

MICROSOFT PROJECT FUNDAMENTALS / ADVANCED / CERTIFICATION EXAM PREPARATION COURSE

Duration: 5 hours + (optional) 1 hour of
virtual training (blended e-learning)

BLENDEN course as an option

Course designed for:

- *Workers, students, professionals from all economic sectors who want to acquire the ability to use a Project Management software.*
- *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.*

Teaching materials (included in the price):

- *Slides (presentation and teaching) in pdf format*
- *Video lessons by senior PM teachers*
- *(OPTIONAL) online meeting with the teacher to test the learning and 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 accredited professionals with a long experience, consolidated both in the project management activity and in training.*
- *The Teacher is qualified as Project Trainer*

Titles issued:

- *Certificate of attendance of the course*

Characteristics and Purpose:

The course aims to provide its participants with the knowledge to be able to manage a project with the help of a software. In addition, the course allows you to acquire the preparation to take the certification exam with ASSOPM (www.assopm.it):

- ✓ *Project Fundamentals.*
- ✓ *Project Advanced.*

Strength points

- *The course teaching material (slides in PDF format) is accredited and validated by Project*
- *The teacher is qualified as a Project Trainer*
- *Participants in courses accredited by ASSOPM and conducted by a qualified Trainer will be able to take the Project certification exams at discounted rates.*

Contents:

1. *Preliminary operations*
2. *The WBS and project activities*
3. *Logical links*
4. *Resources*
5. *Costs*
6. *Saving the baseline*
7. *Monitoring progress*
8. *Reports, views and prints*
9. *Managing Multiprojects*

BLENDDED course as an option

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 e-learning Project course has a duration of 5 hours → the student will have access for approximately 5 weeks (1 month) 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:

- The teacher illustrates all the most important topics of the lessons, over 18 videos developed with the collaboration of the founder of A4PM[®], with over twenty years of experience and in possession of the coveted international certifications PMP[®], PMI-ACP[®], Prince2[®], UNI 11648, ISIPM-Base and ISIPM-Av, ASSOPM A-PM and C-PM, Project and ProjectLibre Trainer.

COURSE SLIDES:

- The e-learning Microsoft Project course includes over 250 pages of original slides, downloadable in pdf format from the A4PM[®] e-learning platform.

LEARNING TEST:

- each module includes exercises to test learning, including an exam simulation!

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 platform.

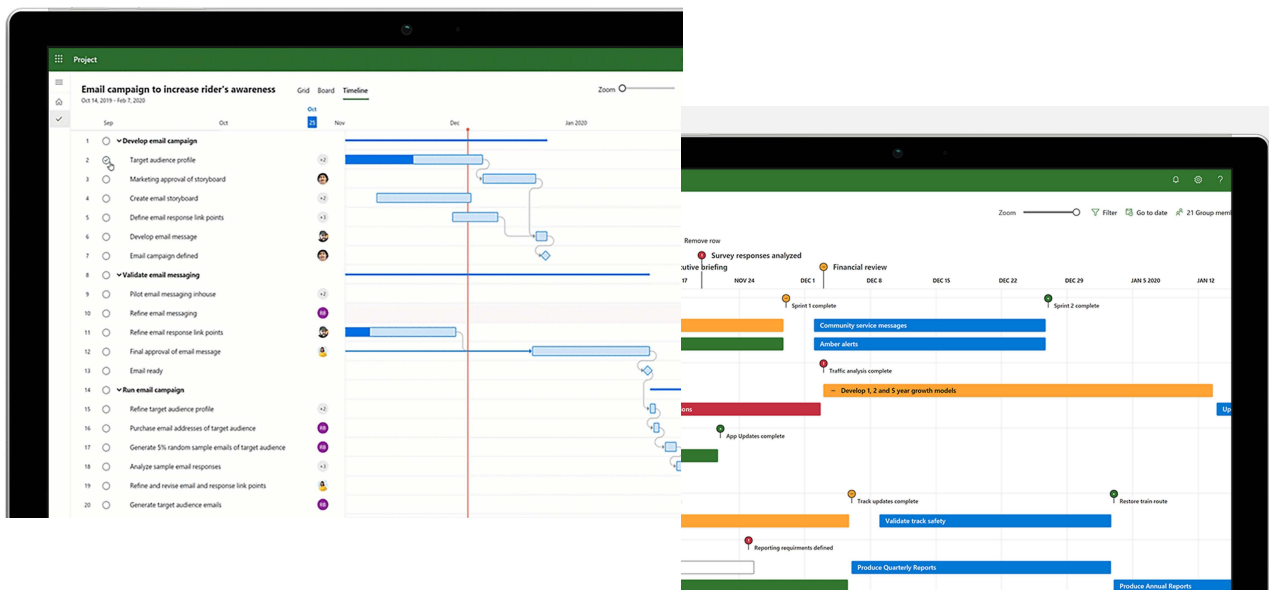
CERTIFICATE OF ATTENDANCE:

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

BLENDED course as an option

Cost of the course:

**Enrolment in the "e-learning Microsoft Project course", has a
cost of: €149,00 VAT included, per participant.**



**Enrolment in the "e-learning BLENDED Microsoft Project course", has a
cost of: €199,00 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, fixing an appointment simply writing to: formazione@a4pm.eu. Other students at the same level of preparation can also participate in these meetings.

How to enrol in the course:

To register for the e-learning Microsoft Project 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: Registration for the (BLENDED) e-learning Microsoft Project course, (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 course can be made easily from the website www.a4pm.eu by credit card.