course could be relevant to everyone working in an organisation.

The APM Group Ltd (APMG) is accredited by UKAS for its M\_o\_R activities. There are 20 Accredited Training Organisations providing accredited training courses in the UK and a further 5 outside the UK running accredited courses on M\_o\_R.

#### Entry requirements

An interest in understanding how to manage risk in the candidate's own business environment.

#### Foundation

Candidates should be able to act as an informed member of the organisation using the M\_o\_R approach. Candidates need to show that they understand the principles and terminology of the approach.

M\_o\_R Foundation courses are available in a variety of formats including classroom-based (2-3 days), distance learning and web-enabled courses.

Accredited courses prepare the delegate for the Foundation examination (45-minute multiple-choice paper) that is aimed at measuring whether a candidate has a broad understanding of the basic concepts of risk analysis and management relevant to all parts of a business. To this end they need to show they understand the principles and terminology of the method.

#### Practitioner

M\_o\_R Practitioner courses are also available as classroom-based (4-5 days). A candidate must pass the Foundation paper before attempting the Practitioner paper.

The Practitioner examination (three-hour paper) assesses a candidate's ability to apply the principles of M\_o\_R across their organisation with a detailed knowledge and understanding within at least one specific level: strategic, programme, project or operational through the use of a scenario.

#### Training

Accredited courses prepare candidates for the M\_o\_R Foundation and Practitioner's qualification.

*For more details on accredited training companies visit:*  
[www.apmgroup.co.uk](http://www.apmgroup.co.uk)

### Certificate in Programme and Project Management

The APM Group (APMG) and the Chartered Management Institute (CMI) jointly developed the Certificate in Programme and Project Management to satisfy the market need from programme and project managers for a degree-level qualification specific to their professions.

Known as the PPM Certificate, this qualification provides candidates with the opportunity to develop and extend their knowledge and skills over all areas of the programme and project life cycle. Training courses are available to support this qualification.

Accredited courses are available in a variety of formats including classroom-based, computer-based training, distance learning and web-enabled courses.

#### Entry requirements

Candidates must be working within a programme or project environment to apply for the PPM Certificate.

#### Assessment

The PPM Certificate is a practical qualification, taking into account and giving exemptions for the prior learning and experience gained by the candidate, based on the current role of the candidate and allowing knowledge to be instantly applied to their work situation.

Candidates must successfully pass 4 out of a choice of 11 units which are assessed through work-based assignments. Exemptions may be granted for either the learning and/or assessment of a unit should candidates be able to submit evidence of relevant prior learning and/or experience.

#### Training

Accredited courses prepare candidates for and support them throughout the PPM Diploma.

*For more details on accredited training visit:*  
[www.apmgroup.co.uk](http://www.apmgroup.co.uk)

## Diploma in Programme and Project Management

The APM Group and the Chartered Management Institute (CMI) jointly developed the Diploma in Programme and Project Management to satisfy the market need from programme and project managers for a degree-level qualification specific to their professions.

Known as the PPM Diploma, this qualification provides candidates with the opportunity to develop and extend their knowledge and skills over all areas of the programme and project life cycle. Training courses are available to support this qualification and, upon completion of the training course and the qualification, candidates not only gain a recognised degree-level qualification, but are also eligible to continue their development through the CMI's Chartered Manager scheme.

Accredited courses are available in a variety of formats including classroom-based, computer-based training, distance learning and web-enabled courses.

### Entry requirements

Candidates must be working within a programme or project environment to apply for the PPM Diploma.

### Assessment

The PPM Diploma is a practical qualification, taking into account and giving exemptions for the prior learning and experience gained by the candidate, based on the current role of the candidate and allowing knowledge to be instantly applied to their work situation.

There are 10 units and each of them is assessed through work-based assignments with the exception of the final unit, where assessment is carried out by an interview panel with the focus being on the assignments submitted by the candidates throughout their course. This is the only unit in the course where exemptions may not be claimed for previous learning and experience.

At the end of the interview assessment, candidates are provided with valuable feedback from their assessors regarding their future plans and development activities.

### Training

Accredited courses prepare candidates for and support them throughout the PPM Diploma.

*For more details on accredited training companies visit:*  
[www.apmggroup.co.uk](http://www.apmggroup.co.uk)

## Change Management Qualification

The Change Management Qualification is based on the best-selling book by Esther Cameron and Mike Green 'Making Sense of Change Management'. The qualification brings together best practice on change management to help candidates understand the effects of change on the individual, team, organisation and change leader.

Developed in response to the increasing level of organisational change, the 'Principles of Change Management' qualification will be able to better help employees understand the benefits of change and stages necessary for its success, while the 'Certified Change Leader' qualification will help individuals be equipped to successfully lead change within their organisation.

A Practitioner qualification is under development and will be ready for piloting in late 2009 and has been designed to meet the needs for companies to implement Change quickly and effectively.

There are now over 20 ATOs running Change Management courses globally.

### Entry requirement

An interest in understanding how to manage change within the candidate's own business environment.

## Principles of Change Management Foundation Exam

Aimed at any candidate who wishes to understand organisational change and its effects, this four-day course will cover the principles of change across the four target areas. Candidates will be able to understand how change works, the problems that it causes and how these can be overcome.

Attending an accredited course will prepare the candidate for the Principles of Change Management exam (one-hour multiple-choice paper) to prove their knowledge.

### Practitioner Exam – Coming soon!

This course is for those candidates who will be involved in leading change in their environment – this is due for launch in late 2009.

### Training

Accredited courses prepare candidates for both levels of the change qualification.

*For more details on accredited training companies visit:*  
[www.apmggroup.co.uk](http://www.apmggroup.co.uk)

## Finance for Non-Financial Managers

Every manager needs to understand finance if they are to achieve its objectives. However, not every manager needs the same level of skill and understanding as specialist financial managers. A good knowledge of the key concepts of prudent financial management as modern financial accounting should equip all managers with the knowledge they require.

In the Chartered Management Institute's Level 5 Qualifications in Management and Leadership there is an excellent unit on financial management and this qualification covers the syllabus from that unit and provides unit accreditation for the whole qualification. It is available as either a paper examination or online.

*For more details on accredited training organisations visit:*  
[www.apmggroup.co.uk](http://www.apmggroup.co.uk)

## APMP Qualification

Run by APMP on behalf of the Association for Proposal Management Professions, the APMP qualifications span three levels of experiences and provide an independent ratification of the bid and proposal skills of individuals.

There is a Foundation, Practitioner, and Professional level.

### Training

Accredited courses are available at all levels for the APMP Qualifications.

*For more details on the approved organisations visit:*  
[www.apmggroup.co.uk](http://www.apmggroup.co.uk)

## DSDM Atern – Agile Project Management

Run by APMP for the DSDM Atern consortium, Atern qualifications are based on a framework which is the culmination of practitioners' experience drawn from a wide range of public and private sector projects for over a decade. This unparalleled expertise has resulted in a robust, but agile, approach that can be successfully applied across a variety of organisational and project contexts. Atern targets the root causes of project failure to ensure that time, quality and cost targets are always achievable. Atern will enable you to deliver the business goals – on-time and in-budget.

### Foundation

Foundation courses are available in a variety of formats including classroom-based (2-3 days), computer-based training, distance learning and web-enabled courses.

Accredited courses prepare the delegate for the Foundation examination (one-hour multiple-choice paper) that is aimed at measuring whether a candidate has gained a basic understanding of the DSDM Atern methodology and could apply the principles in their place of work.

### Training

*For more information on accredited training courses for Atern qualifications visit:* [www.apmggroup.co.uk](http://www.apmggroup.co.uk)

## Programme and Project Sponsorship Qualification

Programme and Project Sponsorship is the benchmark qualification for SROs and Project Executives. The qualification is based on OGC Best Practice Guidance and combines leadership ability with PPM skills. The syllabus is methodology independent and uses generic terms as far as possible. However, it is assumed that candidates are familiar with Office of Government Commerce (OGC) Best Practice Guidance. Candidates should also be, or aspire to become, Programme and Project Sponsors, also known as SROs/Project Executives. These are typically at management or senior level in their organisations who often have responsibility for several programmes or projects. There are 15 Accredited Training Organisations currently offering this course.

### Entry requirements

A basic awareness of project work in the candidate's own business environment.



Richard  
Pharro  
APM GROUP

### Qualification

The course can be taken flexibly based on four half-day modules. The exam lasts 1½ hours and is in objective testing format.

### Training

Accredited courses prepare candidates for the Programme and Project Sponsorship qualification.

*For more details on accredited training companies visit:* [www.apmggroup.co.uk](http://www.apmggroup.co.uk)

## Portfolio, Programme and Project Support Office (P3O)

The APM Group (APMG) have developed a dedicated qualification for portfolio, programme and project support office staff. The qualification is based on the OGC Best Practice guidance for this area. This guidance – aligned to OGC's PRINCE2, MSP, and M\_o\_R – brings together in one place a set of principles, processes and techniques to facilitate effective portfolio, programme and project management through enablement, challenge and support structures. These structures also bridge the gap between the strategy/ policy makers and the delivery arm of the organisation.

### Foundation

Foundation courses are available in a variety of formats including classroom-based (2-3 days), computer-based training, distance learning and web-enabled courses and is a 40-minute multiple-choice examination.

### Practitioner Exam – Coming soon!

The practitioner examination will be available in late 2009 and will be based on an objective testing format examination.

### Training

Accredited courses prepare candidates for the P3O qualification.

*For more information and updates on this qualification and details on accredited training companies visit:*  
[www.apmggroup.co.uk](http://www.apmggroup.co.uk)

## ITIL Qualifications

ITIL (IT Infrastructure Library) is the only consistent and comprehensive documentation of best practice for IT Service Management. Used by many hundreds of organisations around the world, a whole ITIL philosophy has grown up around the guidance contained within the ITIL books and the supporting professional qualification scheme.

ITIL consists of a series of books giving guidance on the provision of quality IT services, and on the accommodation and environmental facilities needed to support IT. ITIL has been developed in recognition of organisations' growing dependency on IT and embodies best practices for IT Service Management.

The ethos behind the development of ITIL is the recognition that organisations are becoming increasingly dependent on IT in order to satisfy their corporate aims and meet their business needs. This leads to an increased requirement for high-quality IT services.

ITIL provides the foundation for quality IT Service Management. The widespread adoption of the ITIL guidance has encouraged organisations worldwide, both commercial and non-proprietary, to develop supporting products as part of a shared 'ITIL Philosophy'.

### Training

To contact an APMP accredited training organisation for ITIL, please visit the companies listed on the website at [www.apmggroup.co.uk](http://www.apmggroup.co.uk) and for further updates of the newly emerging version 3 qualification structure.

*For further information, please contact APMP on 00 44 (0)1494 452 450 or at [servicedesk@apmggroup.co.uk](mailto:servicedesk@apmggroup.co.uk)*