

# TrainingByteSize

*Empowering project professionals through learning*



APMG International™

**Project Planning & Control**



**Project  
Planning  
& Control**

ACCREDITED TRAINING  
ORGANISATION

APMG  
International

- 🕒 **Flexible** Study Options
- 📊 **Exceptional** Pass Rates
- 👥 **Trusted** By Thousands
- 👨‍🎓 **Expert** Support

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# Project Planning & Control CERTIFICATION



Developed in partnership with the Association for Project Management (APM), Project Planning & Control certification provides practical guidance on planning, executing and controlling project quality, costs and schedule, from project initiation to execution.

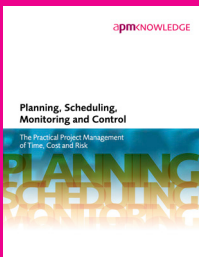
## Why gain the Project Planning & Control Certifications?

It's easy to lose control of the project timeline and expenses without a method for gathering and assessing project data, especially when changes happen. Effective planning, monitoring, and management reduces risks and increases the possibility of completing projects on time and on budget.

Planning is vital - but so is the ability to be able to manage and mitigate risk within your projects. This is where Project Planning and Control makes all the difference!

Learning how to implement effective Project Planning and Control best practice has a significant impact both on you as a professional and on the work you undertake for your organisation.

Project Planning and Control training and certification protects your project from risk and increases significantly the likelihood of successful project delivery, even when faced with the inevitability of change.



### KEY TEXT: Planning, Scheduling, Monitoring and Control

Published by APM, the 'Planning, Scheduling, Monitoring and Control' handbook is written to be accessible to project professionals of all experience and none, and gives practical guidance on all planning aspects of preparing to undertake and execute projects, and controlling their delivery safely and successfully to budget, time and quality.

*'Planning, Scheduling, Monitoring and Control' is the basis of Project Planning & Control certifications, and hard copies are available to purchase from our website.*

## Some of the Benefits of Project Planning & Control Certification

### Individual:

- ✓ Achieve a credible, industry-recognised accreditation which in turn boosts confidence and status.
- ✓ Boost your salary and career prospects by showing your commitment to your continuing professional development.
- ✓ Increased understanding of the technical aspects of project planning and control, adding value to your input.

### Organisational:

- ✓ Improved quality of schedules leading to more certainty in project delivery.
- ✓ Greater predictability of project forecasting and success.
- ✓ Higher levels of integration between controls functions.



**#shareyoursuccess and demonstrate your achievement with your colleagues and network with Project Planning & Control digital badges.**

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# Project Planning & Control FOUNDATION



Project Planning & Control Foundation is designed to equip individuals with sufficient knowledge and understanding of the Project Planning and Control guidance to be able to act as an informed member of a Project Support Office or Project Planning and Control team.

## What does the Project Planning & Control Foundation Certification Cover?

The Foundation Certification assumes no prior experience in Project Planning & Control, so even if this is your first experience in the field of planning and controls you should feel comfortable reading, understanding, and working towards success. The course is designed to provide individuals with a solid grounding in the principles, practices, processes, and tools involved in the planning, scheduling, and monitoring of projects.

## Learning Outcomes

Successful candidates will understand the key principles and terminology within the Project Planning & Control guidance. More specifically:

- ✓ The approaches and products used to gain a clear definition of a project
- ✓ The approaches and techniques used to plan and close a project
- ✓ The selection and use of appropriate scheduling techniques
- ✓ The practices used for rigorous monitoring to enable proactive control of the project
- ✓ The basis for good record keeping, which also facilitates the virtuous feedback and learning cycle.

## Who is the Project Planning & Control Foundation Certification for?

Project Planning and Control Foundation is ideal for anyone involved in planning, scheduling, and controlling projects, including Project and Programme Managers, Planning Managers, Planning Engineers, Project Control Managers, Project Control Engineers, Cost Engineers, and anyone involved in Project Support or Project Management Office (PMO) roles.

## Course Details

**Level**  
Beginner

**Length**  
Online: 10-15 Hours  
Classroom/Virtual: 3 Days

**Pre-requisites**  
None

**Exam Format**  
Multiple Choice,  
50 Questions

**Exam Duration**  
40 Minutes

**Pass Mark**  
50%



*I attended the PPC course (virtually) and really enjoyed it. Terry was absolutely great, very patient and explained in an easy-to-understand way. Highly recommend.*

Emily, Delegate

Flexible Learning Options



ON-SITE



CLASSROOM



E-LEARNING



MOBILE



VIRTUAL

# Project Planning & Control PRACTITIONER



The Project Planning & Control Practitioner Certification is designed to take the understanding established during the Foundation Certification and develop in individuals the ability to apply theory and best practices to real world project scenarios.

## What does the Project Planning & Control Practitioner Certification cover?

After the understanding established in the Foundation Certification, the Project Planning & Control Practitioner Certification equips project professionals with the knowledge and skills to bring the theoretical understanding to life and apply it to given project scenarios. This will enable and empower them to work successfully as part of a team within a project support environment.

## Learning Outcomes

In addition to displaying the understanding required at Foundation level, successful Practitioner candidates will be able to demonstrate a deeper understanding of the key techniques, principles and terminology within Project Planning & Control.

More specifically, they will be able to use, interpret or assess:

- ✓ The approaches and key products used to gain a clear definition of a project
- ✓ The approaches and techniques used to plan and close a project
- ✓ The scheduling techniques and appropriate presentation of the outputs
- ✓ The management of risk in the planning, execution and evaluation of a project
- ✓ The practices and data used for rigorous monitoring to enable proactive control of the project.

## Who is the Project Planning & Control Practitioner Certification for?

As with the Foundation Certification (see above), the Practitioner Certification is ideal for anyone involved in planning, scheduling, and control of projects.

## Course Details

**Level**  
Intermediate

**Length**  
Online: 15-20 Hours  
Classroom/Virtual: 2 Days

**Pre-requisites**  
Project Planning & Control  
Foundation

**Exam Format**  
8 Questions  
10 Marks Per Question  
Open Book

**Exam Duration**  
3 Hours

**Pass Mark**  
50%



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*I don't think I have ever left a review anywhere but I really have to show my appreciation... it was so user friendly, clear and concise in detail.*

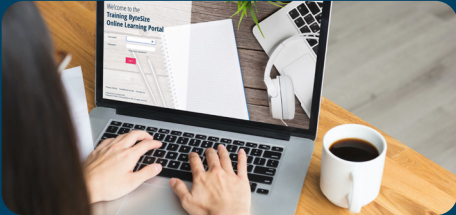
*I definitely recommend!*

Beverley, Delegate

# Flexible Study Options

## Study online

- Study at your own pace on our dedicated Learning Platform
- Access the course and exam anywhere, anytime
- Engaging and expert content



You can study our course online at your own pace from anywhere in the world via our dedicated Learning Platform.

Designed by skilled animators and the most knowledgeable script writers, our online courses are incredibly engaging and use a mix of audio, film, animation, pictures and diagrams; this ensures they are suitable for all types of learners.

Quality online learning is at the heart of what we do, so when you study a Training ByteSize course you can be assured of a tried and tested quality product.

## Study in a virtual classroom

- Teaching in the comfort of your home or office
- Ask questions to our trainers throughout the training using a webcam or headset
- Expert trainers
- Access training and take your exam anytime, anywhere



Our Virtual Course platform delivers accredited and certified training, led by leading subject matter experts, direct to your home, mobile, computer or office without the hassle of travelling or staying away. It is so easy to fit in an online class into your busy schedule; simply log in from home, the office, or even while you are travelling.

Students can ask questions using a headset, webcam, or a chat window, and have their questions answered, just like in a traditional classroom. Questions can be lined up and answered at intervals without interrupting the teacher's flow of thought. There is no difference in the level of interaction – in fact, distractions are significantly reduced because of this way of teaching.

If you have a group to train, we have a structured programme in place to ensure everyone gets the most out of the course. We offer a managed service where we can provide regular reports on learners' progress and share quiz results to ensure only those that are ready are put forward for the exam.



*The administration and communication were excellent, and the course delivery was also excellent – being comprehensive and engaging, despite me being in virtual attendance.*

*I will be recommending TrainingByteSize to our group learning and development team and will be my 'go to' for future learning requirements.*

**Sarah, Delegate**



## Study onsite

- Bespoke training option
- Cost effective learning for groups
- Save time and money on travel expenses - we come to you
- Access to some of the best trainers in the industry
- Pre-course learning materials
- Telephone and email support



If you are looking to train a team of people, you will find that our onsite training is a viable and cost effective option for you. You will also find you save money through the omission of travel, accommodation, and dinner expenses.

If you have a training room onsite you are more than welcome to take advantage of that. Or if you prefer, we could organise the project management training at a local venue, giving delegates a fresh learning environment.

Our trainers have a minimum of 10 years training experience, and with extensive experience in running and managing live projects, they have the real-life experience to bring the training to life and ensure that learners gain applicable knowledge.

Contact our expert team of learning advisors for a tailored quote and to find out more.



## Fully Accredited Training, Globally Recognised

Project Planning & Control Certification with Training ByteSize is a surefire way to show that you are the best candidate to assure the security of any project, mitigate risks, and increase significantly the likelihood of project success.

The guidance can be applied to any project within any company regardless of sector or location, so accreditation is a great step whether you're an individual trying to improve your skills or develop your career path, or a business looking to develop your people and aid retention of staff.

What's more, the certification is fully accredited internationally recognised, meaning that your certifications will travel with you, no matter where you go.



*Training ByteSize was incredibly easy to use and incorporates all of the material you require to pass the exam.*

*An extensive and thorough training experience which involves and engages the trainee at every stage.*

**M.Ryan, delegate**

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## About Us

At Training ByteSize, we are experts in delivering accredited project, programme and IT service management training through a range of study styles. With **over 30 years' experience** in the industry, your success is key to our success.

**We understand how people learn**, we know how to train people to pass their exams, and we employ the best trainers and specialise in small class sizes to help you get the best from your investment.

**We are very proud to boast an almost 100% pass rate in our exams and we are delighted with our five star reviews** from individual learners to international corporate clients alike. As a business that is passionate about **engaging, educating, enhancing and empowering** project professionals worldwide, Training ByteSize is a well-established and trusted organisation that knows what it takes for professionals to succeed in today's ever-changing world.

**We thrive on providing a reliable service to customers and we are proud to maintain an exceptional renewal rate with our corporate clients.** Perhaps one of the biggest reasons for this success is our bespoke approach; we provide the training in the exact way you want it, whether that is on-site, online, virtual, classroom-based or a combination of these. As a family-run business we are small enough to care, but big enough to support clients from start to finish in the way they would like to learn.

**All our trainers are highly experienced and respected project and change managers** in addition to being passionate accredited trainers. They each bring a wealth of experience to the classroom with a minimum of 15 years practical experience and 10 years training experience.

**Wherever in the world you are, we are here to help. We can carry out a comprehensive analysis of your business to accurately identify gaps in skills and knowledge, and tailor packages to meet your exact requirements. Please speak to our friendly team of experts today to find out how we can help.**

*Victoria Graham*

Managing Director



Flexible Learning Options



ON-SITE



CLASSROOM



E-LEARNING



MOBILE



VIRTUAL

**Accredited training** with **exceptional pass rates**. Delivered online, in the classroom, blended, or virtually.

Our portfolio of industry-leading qualifications includes:

- AgileBA®
- AgilePM®
- APM Apprenticeships, PFQ, PMQ and ChPP
- Better Business Cases™
- Business Analysis
- Business Relationship Management®
- Certified PPP Professional (CP3P)
- Change Management
- Essentials for PMO Administrators
- ITIL® 4
- Managing Benefits
- Managing Successful Programmes®
- Praxis™
- PRINCE2 Agile®
- PRINCE2®
- Professional Scrum Master
- Project Planning and Control
- Service Desk Analyst

Visit Our Website  
and Learn More Today:

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