

BLENDED E-LEARNING PREPARATION COURSE FOR THE PROJECT MANAGER CERTIFICATION EXAM ACCORDING TO THE UNI 11648:2022 STANDARD

Duration: 35 hours + 3 hours of virtual training

Course designed for:

- Anyone who intends to get certified with an accredited Certification Body to enter the ACCREDIA Professional Figures Database.
- Anyone employed in public or private organizations, who wishes to complete their preparation on Project Management knowledge with the in-depth study of processes and practices according to the guidelines provided by the ISO 21502:2021 Standard and on skills in application of project management techniques according to UNI 11648:2022;
- 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.

Titles issued:

- Certificate of attendance of the course

Teaching materials:

- Slides (presentation and teaching) in pdf format
- Video lessons from certified senior PM teachers
- Multiple choice questions to verify learning
- 1 exam simulation
- 3 hours online meetings with the teacher to verify learning and correct understanding of the key topics, be questioned and discuss with project management professionals

Teaching methods:

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

Teachers:

- The teachers of the A4PM[®] courses are accredited professionals with a long experience, consolidated both in the project management activity and in training.

regulatory references:

- The course is consistent with the Italian regulation UNI 11648:2022
- The course is consistent with the international reference standard for project management (ISO 21502:2021).

Characteristics and Purpose:

- The "Blended e-learning course to prepare for the Project Manager certification exam" was designed by A4PM[®] by defining the elements of knowledge considered necessary to consolidate a professional path as a Project Manager and for those who operate in various title in a project context, aligning with the only international standard that defines project management guidelines, such as ISO 21502:2021 and the Italian Standard UNI 11648:2022.
- The UNI ISO 21502 standard is already included in the new edition of the "Codice degli Appalti" (Legislative Decree no. 36 of 31 March 2023) while the certification of project managers according to UNI 11648 has already been a preferential requirement in public procurement tenders for some years.
- The training contents of the course are recognized by Certification Bodies (CB) for the purposes of admission to the Project Manager certification exam (according to UNI 11648:2022) and registration in the relevant third-party national register of recognized Project Managers from ACCREDIA.

Contents :

1. Fundamentals of Project Management
 - a) Definition of Project: what is a project
 - b) Project Management, advantages and benefits
 - c) Program & Portfolio Management
 - d) Context and stakeholder management
 - e) Phases and life cycle of a project and product
 - f) The project organization (The Sponsor, the Project Manager, the customer, the supplier, the team)
 - g) Organizational structures in projects (functional, matrix, project)
 - h) Project life cycles (Predictive and Adaptive or Agile)
 - i) What is Agile Project Management (Mindset, values, principles and frameworks)
 - j) Project Management knowledge areas and process groups (Initiation, Planning, Execution, Control, Closure)
- 2) Project management practices, processes, tools and techniques according to ISO 21502:
 - a) integrated project management practices: pre- and post-project activities, supervision and direction of the project, start-up - control - closure of the project, management of the realization of project deliverables
 - b) management of practices and processes in a project: planning, benefits management, scope management, resource management, time management, cost management, risk management, issues management, change control, quality management, stakeholders, communication, organizational and social change, reporting, information and documentation management, procurement, lessons learned
- 3) Mapping of practices according to ISO 21502 within process groups according to ISO 21500
- 4) Project Management process groups
Initiation Processes (Stakeholder Identification and Project Charter Development)
 - a) Planning Processes (Scope, times, costs, resources, risks, quality, procurement, communications, stakeholders, integration)
 - b) Execution Processes (Quality, Resources, Risks, Communications, Stakeholders, Integration, Procurement)
 - c) Monitoring and control processes (Quality, Resources, Risks, Communications, Stakeholders, Integration, Procurement)
 - d) Closing Processes (Collection of lessons learned and closure of a phase or a project)

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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 UNI11648 course has a duration of 35 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 a couple of hours 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 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 125 videos developed with the collaboration of the founder of A4PM[®], senior teacher, 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-CP and C-PM.
- **COURSE SLIDES:**
 - The "Blended e-learning preparation course for the Project Manager certification exam", includes over 500 pages of original slides, which can be downloaded in pdf format from the A4PM[®] e-learning platform
- **LEARNING TEST:**
 - each module includes exercises to test learning, with multiple choice questions
- **EXAMINATION SIMULATIONS:**
 - each module includes exercises to challenge learning, with multiple choice questions
- **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.
- **CERTIFICATE OF ATTENDANCE**
 - At the end of the course, the student who has concluded all the lessons, met the teacher in the 3 verification sessions made available and successfully completed all the verification tests, will automatically receive the certificate of participation in the course, useful for of the certification exam with a Certification Body accredited by ACCREDIA.

A4PM[®] SRL UNIPERSONALE

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Cost of the course:

**Registration for the "Blended e-learning course to prepare for the
Project Manager certification exam" costs:
€599.00 + VAT 22% (€730.78 VAT included, per participant)**



How to enrol in the course:

To enrol in the Blended e-learning course to prepare for the Project Manager certification exam, just write to formazione@a4pm.eu.

- 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 (BLENDED) e-learning UNI 11648 (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.

Otherwise, the purchase and enrollment in the corresponding course can be made easily from the website www.a4pm.eu by credit card.

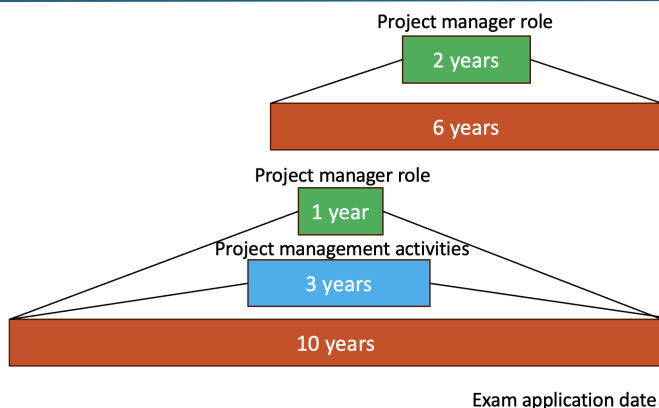
Certification path defined by ACCREDIA:

REQUIREMENTS:

Education: Minimum high school diploma requirement

Project Management Training: At least 35 hours of Project Management training. (requirement starting from the 2022 version of UNI11648)

Experience: at least two years as Project Manager in the last 6 years or having carried out Project Management activities for at least 3 years plus at least 1 year as Project Manager in the last 10 years



1. §A.2 Non-formal learning: it is believed that 35 credits in the project management discipline can be acquired following a 35-hour course previously recognized in the preliminary phase by the Certification Body, in relation to the content programme;

2. §A.2 Informal learning: work experience must be documented, the mere presentation of a self-declaration pursuant to Presidential Decree 445/2000 or a Curriculum vitae without proving documentation are not sufficient to satisfy the requirement. As further support, the candidate is also required to present a project report, of which the candidate has acted as Project Manager, according to the indications in Appendix C of UNI 11648:2022;

3. §A.3 Applicable assessment methods: the knowledge and skills assessment exam must include:

- a written test with at least 50 closed-ended questions of which for 4 answers only 1 is correct (those of the "true/false" type are excluded). The maximum duration of the test is established at 90 minutes. The test is considered passed with a minimum score of 70%, i.e. a score equal to or greater than 35/50).
- a written test with at least 4 open-ended questions, or case studies, applications or simulations of real operational situations related to the professional activity or a combination of them. The test lasts 90 minutes. The test is considered passed with a positive evaluation of at least 70%. Please remember that the minimum duration of the 2 written tests cannot be less than 180 minutes;
- an oral test with at least n. 3 questions necessary to investigate any uncertainties found in the written tests, ascertain the level of skills acquired by the candidate, investigate the project report presented by the candidate in the preliminary phase. The test is considered passed with a positive evaluation of at least 70%.

Certification bodies recognized by ACCREDIA certify the skills of the Project Manager, pursuant to the UNI 11648:2016 standard, according to the scheme accredited by ACCREDIA.

Below is a summary table of the main CBs, which are constantly growing, which we recommend analyzing updated on the ACCREDIA website.

Each CB adopts its own independent commercial policies, in fact costs must be considered for:

- the preliminary investigation phase
- take the two written tests and the oral test
- be included in the public register of certified persons of the CB
- the renewal, surveillance and maintenance of certification

The A4PM[®] course has been qualified by ACS, an OdC (Certification Body) recognized by ACCREDIA and is present in the database of qualified courses with the register number 43, in the three modes in which A4PM[®] has specialized over the years:

- Course delivered in person at the customer's premises
- Course delivered online
- Course delivered with the blended e-learning platform

Organismo accreditato/riconosciuto	Sito Web
 ACS Italia S.r.l.	www.acsitalia.it
 AICQ SICEV S.R.L.	www.aicqsicev.it/
 AMICERT Organismo di Certificazione	www.aeronautica.difesa.it
 CEPAS S.r.l.	www.cepas.it/
 EN.I.C. S.r.l. Ente Italiano di Certificazione	http://www.enteitalianocertificazione.it
 ICIM S.p.A.	https://icimgroup.com/icim/
 ICMQ S.p.A. Società Benefit	www.icmq.org
 IMQ S.p.A.	www.imq.it/
 ISTITUTO COLLAUDI E VERIFICHE S.p.A. in sigla ICOVER S.p.A.	http://www.icoverspa.it
 Istituto VOLTA S.r.l.	www.istitutovolta.eu
 KHC - Know How Certification S.r.l. a socio unico	www.khc.it
 NQA Italia S.r.l.	www.nqaitalia.it
 Q-AID ASSESSMENT & CERTIFICATION S.r.l. UNIPERSONALE	www.q-aid.it
 TÜV Italia S.r.l.	https://www.tuvsud.com/it
 TÜV NORD ITALIA S.r.l.	www.tuev-nord.it

A4PM is an Examination Center for the professional Certification of Project Manager according to the UNI 11648:2022 standard

We certify Project Managers in accordance with the UNI 11648:2022 standard as an Evaluation Body, on behalf of ACS ITALIA (CSQA group), a publicly controlled Competence Certification Body, with a scheme accredited by Accredia.

We organize an exam session every month, exclusively online, to meet the needs of those professionals who do not have the time or means to go to one of our offices.

The UNI 11648:2022 Project Manager certification exam consists of three exam tests. Passing the exam requires reaching the minimum threshold of 70% of the maximum score achievable for each test. The assessment of the Candidate's suitability, for the purposes of issuing the ACS certification, occurs through the temporal and binding sequence of each of the following phases:

- **PHASE 1:** Evaluation of the documentation produced by the Candidate to verify possession of the requirements requested by the Scheme. It will be the candidate's responsibility to send an email to: odv@a4pm.eu with a CV that highlights the experience as a Project Manager to verify the presence of the prerequisites expressed by the UNI 11648:2022 standard.
- **PHASE 2:** Certification exam, for the evaluation of knowledge, skills and competences, carried out by the Examination Commission.
- **PHASE 3:** Internal review of the documentation and exam results by the Examination Commission. The scores achieved by each candidate will be taken into account objectively, in each exam taken. Passing the exam requires the minimum threshold of 70% of the maximum score achievable.
- **PHASE 4:** Sending the exam dossier to ACS Italia. Approval of the certification proposal by the Decision Maker and issuing of the certificate and registration in the ACS Register published on www.acsitalia.it and ACCREDIA.

Conducting the exam tests:

The exams are held remotely via the Google Meet or ZOOM platform with the presence of a supervisor.

The exam is recorded via the Google Meet platform and supervised with screen sharing, moreover, the examiner will be able to observe the progress of the exam and the behavior of the candidate, with the use of the webcam of his smartphone. **The exam is held in Italian.**

The exam test consists of:

- a written test with 50 closed-ended questions, of which only 1 is correct for 4 answers (excluding "true/false" answers) aimed at verifying knowledge. The maximum duration of the test is 90 minutes. The test is considered passed with a minimum score of 70%, or a score equal to or greater than 35/50).
- a written test with a complex case study, relating to project situations, designed to evaluate the skills acquired by the candidate, consisting of 5 open-ended questions. The test lasts 90 minutes. The test is considered passed with a minimum score of 70%, or a score equal to or greater than 21/30).
- an oral test with at least 4 questions necessary to investigate any uncertainties found in the written tests, ascertain the level of skills acquired by the candidate, examine in depth the project report presented by the candidate during the investigation phase and finally, a question on the discipline, on the best practices of project management. The test is considered passed with a minimum score of 70%, or a score equal to or greater than 14/20). The maximum duration of the test is set at 60 minutes.

During the tests, the use of the following is permitted:

- A system calculator (Windows or IOS)
- The use of a blank Word page on your PC to take notes during the exam. The Word page cannot be saved in any way and at the end of the test it must be closed without saving.

The supervisor's duties are:

- Verify the identity of the candidate using a valid identification document.
- Verify the suitability of the workstation from which the candidate carries out the exam, verifying the absence of foreign objects and requesting their removal if necessary.
- Request screen sharing during the test.
- Verify the smooth running of the tests, in accordance with these regulations, and in particular the observance of the prohibitions that he will list before the start of the tests.

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Prohibitions

- It is forbidden to use any writing support (sheets, post-its, block-notes, etc.) with the exception of those allowed
- The presence of other people during the exam is prohibited
- It is forbidden to look outside the screen
- The use of headphones of any type is prohibited
- It is forbidden to turn off the webcam of the PC and smartphone
- The use of double screens is prohibited
- It is forbidden to have applications other than Google Meet and Google Forms open on your PC
- The use of the smartwatch is prohibited
- It is forbidden to get up from your seat during the exam
- It is forbidden to use your smartphone and move it from its position
- It is forbidden to ask questions of the supervisor during the exam.

Certification path proposed by A4PM[®]



A4PM[®] is a corporate member of the Italian Project Manager Association "ASSOPM", therefore by virtue of this support and promotion of the association, in order to promote project management training, the professional qualification of project managers and disseminate project management certifications AC-PM[®] offers its students, following the 35-hour course in question, a certification path with exclusive economic benefits and benefits:

As hoped, the student, following the 35-hour course in question, will be able to become a member of ASSOPM for FREE and have 35 training credits immediately recognized (35 of the 60 that ACCREDIA requires to be accrued in the five-year period), will be able to take the couple of written tests, directly with ASSOPM, both considered like A-PM[®] & C-PM[®] certifications exam at an agreed cost of €260.00 (instead of €360.00) special rate for participants in courses provided by A4PM[®].

The rule provides that candidates who, at the time of the certification request, are in possession of other professional project management qualifications, are entitled to a reduction in the number of exam tests. The following table defines the admitted qualifications and the exam tests to be taken

Ente	Qualifiche	Prova scritta a risposta multipla	Prova scritta di analisi con domande aperte	Prova orale
IPMA	Livello A, B, C	-	-	da svolgere
IPMA	Livello D	-	da svolgere	da svolgere
Istituto Italiano di PM	ISIPM-AV	-	-	da svolgere
Istituto Italiano di PM	ISIPM-Base	-	da svolgere	da svolgere
PMI	PgMP, PfMP, PMP	-	-	da svolgere
PMI	CAPM	-	da svolgere	da svolgere
PMI	ACP	-	da svolgere	da svolgere
PRINCE 2	Practitioner	-	-	da svolgere
PRINCE 2	Foundation	-	da svolgere	da svolgere
ASSOPM	AC-PM	-	-	da svolgere



Following the possible passing of the A-PM[®] and C-PM[®] Project Management certifications (summarized in the table as AC-PM[®]), you will be entitled to directly access the oral exam with a Certification Body recognized by ACCREDIA.