

Duration : 11 hours

Course designed for:

- Company managers and officials
- Project activities managers
- Project management team
- Anyone wishing to learn more and update themselves on project management

Issued certifications:

- Certificate of attendance to the course

Course material (included in the price):

- Slides (presentation and teaching)
- Video lessons by senior PM teachers
- Multiple choice questions to test the learning
- (OPTIONAL) online meetings with the teacher to test the learning and correct understanding of the key topics

Teaching methods:

- Asynchronous lesson: A4PM[®] e-learning
- (OPTIONAL) Synchronous/Asynchronous lesson: A4PM[®] blended e-learning
- Course made in Italian language

Teachers :

- The teachers of the A4PM[®] courses are internationally certified professionals in project management, experienced in project management activities and training.

Goals :

- The course provides general and basic knowledge in the field of Project Management. A basic project management course, simple and practical, designed for those who want to get technical, methodological knowledge and a managerial, behavioural and contextual basis of proper project management.
- The course is consistent with both reference models adopted by the main international certifications (PMI[®], IPMA[®] and Prince2[®]) and the reference regulations for management projects (UNI ISO 21502, etc.).

Characteristics and Purpose:

- The Project Management FUNDAMENTALS course was created by A4PM[®] according to the fundamentals that are considered necessary to start taking the first steps as a Project Manager and for those who operate in various capacities in a design context.
- The training contents constitute a valid reference model to deepen the training needs expressed by the project work contexts at national and international level.
- The qualification of the knowledge/skills of Project Managers and other members of Agile teams represents an important lever for organizations to support product development (which necessarily require an agile organization of work). It is also an opportunity to spread the Agile project management culture within the team, thereby strengthening the organization's own image and visibility towards the outside world and towards its customers.
- The presence of qualified personnel in project management is increasingly requested by suppliers and considered by clients as an indispensable requirement for the participation in tenders related to important projects.

Contents :

- Introduction to Project Management:
 - Definition of Project: what is a project and how to deal with it
 - Definition of Project Management: what is it for and what are the advantages
 - Context and stakeholder management
 - Phases and life cycle of a project
 - The ISO 21502 standard – introduction
 - The project organization (the Sponsor, the Project Manager, the client, the supplier, the team) according to ISO 21502
 - Organizational structures in projects
- Standard or Agile approaches to projects, project management processes:
 - Project life cycles
 - Approach to projects (Predictive and Adaptive or Agile)
 - Initiation, Planning, Execution, Monitoring and Controlling, Closing of a project
- Project Management knowledge areas:
 - Project Scope Management
 - Project Time Management
 - Project Cost Management
 - Project Procurement Management
 - Project quality management
 - Project Risk Management
 - Management of Project Stakeholders
 - Management of Project Resources
 - Management of Project Communications
- Behavioural knowledge:
 - characteristics and abilities to exercise effective leadership,
 - extrinsic and intrinsic motivation and their influence on goal orientation result,
 - Team working/team building and team building process project,
 - main types of negotiation to be applied with interlocutors, different approaches to apply for conflict resolution, process problem solving.

Course design

Since the discipline of project management is aimed at a specific type of student - the working adult - it is necessary to take into account the limited and fragmented availability of time that this category of students has. **A research study was carried out in recent years** to evaluate how distance learning is carried out for adults, both in Italy and abroad (**Cambridge University**). We investigated all the relative issues and worked to structure the suitable solution for this type of student.

A4PM[®] has activated a **modern blended e-learning platform** where you can take advantage of various courses in Project Management, each of which is **conceived almost completely in asynchronous mode** (this way it is possible to study in any time that is convenient for the working student in self-learning mode) **and partly in synchrony**, that is with the integration of appointments with the teacher to check the understanding of the topics and guide the student to the successful 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 itself, in fact the FUNDAMENTALS course of AGILE Project Management, has a duration of 11 hours → the student will have access for approximately 10 weeks (two months) from the date of their enrolment.

In this way the student can spend an average minimum of 1 hour per week to complete the course. With more time to spend, they can have a better learning experience compared to face-to-face lessons, as they will be able to review the videos of the lectures as many times as they want. Everything is available to the student and the lessons are comfortably accessible from any PC, smartphone or tablet at any moment.

Course content and structure:

The course is divided into modules which in turn are made up of:

VIDEO OF THE TEACHER'S LESSONS:

- each video has a duration between 5 and 10 minutes, so that it can be enjoyed in the spare time throughout the day.
- The teacher illustrates all the most important topics of the lessons, over 60 videos developed with the collaboration of the founder of A4PM[®], an ISIPM[®] accredited senior teacher, with over twenty years of experience and in possession of the coveted international certifications PMP[®], PMI-ACP[®] and Prince2[®].

COURSE SLIDES:

- The Project Management FUNDAMENTALS course includes over 250 pages of original slides, downloadable in pdf form from the A4PM[®] e-learning platform.
- Additional teaching materials, owned by A4PM[®], including:

LEARNING TEST:

- each module includes exercises to test learning, with multiple choice questions

FOCUS:

- in-depth Project Management articles

FORUMS

- The interaction with the teacher and with other students 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 enrolled in the platform.

CERTIFICATE OF ATTENDANCE

- At the end of the course, the student who has concluded all the lessons and successfully completed all the exercises will automatically receive the certificate of participation in the course.

Cost of the course:

Enrolment in the Project Management FUNDAMENTALS e-learning course has a cost of:

€249,00 VAT included, per participant.



Enrolment in the BLENDED e-learning course FUNDAMENTALS of Project Management has a cost of:

€299,00 VAT included, per participant.

At the end of the training course, the student who has purchased the optional BLENDED e-learning package will have the opportunity to discuss with the teacher, for a maximum of one hour, by making an appointment with the didactic secretary office, to check their preparation. Other students at the same level of preparation could also participate in these meetings.

How to enroll in the course:

To enroll in the Project Management FUNDAMENTALS e-learning course, simply write the following to: formazione@a4pm.eu,

- Student identification data (name, surname, email, mobile phone number)
- billing data
- 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: Enrolment in the (BLENDED) e-learning course of FUNDAMENTALS of Project Management (name - surname)

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

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