

BLENDED E-LEARNING PREPARATION COURSE FOR THE PROJECT MANAGER CERTIFICATION EXAM ACCORDING TO THE UNI 11648:2022 STANDARD

Duration: 35 hours

Course designed for:

- Anyone who intends to get certified with an accredited Certification Body to enter the ACCREDIA Professional Figures Database.
- Anyone employed in public or private organizations, who wishes to complete their preparation on Project Management knowledge with the in-depth study of processes and practices according to the guidelines provided by the ISO 21502:2021 Standard and on skills in application of project management techniques according to UNI 11648:2022;
- Project managers, team leaders, Project Leaders, Product Managers, consultants and others involved in project management activities
- RUP (Sole Project Manager, formerly of proceedings) of public works
- Managers of works management or execution of public contracts.

Titles issued:

- Certificate of attendance of the course

Teaching materials:

- Slides (presentation and teaching) in pdf format
- Video lessons from certified senior PM teachers
- Multiple choice questions to verify learning
- 1 exam simulation
- 3 hours online meetings with the teacher to verify learning and correct understanding of the key topics, be questioned and discuss with project management professionals

Teaching methods:

- Synchronous/asynchronous lessons: blended e-learning by A4PM[®]
- Tutorials

Teachers:

- The teachers of the A4PM[®] courses are accredited professionals with a long experience, consolidated both in the project management activity and in training.

regulatory references:

- The course is consistent with the Italian regulation UNI 11648:2022
- The course is consistent with the international reference standard for project management (ISO 21502:2021).

Characteristics and Purpose:

- The "Blended e-learning course to prepare for the Project Manager certification exam" was designed by A4PM[®] by defining the elements of knowledge considered necessary to consolidate a professional path as a Project Manager and for those who operate in various title in a project context, aligning with the only international standard that defines project management guidelines, such as ISO 21502:2021 and the Italian Standard UNI 11648:2022.
- The UNI ISO 21502 standard is already included in the new edition of the "Codice degli Appalti" (Legislative Decree no. 36 of 31 March 2023) while the certification of project managers according to UNI 11648 has already been a preferential requirement in public procurement tenders for some years.
- The training contents of the course are recognized by Certification Bodies (CB) for the purposes of admission to the Project Manager certification exam (according to UNI 11648:2022) and registration in the relevant third-party national register of recognized Project Managers from ACCREDIA.

Contents :

1. Fundamentals of Project Management
 - a) Definition of Project: what is a project
 - b) Project Management, advantages and benefits
 - c) Program & Portfolio Management
 - d) Context and stakeholder management
 - e) Phases and life cycle of a project and product
 - f) The project organization (The Sponsor, the Project Manager, the customer, the supplier, the team)
 - g) Organizational structures in projects (functional, matrix, project)
 - h) Project life cycles (Predictive and Adaptive or Agile)
 - i) What is Agile Project Management (Mindset, values, principles and frameworks)
 - j) Project Management knowledge areas and process groups (Initiation, Planning, Execution, Control, Closure)
- 2) Project management practices, processes, tools and techniques according to ISO 21502:
 - a) integrated project management practices: pre- and post-project activities, supervision and direction of the project, start-up - control - closure of the project, management of the realization of project deliverables
 - b) management of practices and processes in a project: planning, benefits management, scope management, resource management, time management, cost management, risk management, issues management, change control, quality management, stakeholders, communication, organizational and social change, reporting, information and documentation management, procurement, lessons learned
- 3) Mapping of practices according to ISO 21502 within process groups according to ISO 21500
- 4) Project Management process groups
 - Initiation Processes (Stakeholder Identification and Project Charter Development)
 - a) Planning Processes (Scope, times, costs, resources, risks, quality, procurement, communications, stakeholders, integration)
 - b) Execution Processes (Quality, Resources, Risks, Communications, Stakeholders, Integration, Procurement)
 - c) Monitoring and control processes (Quality, Resources, Risks, Communications, Stakeholders, Integration, Procurement)
 - d) Closing Processes (Collection of lessons learned and closure of a phase or a project)

A4PM[®] SRL UNIPERSONALE

Headquarters: Via E. Lugaro, 15 10126 Torino

Phone +39 011 092 84 35

A4PM srl Unipersonale - C.F. e P.IVA 07696331219

Course design

Since the discipline of project management is certainly aimed at a specific type of student, the adult worker, the limited and fragmented availability of time that this category of students has must be taken into account. So, **after of a research study carried out in recent years**, evaluating how distance learning is carried out for adults, both in Italy and abroad (**Cambridge University**), we have investigated all the issues of the case and we worked to structure the solution suitable for the category of this type of student.

A4PM® has activated a **modern blended e-learning platform** in which it is possible to take advantage of various courses in Project Management, each of which is conceived almost completely in asynchronous (**to be able to study at any time that is convenient for the working student in self-learning mode**) and in the remainder in synchrony, i.e. **with the integration of scheduled appointments with the teacher to verify his understanding of the topics** and guide the student to the correct completion of the course.



Duration and access to Courses:



Each student has access to the e-learning platform for an extended period compared to the duration of the course, in fact the ISIPM-Av course has a duration of 35 hours → **the student has access for six (6) months from the date of their enrolment.**

In this way the student can dedicate an average minimum a couple of hours a week to be able to complete the course. But if they had more time to spare, they would get an even better training experience than face-to-face lessons, as it will be possible to review as many times as you want the videos of the teacher's lessons.

Everything available to the student, lessons easily accessible from PC, from smartphone or tablet at any time.

Course content and structure:

The course is divided into three (3) sections, each of which is divided into modules and each module is made up as follows:

- **VIDEO OF THE TEACHER'S LESSONS:**
 - each video has a duration between 5 and 10 minutes, so that it can be enjoyed at any time within the span of the day.
 - The teacher illustrates all the most important topics of the lessons, over 100 videos developed with the collaboration of the founder of A4PM®, senior teacher, with over twenty years of experience and in possession of the coveted international certifications PMP®, PMI-ACP® UNI 11648, ISIPM-Base and ISIPM-Av, Prince2®.
- **COURSE SLIDES:**
 - The "Blended e-learning preparation course for the Project Manager certification exam", includes over 500 pages of original slides, which can be downloaded in pdf format from the A4PM® e-learning platform
- **EXAMINATION SIMULATIONS:**
 - each module includes exercises to challenge learning, with multiple choice questions
- **FORUM:**
 - Interaction with the community takes place through the forum in which the learner can ask for clarifications and participate in discussions initiated by the teacher, also interacting with the dozens of students who are registered on the platform.
- **CERTIFICATE OF ATTENDANCE**
 - At the end of the course, the student who has concluded all the lessons, met the teacher in the 3 verification sessions made available and successfully completed all the verification tests, will automatically receive the certificate of participation in the course, useful for of the certification exam with a Certification Body accredited by ACCREDIA.

Cost of the course:

**Registration for the "Blended e-learning course to prepare for the
Project Manager certification exam" costs:
€599.00 + VAT 22% (€730.78 VAT included, per participant)**



How to enrol in the course:

To enrol in the Blended e-learning course to prepare for the Project Manager certification exam, just write to formazione@a4pm.eu.

- Student identification data (name, surname, email, mobile phone number)
- communicating billing data
- by sending an accounting copy of the bank transfer corresponding to the registration fee, to be issued as follows:

Accountholder: A4PM srl Unipersonale
IBAN: IT10S0303240100010000005869
Reason for Payment: Registration for the (BLENDED) e-learning UNI 11648 (name, surname)

Within 5 days. upon receipt of the bank transfer, the access credentials to the platform will be sent via the email provided by the student.

Otherwise, the purchase and enrollment in the corresponding course can be made easily from the website www.a4pm.eu by credit card.

Certification path defined by ACCREDIA:

1. §A.2 Non-formal learning: it is believed that 35 credits in the project management discipline can be acquired following a 35-hour course previously recognized in the preliminary phase by the Certification Body, in relation to the content programme;

2. §A.2 Informal learning: work experience must be documented, the mere presentation of a self-declaration pursuant to Presidential Decree 445/2000 or a Curriculum vitae without proving documentation are not sufficient to satisfy the requirement. As further support, the candidate is also required to present a project report, of which the candidate has acted as Project Manager, according to the indications in Appendix C of UNI 11648:2022;

3. §A.3 Applicable assessment methods: the knowledge and skills assessment exam must include:

- a written test with at least 50 closed-ended questions of which for 4 answers only 1 is correct (those of the "true/false" type are excluded). The maximum duration of the test is established at 90 minutes. The test is considered passed with a minimum score of 70%, i.e. a score equal to or greater than 35/50).
- a written test with at least 4 open-ended questions, or case studies, applications or simulations of real operational situations related to the professional activity or a combination of them. The test lasts 90 minutes. The test is considered passed with a positive evaluation of at least 70%. Please remember that the minimum duration of the 2 written tests cannot be less than 180 minutes;
- an oral test with at least n. 3 questions necessary to investigate any uncertainties found in the written tests, ascertain the level of skills acquired by the candidate, investigate the project report presented by the candidate in the preliminary phase. The test is considered passed with a positive evaluation of at least 70%.

Organization	Qualification	Multiple choice written test	Written analysis test with open questions	Oral exam
IPMA	Livello A, B, C	-	-	To do
IPMA	Livello D	-	To do	To do
Istituto Italiano di PM	ISIPM-AV	-	-	To do
Istituto Italiano di PM	ISIPM-Base	-	To do	To do
PMI	PgMP, PfMP, PMP	-	-	To do
PMI	CAPM	-	To do	To do
PMI	ACP	-	To do	To do
PRINCE 2	Practitioner	-	-	To do
PRINCE 2	Foundation	-	To do	To do
ASSOPM	C-PM	-	To do	To do
ASSOPM	A-PM	To do	-	To do
ASSOPM	AC-PM	-	-	To do

4. §A.5 Renewal: it is believed that 60 professional development credits can be acquired through multiple courses, seminars or training events in line with the activity provided for a total of a minimum of 60 hours in the five-year certification period. If the certified person does not respect the amount of credits for professional updating (min. 60 hours) and for the exercise of the profession (min. 12 months), renewal can only be granted after passing the multiple choice written test .

5. Reductions: It is possible to apply reductions to the exam process if the candidate in the preliminary phase presents evidence of certificates and qualifications recognized as de facto standards of project management at a national and/or international level whose contents are aligned with those of the regulations UNI ISO 21500 and UNI ISO 21502. In the adjacent table a clear example:


Certification bodies recognized by ACCREDIA certify the skills of the Project Manager, pursuant to the UNI 11648:2016 standard, according to the scheme accredited by ACCREDIA.

Below is a summary table of the main CBs, which are constantly growing, which we recommend analyzing updated on the ACCREDIA website.

Each CB adopts its own independent commercial policies, in fact costs must be considered for:

- the preliminary investigation phase
- take the two written tests and the oral test
- be included in the public register of certified persons of the CB
- the renewal, surveillance and maintenance of certification

These costs on average, in Italy, are around 500 euros + VAT for each candidate, in the first year and subsequently they average around 200 euros + VAT for each candidate, every year for maintenance and renewal.

Organismo accreditato/riconosciuto	Sito Web
 AICA - Associazione Italiana per l'informatica ed il calcolo automatico	www.aicanet.it/
 AICQ SICEV S.R.L.	www.aicqsicev.it/
 AMICERT	www.aeronautica.difesa.it
 CEPAS S.r.l.	www.cepas.it/
 EN.I.C. S.r.l.	http://www.enteitalianocertificazione.it
 ICIM S.p.A.	www.icim.it/
 ICMQ S.p.A. Società Benefit	www.icmq.org
 IMQ S.p.A.	www.imq.it/
 Istituto VOLTA S.r.l.	www.istitutovolta.eu
 KHC - Know How Certification S.r.l. a socio unico	www.khc.it
 Q-AID ASSESSMENT & CERTIFICATION S.r.l. UNIPERSONALE	www.q-aid.it
 TÜV Italia S.r.l.	https://www.tuvsud.com/it
 TÜV NORD ITALIA S.r.l.	www.tuev-nord.it

Certification path proposed by A4PM[®]



A4PM[®] is a corporate member of the Italian Project Manager Association "ASSOPM", therefore by virtue of this support and promotion of the association, in order to promote project management training, the professional qualification of project managers and disseminate project management certifications AC-PM[®] offers its students, following the 35-hour course in question, a certification path with exclusive economic benefits and benefits:

Initial phase of investigation

The candidate who wishes to start and complete the certification process provided by ACCREDIA must submit to the Certification Body his or her "curriculum vitae" supplemented by documentation proving the work and training activities declared by the candidate. The analysis of the curriculum vitae must be accompanied by a project report, of which the candidate has acted as project manager.

a) Multiple choice questions written test

The first test is a written test consisting of:

- 60 multiple choice questions.
- Each question has 4 answers of which only one is correct and three are wrong.
- The maximum time available for carrying out the test is 90 minutes.

To pass the written test it is necessary to correctly answer 42 questions out of 60 (70%). Only correct answers count in the counting. The test certifies possession of project management knowledge in reference to the UNI ISO 21502:2021 standard.

b) Open-ended written test

The second test is a written test consisting of:

- 10 closed questions on knowledge of the reference regulatory framework
- 5 open-ended project scenario or case study questions.
- Each closed question is assigned a score of 1 for each correct answer. Only correct answers count in the counting.
- Each open question or scenario analysis or project case is assigned a score of 4, decreased in the case of incomplete answers.
- The maximum time available to carry out the test is 90 minutes.
- The maximum score that can be obtained from the test is 30 points.

To pass the written test it is necessary to obtain at least 21 points out of 30 (70%). The test certifies possession of the skills required for a project manager in reference to the UNI 11648:2022 standard.

As hoped, the student, following the 35-hour course in question, will be able to become a member of ASSOPM for FREE and have 35 training credits immediately recognized (35 of the 60 that ACCREDIA requires to be accrued in the five-year period), will be able to take the couple of written tests, directly with ASSOPM, both considered like A-PM[®] & C-PM[®] certifications exam at an agreed cost of €190.00 (instead of €290.00, special rate for participants in courses provided by A4PM[®]), thus availing themselves following their passing of the certifications in Project Management A-PM[®] and C-PM[®] (in the table below, named AC-PM[®]) with which you will be able to have directly access to the oral exam with a Certification Body recognized by ACCREDIA.

In fact, candidates who, at the time of requesting certification, possess other professional project management qualifications are entitled to a reduction in the number of exam tests. The following table defines the qualifications admitted and the exams to be taken:

Organization	Qualification	Multiple choice written test	Written analysis test with open questions	Oral exam
IPMA	Livello A, B, C	-	-	To do
IPMA	Livello D	-	To do	To do
Istituto Italiano di PM	ISIPM-AV	-	-	To do
Istituto Italiano di PM	ISIPM-Base	-	To do	To do
PMI	PgMP, PfMP, PMP	-	-	To do
PMI	CAPM	-	To do	To do
PMI	ACP	-	To do	To do
PRINCE 2	Practitioner	-	-	To do
PRINCE 2	Foundation	-	To do	To do
ASSOPM	C-PM	-	To do	To do
ASSOPM	A-PM	To do	-	To do
ASSOPM	AC-PM	-	-	To do

The oral test will be carried out with a Certification Body recognized by ACCREDIA, providing at least n. 3 questions necessary for:

- to investigate any uncertainties found in the written tests,
- to ascertain the level of skills acquired by the candidate,
- to delve into the project report presented by the candidate during the preliminary phase.

The test is considered passed with a positive evaluation of at least 70%.



Certification path proposed by A4PM[®]

Examination tests:

The exams are held remotely via the Goole Meet platform with the presence of a supervisor.

The exam is recorded via the Google Meet platform and supervised with screen sharing, moreover, the examiner will be able to observe the progress of the exam and the behavior of the candidate, with the use of the webcam of his smartphone.

During the tests the use of:

- An electronic calculator
- Using a blank Word page on your PC to take notes during the exam. The Word page cannot be saved in any way and at the end of the test it must be closed without saving.

The supervisor's duties are:

- Verify the identity of the candidate using a valid identification document.
- Verify the suitability of the workstation from which the candidate carries out the exam, verifying the absence of foreign objects and requesting their removal if necessary.
- Request screen sharing during the test.
- Verify the smooth running of the tests, in accordance with these regulations, and in particular the observance of the prohibitions that he will list before the start of the tests.

Prohibitions

- It is forbidden to use any writing support (sheets, post-its, block-notes, etc.) with the exception of those allowed
- The presence of other people during the exam is prohibited
- It is forbidden to look outside the screen
- The use of headphones of any type is prohibited
- It is forbidden to turn off the webcam of the PC and smartphone
- The use of double screens is prohibited
- It is forbidden to have applications other than Google Meet and Google Forms open on your PC
- The use of the smartwatch is prohibited
- It is forbidden to get up from your seat during the exam
- It is forbidden to use your smartphone and move it from its position
- It is forbidden to ask questions of the supervisor during the exam.

Advantages of joining ASSOPM for free:



- Participation in professional development events with the release of credits necessary for maintaining the main certifications relating to project management (Project Manager 11648, PMP, CAPM, PRINCE2, IPMA)
- Participation in the members' meeting.

The ASSOPM Association is open to all those, natural persons or companies, through the legal representative, who:

- operate within the project management discipline, in private, public or non-profit contexts;
- carry out in various capacities the role of project manager, program manager or manager of projects or programs, of RUP, of innovation project manager, as freelancers, entrepreneurs or as employees of companies, bodies, public administrations, private organisations, public or non-profit;
- carry out teaching activities on the disciplines of project management, project innovation management or similar topics, in universities, at training companies, associations or other bodies that carry out training activities;
- carry out consultancy activities relating to project management or project innovation management or similar topics, in private or public contexts
- or non-profit;
- are for any reason interested in the discipline of project management or project innovation management or in the professional role of the project manager or project innovation manager.