GAQM®

Global Association for Quality Management

Associate in Project Management (APM)™

Course Outline & Module Information

What Modules are covered?

Module 1 – Project Management Fundamentals

1) Defining a project and project management
2) How projects can benefit you and your organization
3) Project life cycles
4) Selling your own project ideas
5) Role & skills of the project manager
6) Creating a vision
7) Setting project goals
8) Project planning worksheets
9) The statement of work

Module 2 – Project Management Training

1) What a project is
2) Project management basics
3) How projects can help you
4) A project's life cycle
5) Selling and preparing a project
6) The role of a project manager
7) Project goals
8) Laying out a project
9) Project risks and contingency planning
10) The work breakdown structure
11) Planning tools and budgets
12) Teamwork and development
13) Communication
14) Closing out a project
15) Team meetings
16) Project presentations

Module 3 – Intermediate Project Management

1) What really needs to be done?
2) Scheduling your project
3) The Work Breakdown Structure and other planning tools
4) Budgeting
5) Project risks
6) Schedule and budget compression
7) Change control process
8) Closing out a project

What will you learn from the E-Course?

Module 1 - Project Management Fundamentals

1) Understand what is meant by a project and project management
2) Identify benefits of projects
3) Identify the phases of a project's life cycle
4) Enhance your ability to sell ideas and make presentations
5) Prioritize projects
6) Begin conceptualizing your project, including goals and vision statements
7) Use a target chart and other planning tools
8) Complete a Statement of Work

Module 2 - Project Management Training

1) Understand what is meant by a project.
2) Recognize what steps must be taken to complete projects on time and on budget.
3) Have a better ability to sell ideas and make presentations.
4) Know simple techniques and tools for planning and tracking your project.
5) Have methods for keeping the team focused and motivated.

Module 3 - Intermediate Project Management

1) Identify your project's tasks and resources
2) Order tasks using the Work Breakdown Structure
3) Schedule tasks effectively
4) Use basic planning tools such as a Gantt chart, PERT diagram, and network diagram
5) Prepare a project budget
6) Modify the project budget and schedule to meet targets
7) Identify and manage risks
8) Develop a change control process
9) Execute and terminate a project