

Duration: 24 hours

Addressed to:

- Managers and corporate officers
- Project activities managers
- Project management team
- Anyone wishing to learn more and update themselves on project management and in project management

Titles issued:

- Certificate of attendance of the course

Educational material (included in the price):

- Slides (presentation and teaching)
- Video lessons by ISIPM accredited senior teachers
- ISIPM, "Guide to project management knowledge", Franco Angeli, 2022 (sent to the address indicated by the student)
- Exercises and practical cases

Teaching methods:

- Synchronous/asynchronous lessons: blended e-learning by A4PM[®]
- Teamwork
- Tutorials

Teachers:

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

Characteristics and Purpose:

- The ISIPM-Base[®] Certification was conceived by the Italian Institute of Project Management (ISIPM) by defining the elements of knowledge that one retains necessary to start a professional career as Project Manager and for those who work in various capacities in a design context.
- The cognitive contents defined for the ISIPM-Base[®] certification constitute a valid reference model for studying in depth those training needs that are expressed by design working contexts at national and international level.
- The ISIPM-Base[®] Certification is an important first step, along a broader path of professionalization and certification that can have, as its final objective, the certification according to UNI standards by certification bodies guaranteed by ACCREDIA, or growth according to the ISIPM-Av qualification or the PMP[®] international credential (Project Management Professional) from the PMI[®] (Project Management Institute) or the IPMA[®] Level A, B, C credentials.

Goals:

- The ISIPM-Base course provides general and basic knowledge on the subject of Project Management. A basic project management course, simple and concrete, designed for those who want to obtain the technical, methodological, managerial, behavioural and contextual knowledge at the basis of project management.
- The course is aimed at the same time to provide the necessary preparation to take the ISIPM-Base[®] certification exam of the Italian Institute of Project Management[®]. This certification is both consistent with other reference models adopted by the main international certifications (PMI[®], IPMA[®] and Prince2[®]) and contextualized on the national reality, as taken into account in the specific Italian legislation (contracts, environment, safety, etc.) and in the reference standards for project management (UNI ISO 21502, etc.).

Contents:

- SECTION 1 - The context
 - Project and Project Management
 - Program and Portfolio Management
 - PM Governance and Processes
 - Context and stakeholder management
 - Phases, criteria and project strategy
 - The project manager
 - PM maturity models and project evaluation criteria
- SECTION 2 - Technical and methodological knowledge
 - Management of project integration, scope and deliverables
 - Time and resource management
 - Contract management and project purchases
 - Project risk and cost management
 - Configuration, modification and validation of project progress
 - Management of project information and documentation
 - Project quality
 - Standards and regulations
- SECTION 3 - Behavioural knowledge and soft skills (outline)
 - Communication and Leadership
 - Team working and team building
 - Negotiation, conflicts and crises
 - Problem solving
 - Ethics

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-BASE 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 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 they 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-BASE 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 of 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 70 videos developed with the collaboration of the founder of A4PM[®], ISIPM[®] accredited senior teacher, with over twenty years of experience and in possession of the international certifications PMP[®], PMI-ACP[®] and Prince2[®].
- **COURSE SLIDES:**
 - Each ISIPM BASE Course includes over 250 pages of original slides, for the exclusive use of ISIPM accredited teachers, downloadable in pdf format from the A4PM[®] e-learning platform.
 - Additional teaching materials, owned by A4PM[®], included.
- **EXAMINATION SIMULATIONS**
 - each module includes simulations of multiple-choice exam questions to allow the student to prepare the ISIPM BASE certification exam
 - Over 150 exam questions recognized by ISIPM as valid for preparing for the ISIPM BASE certification exam, 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**
 - The interaction with the teacher takes place through the forum in which the learner can ask for clarifications and participate in the discussions initiated by the teacher, also interacting with the dozens of students who are registered on the platform.

At the end of each section (the course is divided into 3 parts) of the ISIPM BASE course, the student will not only be able to practice on dozens of typical exam questions but will have the opportunity to discuss with the teacher, a maximum of 3 times and for a minimum duration of an 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 address desired by the student. The text "Guida alle conoscenze di Progetto", Franco Angeli, is the only reference for the preparation for the ISIPM-Base Certification exam and describes the basic knowledge of project management, 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, you will receive the certificate of participation in the course, valid for the purposes of participation of the ISIPM BASE Certification exam, as A4PM® is among the companies accredited by ISIPM for the provision of its courses.



Cost of the course:



Enrolment in the training course in Project Management for the preparation to the Certification exam ISIPM-BASE has a cost per person of:

€399 + 22% VAT (per participant).

How to enrol in the course:

To enrol in the ISIPM-BASE 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:

Owner: A4PM srl Unipersonale
IBAN: IT10S0303240100010000005869
Reason for Payment Enrolment in the ISIPM-BASE e-learning course (name - surname)

Within 5 days of receiving 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.