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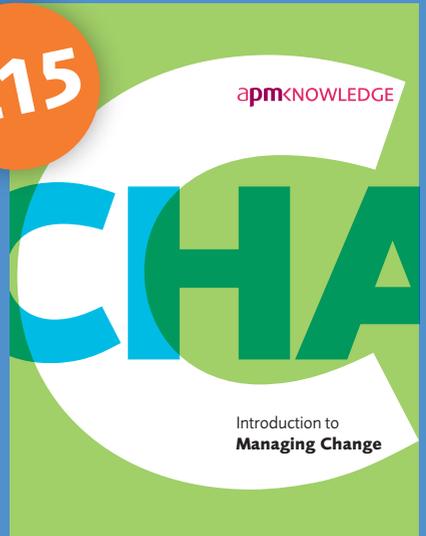


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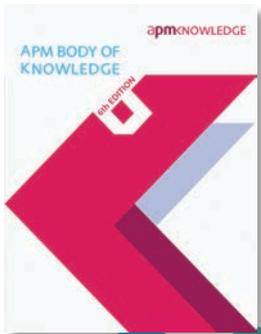


[apm.org.uk/publications](http://apm.org.uk/publications)

# APM Body of Knowledge, 6th edition

## A comprehensive guide for all project professionals.

The *APM Body of Knowledge, 6th edition* provides the foundation for the successful delivery of projects, programmes and portfolios across all sectors and industries. Written by the profession for the profession it offers the key to successful project management and is an essential part of the APM FIVE Dimensions of Professionalism. It is a scope statement for the profession and a sourcebook for all aspiring, new and experienced project professionals offering common definitions, references and a comprehensive glossary of terms.



Hard-back available  
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# APM Body of Knowledge, 6th edition

ISBN: 9781903494400  
Format: Paperback, 246x189mm, 258pp, 2012

# APM Project Fundamentals Qualification Study Guide

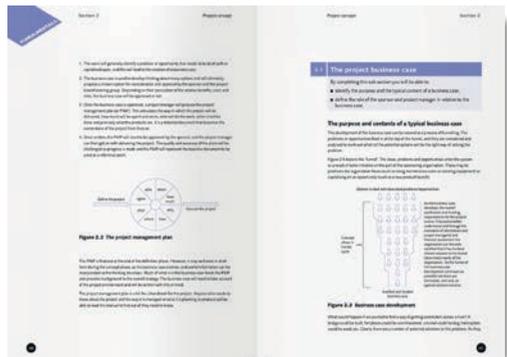
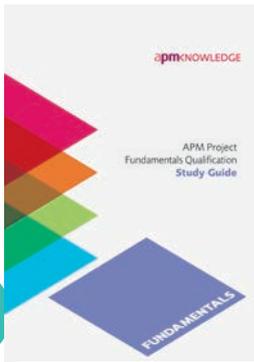
## John Bolton and Paul Naybour

The *APM Project Fundamentals Qualification Study Guide* is designed to support candidates taking the APM Project Fundamentals Qualification. The study guide references the syllabus, learning outcomes and assessment criteria aligned to the APM Body of Knowledge 6th edition.

Written in modular style to support both candidates and tutors preparing for the examination, each of the four main chapters includes:

- a clearly defined set of learning objectives at the start of each section;
- a clear set of project management definitions based on the *APM Body of Knowledge 6th edition*;
- a developing case study, based on the fictional BikeWeb design company, designed to bring the theory to life;
- learning exercises and quick quizzes to help readers apply what they've learnt.

The study guide also includes a round-up of exam tips and advice, 60 sample exam questions and a glossary of APM terms.



## APM Project Fundamentals Qualification Study Guide

**Price:** £29.95 (APM members £26.95)  
**ISBN:** 9781903494547  
**Format:** Paperback, 210mm x297mm, 208pp, 2016

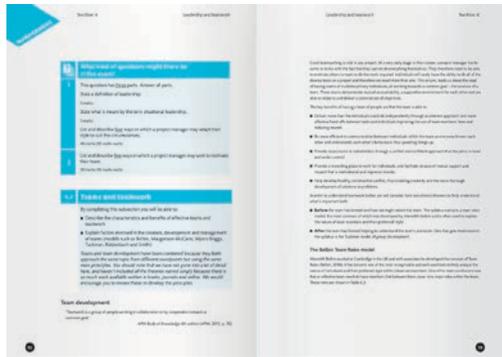
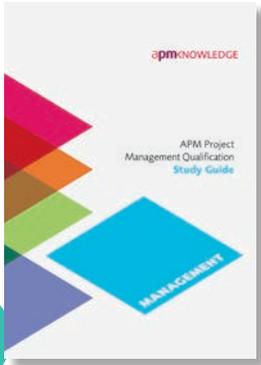
# APM Project Management Qualification Study Guide

## John Bolton and Paul Naybour

The *APM Project Management Qualification Study Guide* is designed to support candidates taking APM Project Management Qualification.

The guide aims to 'cut through the jargon, providing examples and real hands-on practical advice on how to better manage projects and pass the exam'.

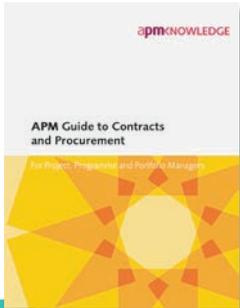
At its core are 12 sections that follow the same basic systematic approach as the APM Project Management Qualification syllabus. Each section includes a learning outcome with groups of assessment criteria that consider the breadth of knowledge encapsulated within the *APM Body of Knowledge, 6th edition* and elsewhere.



## APM Project Management Qualification Study Guide

**Price:** £49.95 (APM members £44.95)  
**ISBN:** 9781903494059  
**Format:** Paperback, 210mm x 297mm, 336pp, 2014

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### APM Guide to Contracts and Procurement

*APM Guide to Contracts and Procurement: For Project, Programme and Portfolio Managers* offers a basic understanding of 'how to' procure sub-project works and to manage delivery through the phases of the procurement life cycle.

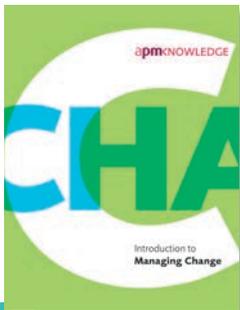
The guide breaks down the process of procurement of significant packages of work into individual stages. Each stage includes an easy-to-follow flow diagram, including the necessary inputs and outputs.

Created by a panel of authors with hands-on experience, the guide is aimed at project professionals and stakeholders within organisations e.g. financial officers, who wish to increase their awareness of how sub-projects can be procured.

**ISBN:** 9781903494660

**Format:** Paperback: 246x189mm, 212pp, 2017

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### Introduction to Managing Change

This book discusses the importance of managing change effectively in order to successfully deliver and realise the benefits of projects, programmes and portfolios.

Inside readers will find key principles and practices, as well as guidance on the appropriate application of different change management methodologies.

*Introduction to Managing Change* is ideally suited to project professionals undertaking change programmes and projects, or those directing or sponsoring change.

**ISBN:** 9781903494684

**Format:** Paperback, 246x189mm, 56pp, 2017

New  
release**Governance of Co-Owned Projects**

Written by the APM Governance SIG, the guide is a direct response to the challenge of managing projects in an increasingly interconnected world.

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Inside, readers will find the principles for the governance of co-owned projects, together with checklists and key questions for co-owners to ask.

*Governance of Co-Owned Projects* is aimed at those who influence corporate governance in organisations including company directors, project portfolio directors and sponsors.

**Price:** £10.00

**ISBN:** 9781903494561

**Format:** Paperback, 246x189mm, 32pp, 2017

**Project Risk Analysis and Management Guide, 2nd edition**ebook  
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This guide describes a systematic and disciplined approach to controlling risk that can be used to help improve the success of projects. Risk is present in all project work, whatever the nature of the project, or the environment in which it is undertaken. *Project Risk Analysis and Management Guide, 2nd edition*, written by the APM Risk Management Specific Interest Group, focuses on the risk issues that affect the project manager. The guide addresses how the risk management process at project level connects to corporate or programme level risk management. It includes advice on risk practices, opportunities, governance, benefits and behavioural issues.

**Price:** £25.00 (APM members £22.50)

**ISBN:** 9781903494127

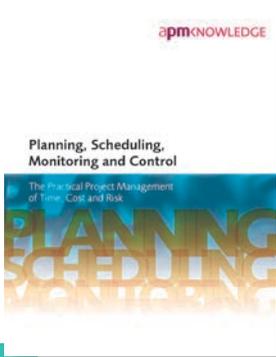
**Format:** Paperback, 246 x189mm, 186pp, 2010

# Planning, Scheduling, Monitoring and Control: The Practical Project Management of Time, Cost and Risk

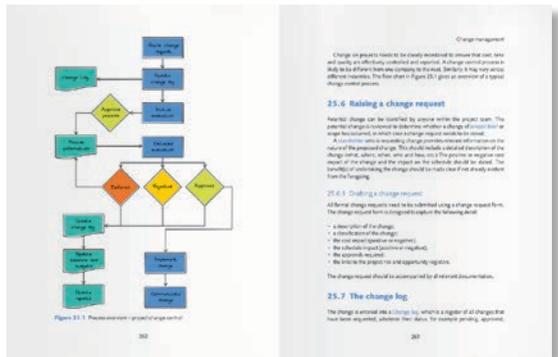
*Planning, Scheduling, Monitoring and Control* is a comprehensive guide for anyone involved in planning, scheduling and controlling projects.

Planning, scheduling, monitoring and control are fundamental to good project management. This guide gives practical guidance on all planning aspects of preparing to undertake a project, executing a project, controlling its delivery to budget, time and quality, and delivering it safely.

The guide is primarily aimed at project managers, project control managers and engineers, planning managers and engineers involved in planning, scheduling and controlling projects.



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## Planning, Scheduling, Monitoring and Control

Price: £49.95 (APM members £44.95)

ISBN: 9781903494448

Format: Paperback: 246x189mm, 388pp, 2015

## Starting Out in Project Management, 2nd edition Ruth Murray-Webster and Peter Simon



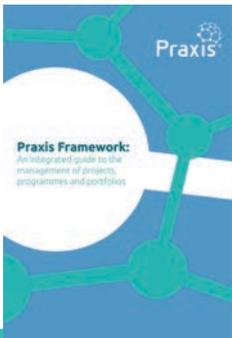
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*Starting Out in Project Management* is a helpful guide to project management. Used as a workbook or reference text, it is the ideal companion for anyone starting out in the discipline. It covers the basics of project management, from what is a project through to, how to draw a Gantt chart.

**Price:** £29.95 (APM members £26.95)  
**ISBN:** 9781903494165  
**Format:** Paperback, 246 x189mm, 153pp, 2007

## Praxis Framework: An integrated guide to the management of projects, programmes and portfolios

Adrian Dooley



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Written by Adrian Dooley Hon FAPM, and published by APM, *Praxis* takes the principles of existing, proven guides and adapts them so that they have a common terminology, structure and approach. The resulting framework, combining knowledge, processes, competence and capability maturity, makes *Praxis* a must read for anyone committed to advancing the cause of professional P3 practice.

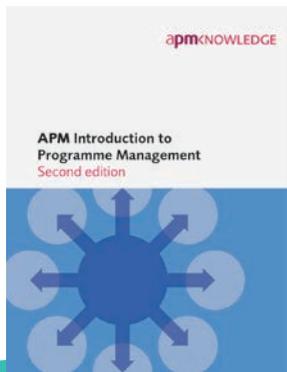
**Price:** £49.95 (APM members £44.95)  
**ISBN:** 9781903494257  
**Format:** Paperback, 229 x152mm, 408pp, 2015

# APM Introduction to Programme Management 2nd edition

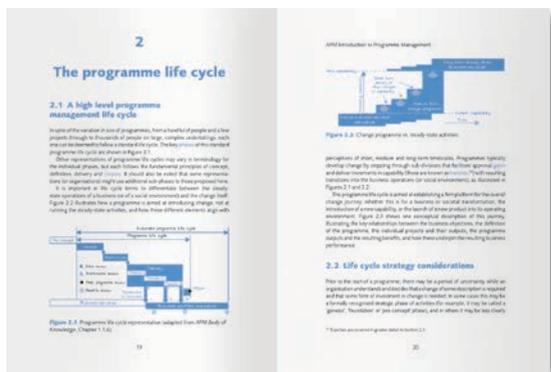
*APM Introduction to Programme Management 2nd edition* is one of APM's core introductory texts. Written by experienced practitioners from APM's Programme Management Specific Interest Group (SIG), it is recommended reading for anyone joining a programme team – or those who want to know how to interact with the programme.

More than a decade after its release, this substantial refresh of *APM Introduction to Programme Management* brings practitioners up-to-date with the latest developments in the discipline.

As well as the fundamental principles – what a programme is, how it works and how to review progress - the guide also explores the changing environment in which programmes exist, their relationship to the strategic context of organisations as well as 'new' frameworks and ways of working.



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## APM Introduction to Programme Management 2nd edition

Price: £25.00 (APM members £22.50)

ISBN: 9781903494585

Format: Paperback, 246mm x189mm, 66pp, 2016



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### **A Guide to Integrated Assurance**

*A Guide to Integrated Assurance* enables organisations to improve the efficiency and effectiveness of their assurance activities. Written by APM's Assurance Specific Interest Group, the guide identifies important roles and responsibilities as well as tools and templates to help overcome 'silo-oriented approaches' to assurance that do not naturally result in integration.

**Price:** £10.00 (APM members £9.00)

**ISBN:** 9781903494042

**Format:** Paperback, 246 x189mm, 44pp, 2014



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### **A Guide to Conducting Integrated Baseline Reviews**

The guide reviews the project management plan, the methods and metrics used to measure contract performance or progress, the management control processes that operate during the project's execution, the technical merits of the schedule and the risk associated with the baseline. It is applicable to projects of all sizes in all industry sectors.

**Price:** £20.00 (APM members £18.00)

**ISBN:** 9781903494493

**Format:** Paperback, 246 x189mm, 94pp, 2016



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### **Directing Agile Change**

Divided into five main sections, and written by SIG members Brian Wernham, Adrian Pyne, Roger Garrini and Martin Samphire, the guide covers the main principles of agile governance, when to adopt an agile approach and, importantly, how to gain the most value from being agile. Also included are checklists to adopt and key questions to ask.

**Price:** £15.00 (APM members £13.50)

**ISBN:** 9781903494608

**Format:** Paperback, 246 x189mm, 36pp, 2016



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**Directing Change: A Guide to Governance of Project Management, 2nd edition**

This second edition of *Directing Change* has been updated to reflect the terminology and structure of other complimentary APM guidance, such as *Co-directing Change*, *Sponsoring Change*, feedback from users and changes to regulations such as the UK Corporate Governance Code.

**Price:** £7.50 (APM members £6.75)  
**ISBN:** 9781903494066  
**Format:** Paperback, 210x146mm, 24pp, 2011

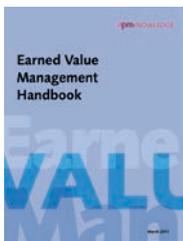


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**Earned Value Management: APM Guidelines**

Earned value management is a project control process, based on a structured approach to planning, cost collection and performance measurement. Written by the APM Earned Value Management Specific Interest Group, this is a work of reference for project professionals. This second edition remains reciprocal with ANSI/EIA-748-B Earned Value Management Systems standard.

**Price:** £15.00 (APM members £13.50)  
**ISBN:** 9781903494264  
**Format:** Paperback, 246x189mm, 62pp, 2008

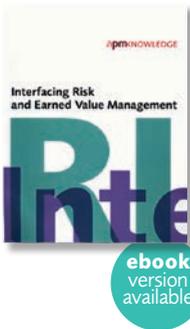


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**Earned Value Management Handbook**

The Earned Value Handbook is aimed at the wide range of project professionals working on earned value based projects including project managers, control account managers, project planners and project analysts. It is also fully aligned to the Earned Value Certification at foundation and practitioner level.

**Price:** £25.00 (APM members £22.50)  
**ISBN:** 9781903494509  
**Format:** Paperback, 246x189mm, 176pp, 2013



### Interfacing Risk and Earned Value Management

This publication examines in detail the interfaces that make the discrete elements of project management a cohesive whole, beginning with earned value and the management of risk. Topics covered include: establishing the project baseline, integrated baseline change management, analysis and decision making and the importance of culture.

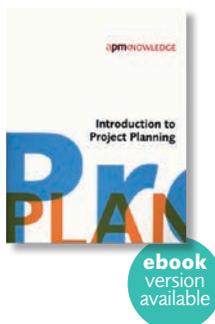
**Price:** £10.00 (APM members £9.00)  
**ISBN:** 9781903494240  
**Format:** Paperback, 246x189mm, 54pp, 2008



### Introduction to Project Control

This guide integrates all the disciplines of project management, offering a wide perspective of project control. It covers everything from why, when and how to control projects and is suitable for those new to the profession as well as experienced project managers. This publication proposes that an equally important part of control is 'doing the right projects', both individually and in programmes and portfolios.

**Price:** £10.00 (APM members £9.00)  
**ISBN:** 9781903494349  
**Format:** Paperback, 246x189mm, 96pp, 2010



### Introduction to Project Planning

This guide outlines the importance of project planning, regardless of the type of organisation. It outlines three key areas of the planning phase: when, who and how, as well as describing the characteristics of good planning.

**Price:** £7.50 (APM members £6.75)  
**ISBN:** 9781903494288  
**Format:** Paperback, 246x189mm, 38pp, 2008

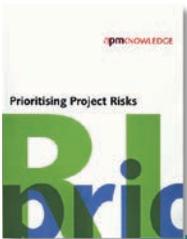


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**Models to Improve the Management of Projects**

A guide that provides independent and informed guidance on the main models designed to improve the management of projects. Each model is presented in the same structure, covering features, benefits, real-life insights and guidance on assessing the appropriateness of each.

**Price:** £7.50 (APM members £6.75)  
**ISBN:** 9781903494806  
**Format:** Paperback, 246x189mm, 56pp, 2007



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**Prioritising Project Risks**

Prioritisation is an important part of any risk process because it focuses attention on what matters most. This guide addresses the shortfall in current practice and helps readers to make sense of the risk challenges they face and improve risk prioritisation by offering a choice of techniques ranging from simple to complex.

**Price:** £10.00 (APM members £9.00)  
**ISBN:** 9781903494271  
**Format:** Paperback, 246x189mm, 59pp, 2008



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**Sponsoring Change: A Guide to the Governance Aspects of Project Sponsorship**

This guide aims to improve sponsorship performance with the role of project or programme sponsor being still widely misunderstood and poorly practised.

**Price:** £7.50 (APM members £6.75)  
**ISBN:** 9781903494301  
**Format:** Paperback, 246x189mm, 24pp, 2009

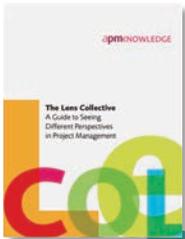


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### The Earned Value Management Compass

This guide is intended to support projects or organisations by improving their project control and earned value management processes. The model uses a common framework and can be used for the assessment of a single project or to benchmark and compare the relative strengths of various projects across an organisation.

**Price:** £10.00 (APM members £9.00)  
**ISBN:** 9781903494332  
**Format:** Paperback, 246x189mm, 43pp, 2010

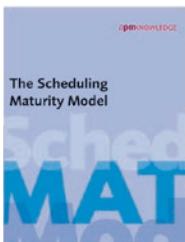


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### The Lens Collective: A Guide to Seeing Different Perspectives in Project Management

This guide is intended to help individuals reflect upon their capabilities, increase their awareness of others and successfully apply new perspectives to their projects. The term 'lens' has been specifically chosen for this guide to reflect the analogy between human vision and the interaction of people.

**Price:** £10.00 (APM members £9.00)  
**ISBN:** 9781903494318  
**Format:** Paperback, 246x189mm, 26pp, 2010



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### The Scheduling Maturity Model

*The Scheduling Maturity Model* is intended to provide a defined means of establishing and improving the scheduling capability as part of an organisation's project, programme or enterprise control processes. Moreover, it is intended to support project and programme teams and organisations by improving an important part of their overall project controls capability.

**Price:** £10.00 (APM members £9.00)  
**ISBN:** 9781903494479  
**Format:** Paperback, 246x189mm, 43pp, 2012

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The Association for Project Management is the largest single national body dedicated to project management in Europe.