

# Level 4 ASSOCIATE PROJECT MANAGER

with optional Project Management Qualification



APPRENTICESHIPS

## Be successful in managing project work and teams for businesses and other organisations

Project management activities are increasingly required in many non-PM roles across a wide range of sectors and organisations. And to successfully scope, deliver and manage a project, a specific set of skills and knowledge is key.

The project lead knows what needs to be achieved, how it will be achieved, how long it will take and how much it will cost, and works with the project team to achieve the required outcomes. Good planning, organisation, leadership, management, and communication skills are integral in the delivery of a project.

An associate project manager utilises resources with suitable skills, qualifications, experience and knowledge to work together in a motivated and integrated team, with clearly defined reporting lines, roles, responsibilities and authorities. Dependent upon the size of the organisations and the complexity of projects, associate project managers' job titles will vary, but typically they can include: assistant project manager, junior project manager, project team leader. Some organisations use 'project manager' as a generic job title. Projects can be defined and delivered within different contexts, across diverse industry sectors. They can be large or small and every project needs to be managed to ensure its success.



Apprenticeship Level 4

Duration 18 months + 3 EPA

Funding £7000

### Suitable for:

- ✓ Anyone who manages projects
- ✓ Team leaders, managers, engineers
- ✓ Junior or aspiring project managers



## Delegates will leave this programme able to:

- Project governance - Different types of organisational structures and responsibilities, functions and project phases on different types of project.
- Project communication - Key contexts of a project communication plan, its effectiveness in managing different stakeholders.
- Project leadership - The vision and values of the project and its links to objectives; the ways in which these can be effectively communicated and reinforced to team members and stakeholders.
- Budgeting and cost control - Funding, estimating, overheads; direct costs, indirect costs, fixed costs, variable costs and an overall budget for a project.
- Business case and benefits management - Preparation and/or maintenance of business cases, including benefits management.
- Project schedule - Scheduling and estimating for project activities including how they can be quality assessed.
- Resource management - Resource analysis, resource allocation and resource acceptance.
- Stakeholder and communications management - Manage stakeholders, taking account of their levels of influence and particular interests.

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