



Introduction

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1.1 PURPOSE

The purpose of this publication is to describe and explain the Association for Project Management's (APM's) fundamental project management knowledge areas and, more specifically, to provide a study guide for PRINCE2™ Practitioners to prepare for the APM's APMP examination.

The APMP examination is aimed at anyone who has worked in project management for up to two years, such as project office personnel, team members or recently appointed project officers, or anyone who has recently taken on project management responsibilities as part of their job.

The exam assesses a breadth of knowledge in all areas of project management, from the strategic and commercial implications of the Project Manager's role to the technical, commercial, organizational and people management skills required to successfully participate in a project team. There are 37 knowledge areas covered by the syllabus, each of which is defined in the *APM Body of Knowledge 5th Edition*. The APM Body of Knowledge itself contains 52 knowledge areas, with the 37 areas covered by the APMP being considered to be fundamental to the professional management of projects.

In contrast, PRINCE2 provides a proven project management method that incorporates a complete set of concepts and project management processes that are the minimum requirements for a properly run and managed project. It does not, however, cover all subjects relevant to project management. This is because the techniques and tools needed on a project will vary according to the project type and the corporate environment. Also, because certain aspects of project management are well covered by existing and proven methods, they are specifically excluded from the scope of PRINCE2.

Accordingly, by combining the structure provided by PRINCE2 with knowledge of the fundamental areas of project management covered by the APMP, Project Managers will be well equipped to meet the challenges of managing projects in any type of environment.

1.2 STRUCTURE OF THE GUIDE

Given that the prime audience for this guide consists of PRINCE2 Practitioners (or those working within a PRINCE2 environment), it has been structured to reflect the structure of PRINCE2.

- Chapter 2, Project management context, provides an introduction to project management and includes an explanation of how the PRINCE2 process model maps on to the APM's project lifecycle.
- Chapters 3–10 are each dedicated to one of the PRINCE2 components or themes. In each of these chapters, the PRINCE2 terminology is compared with that used within the APM Body of Knowledge (in the APMP exam it is important that the APM terminology is used). The PRINCE2 concepts are then summarized and finally the relevant APMP knowledge areas are described and explained.
- Chapters 11–13 then address aspects of project management that fall outside the scope of PRINCE2.

At the end of each chapter, there is a series of short exercises that reflect the types of question that could be asked as part of the APMP examination

1.3 APPENDICES

To support the main guide in this publication are four appendices (Table 1.1).

Table 1.1 Appendices included in this publication

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| Appendix A: Exercise solutions | This appendix provides solutions to the exercises provided at the end of each chapter in the main guide |
| Appendix B: APMP syllabus – 3rd edition | This appendix identifies the 37 (of the 52) APM Body of Knowledge areas and lists the topics and learning outcomes for each area |
| Appendix C: Mapping of guide to APMP syllabus | This appendix shows the alignment of the chapters within this guide to the APMP syllabus knowledge areas and provides a brief explanation for this alignment |
| Appendix D: Further reading | This appendix provides a short list of additional resources that would be useful for anyone wishing to expand their researches beyond the confines of the APMP syllabus |

NB: A glossary has not been included in this publication, as both PRINCE2 and the APM Body of Knowledge contain extensive glossaries and the key terms from both are provided and compared at the start of each chapter in this guide. However, there are a number of terms that deserve special mention at this point. These terms do mean slightly different things in pure definition terms, but for the purposes of this guide they can be used interchangeably. These terms are:

- Time and Schedule and Delivery
- Cost and Budget
- Quality and Performance
- Product and Deliverable
- Success Criteria and Objectives
- Float and Slack
- Steering Group and Project Board
- Issue Log and Issue Register
- Risk Log and Risk Register
- Change Log and Change Register
- Procurement and Purchasing and Contracting.

1.4 USING THE GUIDE

While the guide has been structured to reflect the PRINCE2 Manual, the chapters can be studied in any order. However, a good place to start would be Chapter 2. Thereafter, even the topics within a chapter could be studied out of order as wherever possible the chapters are presented in sections, with each section covering one of the 37 APM knowledge areas.