Appendix A to Guidance notes for APM Academic and Professional Course Accreditation

APM Body of Knowledge 7th edition summary

Chapter 1 Setting up for success

Chapter 2 Preparing for change

<u>Section 2.1 Shaping the early lifecycle</u>

2.1.1 Project shaping

2.1.2 Programme shaping

2.1.3 Portfolio shaping

2.1.4 Procurement strategy

2.1.5 Operational adjustments

<u>Section 2.2 Assurance, learning and maturity</u>

2.2.1 The PMO

2.2.2 Decision gates

2.2.3 Information management

2.2.4 Audits and assurance

2.2.5 Knowledge management

2.2.6 Communities of practice

2.2.7 Maturity of practice

<u>Section 2.3 Transition into use</u>

2.3.1 Business readiness

2.3.2 Transition of project outputs

2.3.3 Adoption and benefits realisation

2.3.4 Unplanned project endings

2.3.5 Administrative closure of projects

2.3.6 Closing programmes and portfolios

Chapter 3 People and behaviours

Section 3.1 Engaging stakeholders

3.1.1 Stakeholders

3.1.2 Social context

3.1.3 Engagement and influence

3.1.4 Facilitation

3.1.5 Conflict resolution

Section 3.2 Leading teams

3.2.1 Teams

3.2.2 Virtual teams

3.2.3 Team development

3.2.4 Leadership

3.2.5 Organisational culture

3.2.6 Diversity and inclusion

3.2.7 Workplace stress

Section 3.3 Working professionally

3.3.1 Communication

3.3.2 Negotiation

3.3.3 Time management

3.3.4 Regulatory environment

3.3.5 Ethics and standards

3.3.6 Continuing professional development (CPD)

Chapter 4 Planning and managing deployment

Section 4.1 Defining outputs

4.1.1 Success and benefits

4.1.2 Objectives and requirements

4.1.3 Options and solutions

4.1.4 Scope definition

4.1.5 Quality planning

Section 4.2 Integrated planning

4.2.1 Contract award

4.2.2 Risk identification

4.2.3 Risk analysis

4.2.4 Estimation

4.2.5 Scheduling – critical path

4.2.6 Scheduling – critical chain

4.2.7 Resource optimisation

4.2.8 Cost planning

4.2.9 Contingency planning

4.2.10 Deployment baseline

Section 4.3 Controlling deployment

4.3.1 Progress monitoring and reporting

4.3.2 Contract management

4.3.3 Risk management

4.3.4 Contingency management

4.3.5 Issue management

4.3.6 Change control

4.3.7 Configuration management

4.3.8 Quality control