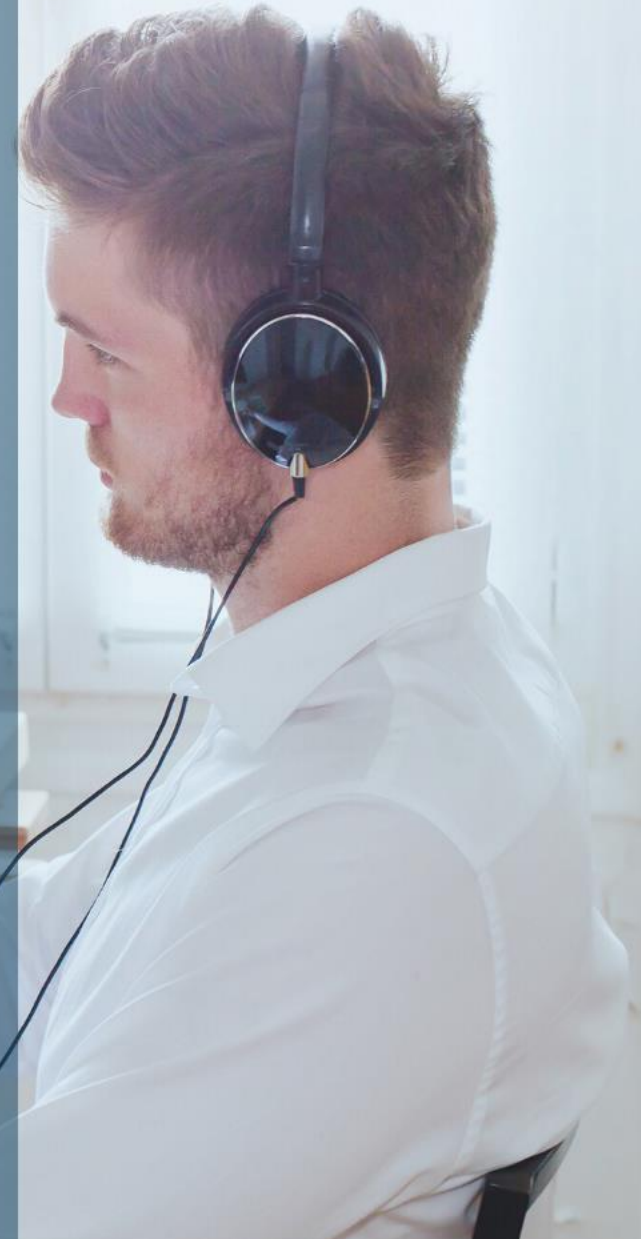




Welcome to our APM PFOQ exam tips webinar



A little bit about us

Training ByteSize

- Family owned and run with a personal and supportive ethos that underpins our services
- We offer a range of project, programme and IT service management course with an average pass rate of 99%
- 5 ways to study: online, classroom, virtual classroom, onsite, or a blended combination
- 5 star reviews
- Blue chip clients

Terry Kent

- Experienced project and programme management professional
- Spent 37 years leading projects for BT
- Project management trainer since 2014 specialising in APM, PRINCE2 and Project Planning and Controls
- Call on in-depth experience to bring life to training courses



Let's begin!



Exam format

- 1-hour duration (unless extra time has been awarded by APM)
- Multiple choice paper that covers the full syllabus
- Completed in classroom or online
- Closed book
- 60 questions
- Only one correct answer per question
- Pass mark is 60% therefore you need 36+/60 to pass
- Please see APM information for candidates for further information

Exam hints and tips

- Ensure you manage your time well, 1 hour will go very quickly
- Make sure you answer all 60 questions
- Work through the questions at a reasonable pace
- Some questions are quite easy, some need a bit more thinking about and some are quite tricky
- Remember the pass mark is 60% not 100%
- If you get stuck on a question, identify any obviously wrong answers and move on. Then come back at the end, later questions may help
- Watch out for key words: - “Most” and “Best” they can catch you out, as some are sort of right, but one is most right !

Exam hints and tips (continued)

- Be very careful of negatively worded questions
- Read the questions carefully, don't assume it the same question as you may have seen while practicing
- It's normally best to stick with your first answer rather than change it. Unless you have misread the question
- Check your paper at the end
- Have you answered all questions?
- Check only one answer per question
- Mock / sample paper to be done for practice



Q & A Session

Full list of topics covered

1. Projects, Programmes and Portfolios
2. Project Context and Life Cycle
3. Stakeholder Management
4. Roles and Responsibilities
5. Business Case and Project Management Plan
6. Work Content, Scope Management and Scheduling
7. Risk Management and Procurement
8. Quality Management
9. Change Control
10. Configuration Management
11. Project Reviews
12. Teams, Leadership and Communication.

We can't possibly cover all these today.

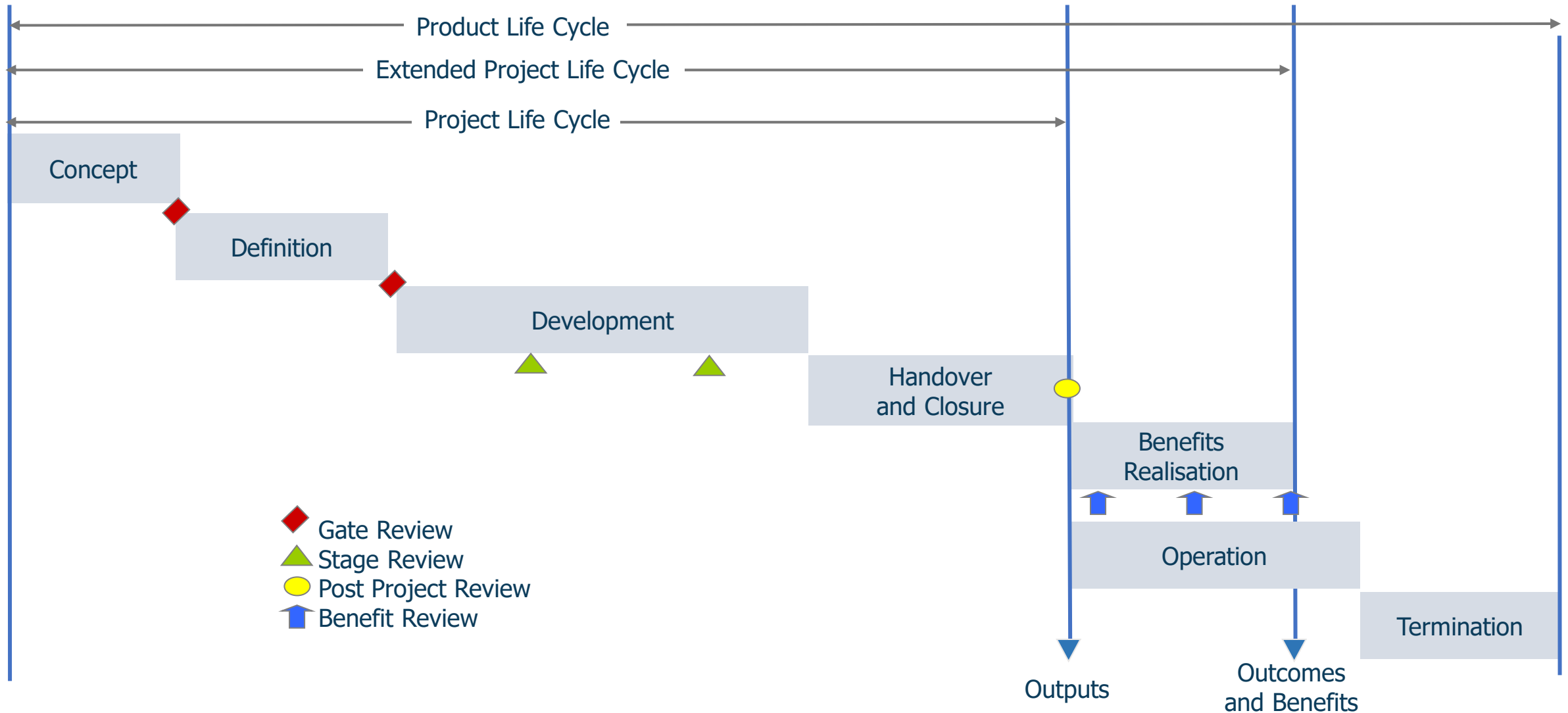
So, to follow are just a few reminders of some key topics that may be examined.

Characteristics of Projects

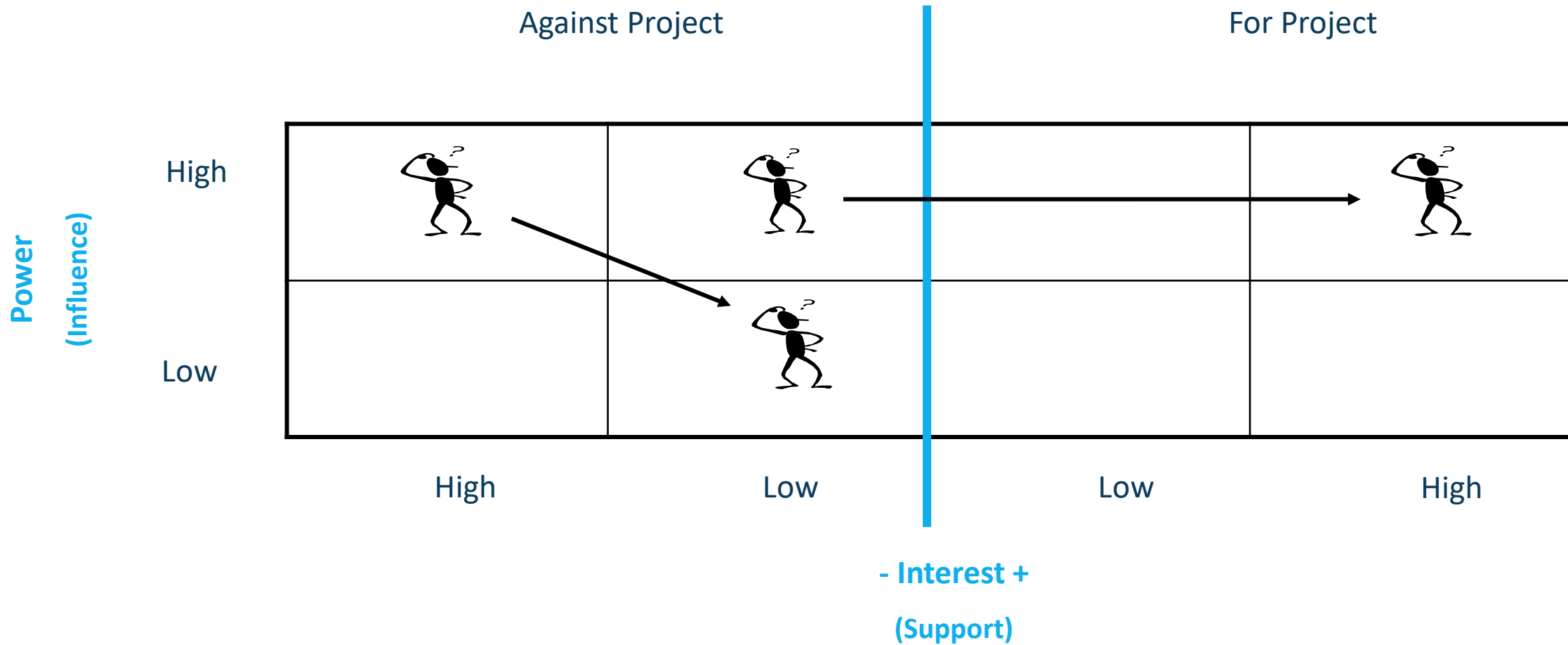
- (Major) Change
- Business Benefit / Need
- Specific Objectives
- Resource
- Associated Timescales
- Specific Cost
- Quality
- Unique
- Innovative
- Risks
- Pro-active
- Specific Management Processes (should be applied consistently across all projects)
- Minimum Size?



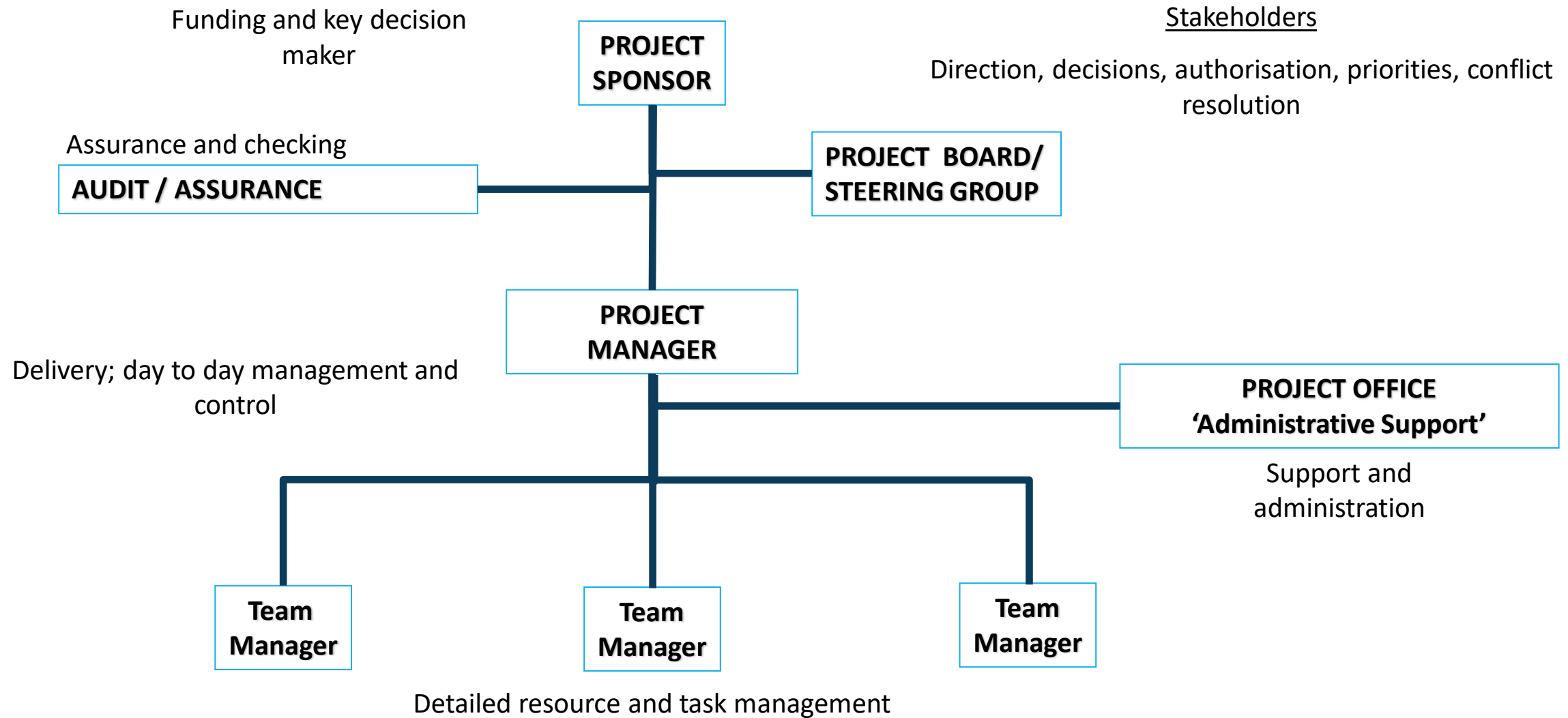
Project Lifecycles



Stakeholder Mapping Grid

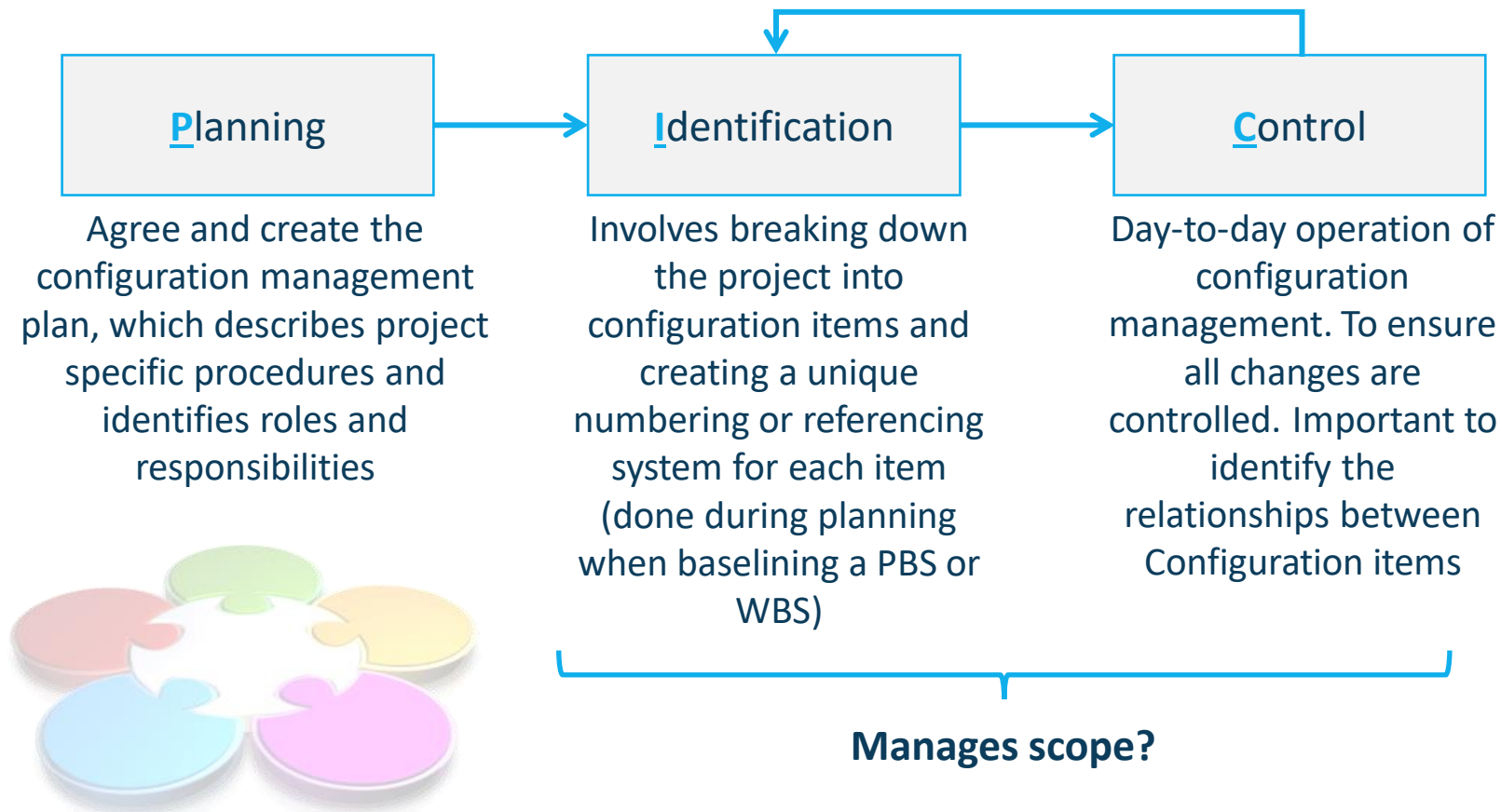


Project Roles



Configuration Management (P.I.C.S.V)

Version Control for Products and Documentation of the project



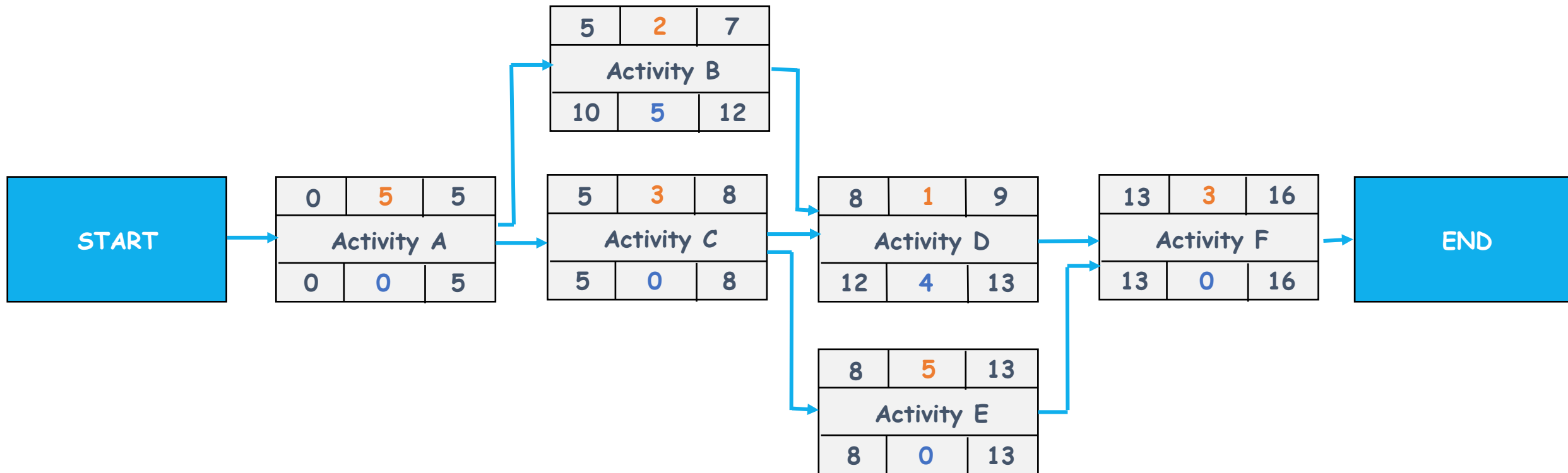
Status accounting

Provides records and reports for a deliverables and it's configuration information. Enables traceability throughout their development

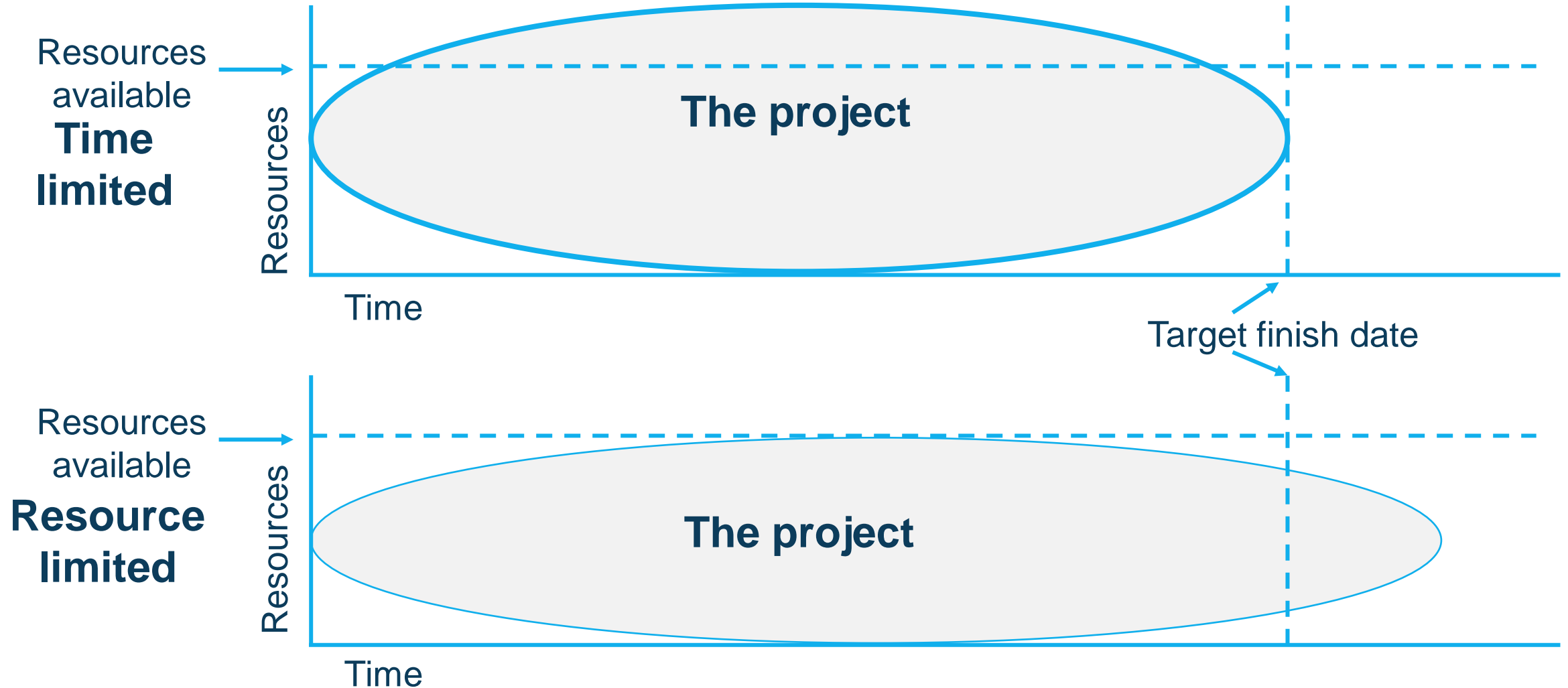
Verification audit

Used to determine whether a deliverable conforms to its requirements and configuration information. Typically undertaken at the end of a phase; when deliverable is finished or when transitioning into use

Precedence Networks



Time-Limited and Resource-Limited Scheduling



Tuckman's model of Team Development

- | | |
|-------------------|---|
| Forming | Identification of the purpose and composition of the group. Individuals start to interact, often tentatively. |
| Storming | Team members could challenge the nature of, or approach to the task, organisational arrangements and/or responsibilities. |
| Norming | Group resolves initial conflicts, establishes working relationships and guidelines. |
| Performing | Cohesive social structure & interdependence, members aligned to the team goal and working effectively towards it. |



Q & A Session

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01270 626330

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Thank you for listening
Good luck with your exam



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t. +44 (0)1270 626330 **e.** learning@trainingbytesize.com **w.** www.trainingbytesize.com

hq. Nantwich Court, Hospital Street, Nantwich, Cheshire CW5 5RH UK

