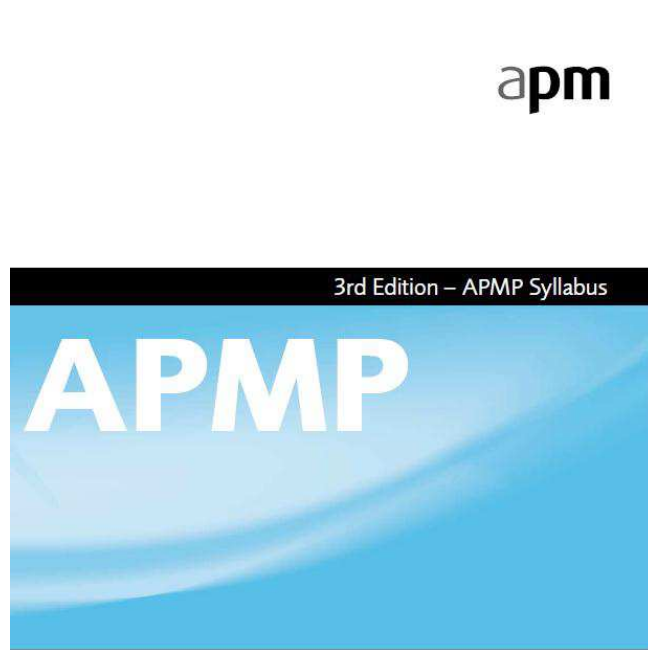# PARALLEL

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We're with you all the way.

HOW TO PASS THE APMP EXAM

Hints and Tips

Module Objectives

By completing this module, you will be able to:

□ Explain the structure of the APMP Syllabus.

□ Describe the format of the exam.

□ Explain how to manage time during the exam.

□ Understand what a question and answer should look like.

□ Describe some hints and tips for passing the exam.

□ Know how to prepare for the exam

□ Explain revision tips

a**pm**

3rd Edition – APMP Syllabus

APMP

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Parallel Learning System

- Parallel
  - Study Guide
  - e-learning
  - Podcasts
  - On-line forum
  - Workshops
  - Study groups
- APM
  - Syllabus
  - Guidance notes
  - APM Bok (?)

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What is in the Syllabus?

Project Management in Context

Planning the Strategy

Executing the Strategy

Techniques

Business and Commercial

Organisation and Governance

People and Profession

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Structure of Syllabus

1 Project management in context

Title	Learning outcomes	Topic coverage	BOK Ref
Project management	A. Distinguish between project management and business-as-usual. B. Explain the benefits of project management. C. Explain the challenges that organisations face when using project management. D. Distinguish bet... the phases	■ Compare and contrast projects versus business-as-usual type activities within an organisation. ■ The benefits of using project management. ■ The challenges of using project management within an organisation.	1.1
Programme management	A. Distingui... managem... B. Describe ... programm... C. Explain th... D. Explain th... programm...		1.2
Portfolio management	A. Distinguish ... management... B. Explain situations where portfolio management would be appropriate.	... The characteristics of portfolio management. ■ Risk versus return in relation to why projects are prioritised. ■ Recognise that the capacity of an organisation to undertake projects is linked to its available resources and how it forms part of portfolio management. ■ Situations where the use of portfolio management is appropriate.	1.3

Learning Outcome
A. Distinguish between project management and business as usual?

Exam Question
1) List and describe five differences between projects and business a usual?

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List and Describe five differences between a project and business as usual operations?
1) Project are temporary
2) Projects bring about change
3) Business as usual is repetitive
4) Projects involve significant risk with a high likely hood of failure
5) Project teams disband at the end of the project

1) A project has a start and a finish whereas a BAU are on-going operations which a repetitive in nature. For example introducing and IT system is a project whereas manufacturing car is an operations. A project is a set of coordinated activities which are planned, monitored and controlled.
2) Projects brings about change which will ideally deliver benefits once the project is completed whereas BAU is steady process and where changes are made slowly via looks for continual improvement.
3) BAU is routine and has the same people working together whereas a project tend to bring people together that probably have never worked together. This can be one of the major challenges in project environment as not everyone will in the project team will understand the motives and expectation of the other team members.
4) There are risks associated with projects where in BAU people are sometimes adverse to risk. This is because project involve significant change and the results cannot be evaluated until the end of the project. Whereas the results of BAU activities are more immediate.
5)Projects team are disbanded when the project is finished where BAU have people continuity. This presents a real challenge for a project manager at the end of the project because it can lead to de-motivation of the project team whereas BAU activities are more stable.

Format of the Exam (part1)

- To pass
  - you need to know the APM BOK from the study guide
  - Complete 10 out of 16 questions
  - Score 55% on average across the questions
  - As each question has 50 makes you need 275 marks in total

- You need to
  - Learn the BoK Study Guide
  - Attempt all 10 questions
  - Answer at least 60% of each question well
  - Don't worry if you don't know all the answers

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Types of Questions

List:	A simple list of terms or phrases with no description or explanation of what each term or phrase is or means. Candidates are not required to give a structured sentence.
State:	A coherent single sentence that summarises, for each point, what something is or means.
Describe:	A clear description of what is understood by a term or phrase. Each point requires a short paragraph made up of more than one sentence.
Explain:	An explanation making clear the meaning and relevance of an idea or concept. Each point requires a paragraph made up of two or more sentences. It may be appropriate to provide examples or use diagrams to clarify your explanation. However if there are specific marks for examples or diagrams this will be explicitly stated in the question.
List and Describe:	**Where a single question asks for a candidate to List and then Describe candidates should either: List the number of points needed first and then describe them in a separate paragraph, or use clearly defined sub-headings in the text to indicate the points listed.**

Managing Time in the Exam

- Total Duration: 3 hours (180 minutes)
- Ten questions: 15 minutes each
- Leaving
  - 10 minutes to read the paper (twice)
  - 10 minutes to review answers at the end
  - 10 minutes spare

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General Hints and Tips

Exam Technique Checklist

- ☐ Read the question (twice)
- ☐ Plan your answer (on the question paper)
- ☐ Start each question on a new page
- ☐ Keep it legible
- ☐ Show you working
- ☐ Leave space between each point
- ☐ Avoid too much work place jargon
- ☐ Use real life examples

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Revision Notes

Revision Tips

1) Memorise equations on flash cards

2) Plan your revision little and often

3) Revise what you don't know (not what you already know)

4) If one topic is completely inaccessible then leave if out and an ignore the question if it comes up

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