BLENDED E-LEARNING PROPAEDEUTIC COURSE FOR THE ACHIEVEMENT OF THE ISIPM-AV CERTIFICATION

Duration: 24 hours

Course designed for:

- *those who want to complete their preparation on Project Management knowledge with the an in-depth study of processes according to the guidelines provided by UNI ISO 21500 standard and of skills used in the application of project techniques management, also using software support tools;*
- *those who wants to acquire a level qualification higher than the ISIPM-Base® addressed towards the certifications of professional Project Manager skills, issued by Certification Bodies accredited by ACCREDIA to become part of the National Registry Project Managers.*

Titles issued:

- *Certificate of attendance of the course*

Teaching materials:

- *Slides (presentation and teaching)*
- *Video lessons by ISIPM accredited senior teachers*
- *ISIPM, "Guide to project management issues and processes", Franco Angeli, 2021*
- *Exercises and practical cases*

Teaching methods:

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

Teachers:

- *The teachers of the ISIPM courses are accredited professionals with a long experience, consolidated both in the project management activity and in training.*

Characteristics and Purpose:

With the ISIPM-Av® qualification the Italian Institute of Project Management® intends to offer, to complete the knowledge accomplished with the ISIPM-Base® course, an advanced level of qualification.

REQUIREMENTS FOR ACCESSING THE EXAMINATION:

- *possession of the ISIPM-Base® Certificate*
- *certificate of participation in an advanced project management course of at least 3 days (minimum 24 hours with an accredited body).*
- *be an ordinary member of ISIPM for the current year;*
- *have paid the exam registration fee.*

Goals:

- *The ISIPM-AV® course provides advanced knowledge on the subject of Project Management. An advanced course in project management, theoretical and practical, designed for those who want to sharpen their technical, methodological, managerial, behavioural and contextual knowledge that is essential to project management.*
- *The course is aimed at the same time to provide preparation required to take the Institute's ISIPM-AV® qualification exam Project Management® Italian.*

Contents:

- ***Context of the project:*** *definitions and concepts, relationships between the environment/organizational context and the project, relationships between the project and the management of change and benefit realization, environment and project governance, project evaluation, stakeholder and project organization, project management in relation to current processes, skills of project personnel, project and product life cycle, project assumptions and constraints, management of project and processes.*
- ***Project management processes, tools and techniques:*** *Process Groups and thematic groups, interactions between process groups:*
  - ***project initiation*** *- project charter development, stakeholder identification, creation of the project team.*
  - ***project planning*** *- development of project plans, scope definition, creation of the Work Breakdown Structure (WBS), development of the time schedule (knowledge and application of reticular techniques, of the CPM method, of the Gantt diagram), cost estimation methods, resource planning and estimating (levelling and optimization of resources), budget development, identification of risks, assessment and risk response planning, planning quality, planning, procurement planning, planning of communication.*
  - ***project execution*** *- project work direction, project management stakeholders, project team development, risk treatment (risk response), quality assurance, selection of suppliers, distribution (dissemination) of project information.*
  - ***project control*** *- control of project work, (integrated) change control, scope control, resource control, project team management, time schedule and cost control, risk control, quality control, procurement administration (management), communications management, methods of detecting the status of progress, knowledge and application of the Earned Value method, final estimates.*
  - ***project closure*** *- closure of a phase or project, collection of lessons learned.*
- ***Behavioural knowledge:*** *characteristics and skills to exercise leadership effectiveness, extrinsic and intrinsic motivation and their influence on goal orientation, team working/team building and project team establishment process, main types of negotiation to be applied with the interlocutors, different approaches to apply for conflict resolution, problem solving techniques, ethics such as social responsibility and respect for stakeholder interests.*

Istituto Italiano di Project Management

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 24 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 of 1 hour 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 ISIPM-Av 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 50 videos developed with the collaboration of a senior ISIPM teacher, accredited by A4PM®.

- **COURSE SLIDES**
    - Each ISIPM-Av course includes over 350 pages of original slides, for the exclusive use of ISIPM accredited teachers, which can be downloaded in pdf format from the A4PM® e-learning platform.
    - Additional teaching materials, owned by A4PM®, also included.

- **EXAMINATION SIMULATIONS**
    - each module includes simulations of multiple choice exam questions to allow the student to prepare for the ISIPM-Av qualification exam
    - All simulations are downloadable in PDF format with the answers.

- **EXERCISES:**
    - each module includes exercises to challenge learning
    - specific exercises are also available to help memorize the most used mathematical formulas in Project Management.

- **FOCUS:**
    - or in-depth Project Management articles

- **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.

At the end of each section of the ISIPM-Av course, the student will not only be able to practice dozens of typical exam questions but will have the opportunity to meet with the teacher, for a maximum of 3 times and for a minimum of one hour, by making an appointment with the Secretary office, to verify one's preparation.

Furthermore, included in the price, the official ISIPM book for exam preparation will be sent to the desired address by the student.

The text "Guida ai temi ed ai processi di project management", Franco Angeli, second edition, updated 2021, is the only reference for preparing for the ISIPM-Av Qualification exam and describes project management knowledge, proposed according to a reference grid consistent with the guidelines provided by the new UNI ISO 21502 standard.

At the end of the course, the student who has concluded all the lessons and successfully completed all the exercises will receive the certificate of participation in the course, valid for participation in the ISIPM-Av Qualification exam, as A4PM® is among the companies accredited by ISIPM for the provision of its courses.

Cost of the course:

Enrolment in the Project Management Training Course preparatory to the ISIPM-Av Qualification exam has a cost per person of:

€499.00 + 22% VAT (per participant).

How to enrol in the course:

To enrol in the ISIPM-Av course, just write to formazione@a4pm.eu,

- communicating the address to which to send the textbook by DHL courier (at the expense of A4PM®)
- 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 ISIPM-Av e-learning course (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.

Each student has access to the e-learning platform for six (6) months from the date of their enrolment.

If the student fails to complete the course within six (6) months, to extend the access to the e-learning platform (further six (6) months of access), has a cost per person of: €200.00 + 22% VAT.