Level 4 Associate Project Manager

University of Cambridge – Programme Overview

April 2020

Provek Ltd
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Agenda

• Overview of the programme
• Changes to the programme during Covid-19
• Is it right for me?
• Line manager role and responsibilities
• About Provek
• Questions
What is the Associate Project Manager programme?

• Designed to develop and nurture well-rounded, technically proficient project managers.

• Technical training, one-to-one coaching and workplace application.

• By the end of the programme you will be confident applying best practice tools and techniques.

• You will learn a set of core competencies which can be applied across many industries.

• Skills become embedded developing confidence and competence.

• Achieve the APM PMQ qualification and Level 4 Associate Project Manager standard.
Our trainers

• At the heart of the programme is the pairing of every participant with a personal trainer.

• Experience one-to-one coaching, normally only experienced by C-suite.

• Hugely credible, experienced project and programme managers.
Organisations running our Associate Project Manager programme
Programme structure – launch end of June

1. Unit 1: Induction and overview
   - Leadership, teamwork, professionalism and ethics

2. Unit 2: Context and governance of projects

3. Unit 3: Business cases, plans, stakeholders, communication

4. Unit 4: Scope management and scheduling

5. Unit 5: Resource management, budgeting and control
   - Risk, contracts and quality

6. Unit 6: PMQ Prep Workshop
   - EPA Prep Workshop

9 days of group workshops

One-to-one coaching and mentoring

Guided self study and learning assignments

On-the-job applied learning

Initial assessment of suitability

APM PMQ examination
PoE Submission
End Point Assessment

Slide 6
Virtual workshops

• 9 days of classroom workshops will be delivered over Zoom video conference in the short – medium term.

• Simulates very closely a classroom learning environment.

• Allows you to learn using a powerful combination of video, virtual whiteboards and breakout rooms for small-group exercises.

• Highly interactive.

• Internal SMEs invited to present on key topics.
Aligning skills to industry best practice

Unit 1
Leadership, teamwork, professionalism, ethics
- Vision, values and objectives
- Effective communication
- Leadership styles
- Motivation and trust
- Project teams and rules
- Professional conduct and ethics

Unit 2
Context and governance of projects
- Projects, programme and portfolios
- The project lifecycle
- Project management processes
- Effective project roles
- Project reviews
- Organisational responsibilities

Unit 3
Business cases, plans, stakeholders, communication
- Stakeholders and their perspectives
- Communication planning
- Effective communications
- Managing conflicting priorities
- Business cases
- Consolidated planning

Unit 4
Scope management & scheduling
- Requirements management
- Scope definition
- Scheduling and estimating
- Change control and configuration management
- Monitoring and forecasting
- Lessons learned

Unit 5
Resource management, budgeting & control
- Resource analysis
- Resource allocation and commitment acceptance
- Cost types
- Cost tracking systems
- Performance management
- Graphically representing performance

Unit 6
Risk, contracts & quality
- Risk management planning
- Managing risks and opportunities
- The procurement process
- Contracts and contracting
- Quality management planning
- Quality assurance and control
Time allocation

• 9 days of classroom workshops with other project management colleagues
• 11 x one hour of one-to-one coaching
• 4 hours per week completing guided self-learning
• 4 hours of a working week putting new skills and knowledge into practice in the workplace
• You may need more study time depending on your level of experience.
On the job learning

- Using new tools and techniques on projects you are currently working on.

- **Important to look ahead**, work with your line manager and identify any activities required outside of your role.

- Undertake these activities under the guidance of an experienced team member.

- Within your learning assignments be able to write "I did" rather than "I saw".
Learning assignments

• Required to build a portfolio of evidence (PoE).

• Structured application-focused learning assignments to build the content.

• Provides evidence of learning and application.

• Reviewed by the trainer.

• Time is allocated in the workshops to support progress of your LAs.
Benchmarking to demonstrate progress
APM PMQ and End Point Assessment

PMQ
• Knowledge-based 3hr exam
• 10 from 16 questions, pass mark 55%
• Programme is designed to avoid the need to cram

End Point Assessment
• 15-minute presentation and 40-minute professional interview with two external assessors
• Achieve a pass / merit / distinction
Provek PMQ and EPA results

- 90% average achieving first time pass on PMQ
- 100% success rate on EPAs
- 83% achieving merits (43%) and distinctions (40%)

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Eligibility

• UK/EEA citizen AND lived in UK for last 3 years
• Spend minimum 50% of contractual hours working in England
• Cannot have similar qualification at equivalent level, or above
• Level 2 (GCSE equivalent) qualification in Maths & English *

* If not available, we will support you in gaining an equivalent qualification.
Skills for business

Functional skills (Maths and English)
• If evidence of a minimum level ‘C’ GCSE (or equivalent) cannot be produced you will need to complete level 2 functional skills
• This is a government requirement for the programme

Fast track student (3 months)
• 3 x 1hr sessions (+2hrs prep for sessions 2 and 3)
• Guided learning hours: 12

Development plan student (6 months)
• 6 x 1hr sessions (+2hrs prep for sessions 2 and 3)
• Guided learning hours: 21

Assessment day: 5 hours
Who is the programme suitable for?

• The responsibilities of the role will vary but are likely to include working with a project team to achieve required outcomes, plans and organises projects and utilises resources.

• Grade 5 – 7 roles.

• Typical roles will be wide ranging and may include: Project Manager; Associate Project Manager; Research Project Manager; Laboratory Manager, Assistant project manager, Junior project manager, Project team leader.

• Some of the job titles of current PM apprentices at the University: Business Improvement Manager, Executive Assistant, Laboratory Technician, Senior Research Associate, Postdoc Research Associate, Events Assistant, Laboratory Manager.
Verifying suitability

Step 1 - Expression of interest
• 18 y/n questions
• 10 minutes to complete

Step 2 - PMA6 Lite
• 50 questions
• 20 minutes to complete
• Single page individual report
APM Student Membership and NUS card

• APM Student Membership
  o Free copy of Project Journal
  o Access to the APM online library
  o Digital badge
  o Join your local branch and special interest groups

• The NUS Extra card entitles you to student discounts in many of the major high street stores.
Who are Provek?

• Project Management specialist training provider
• Established in 1994 with an extensive portfolio of blue-chip clients
• Credible trainers with project management experience
• Achieve higher than national average exam pass rates
• Creator of the award-winning PM Channel
• Accredited ChPP and RPP assessor
• Offer expertise to the APM
• Member of the ERG Trailblazer group
Selection of current clients

- Royal Mail
- BBC
- John Lewis Partnership
- Tata Consultancy Services
- University of Cambridge
- Nationwide
- UBS
- Fidelity International
- Societe Generale
- Triumph
- Rolls Royce
- Babcock
- BAE Systems
- GKN Aerospace
- Marshall
- Associated British Foods plc
- Co-op
- Southern Water
- Yorkshire Water
- GlaxoSmithKline
- Gatwick
- Sellafield Ltd
- Department for Work & Pensions
- Network Rail
- Morrison Utility Services
- University of Cumbria
- Swansea University
- Prifysgol Abertawe
In summary

• Highly effective training programme
• Embeds positive change in project management capability
• Develop competence, confidence, ability to challenge
• Cross pollinate knowledge
• Experience 1:1 coaching from credible tutors
• Increases talent pool for future projects
• Tailored to ensure relevance
• £6,000 investment in your professional development
Thank you

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Questions & Next steps..