This professional certification is not regulated by the following United Kingdom Regulators - Ofqual, Qualification in Wales, CCEA or SQA
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Change History

Any changes made to the syllabus shall be clearly documented with a change history log. This shall include the latest version number, date of the amendment and changes made. The purpose is to identify quickly what changes have been made.

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<thead>
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<tr>
<td>Version 6.4 December 2016</td>
<td>Strapline regarding regulated statement has been added</td>
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<tr>
<td>Version 6.3 March 2015</td>
<td>Updated language requirements for additional time and use of dictionaries. Standardised trainer requirements.</td>
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<tr>
<td>Version 6.2 October 2013</td>
<td>Updated trainer requirements to show a minimum pass rate.</td>
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<tr>
<td>Version 6.1 September 2012</td>
<td>Added in Reading List, Levels of Knowledge, Skill Levels, Classroom sizes, Trainer and Additional Time Requirements.</td>
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<tr>
<td>Version 6.0 April 2012</td>
<td>Removed reference to ISEB where appropriate and replaced with BCS. No change to the content.</td>
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<tr>
<td>Version 5.0 June 2011</td>
<td>Re-branded and re-formatted. Added in the examination format on final page.</td>
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Entry Criteria

These qualifications are aimed at practitioners with previous experience or training in people management, motivation and control.

In addition, candidates should have:

- A minimum of four years' experience of management or four years' in Information Systems and have attended an accredited training course leading to the Certificate;
- or
- A minimum of three years' experience as a project manager including the use of a recognised methodology. A report should also be submitted detailing the candidate's work experience and practices (direct entry route);

Open University (OU865M) qualification holders with either of the above can also apply for exemption from the course and written examination, allowing them to proceed directly to the oral examination. This is subject to the Certificate being passed no more than 5 years prior to the BCS oral examination date. A copy of the Certificate is required by BCS as verification that the candidate holds this qualification.

PRINCE2 Practitioners can apply for the PRINCE2 Conversion course. Candidates who already hold the PRINCE2 Practitioner qualification may take a shorter 40 hour course (rather than the standard 80 hour course). A copy of the PRINCE2 Practitioner Certificate is required by BCS when registering for the oral as verification that the candidate holds this qualification.

Format and Duration of the Examination

The examination is based around 3 parts:

**Candidate Assessment**
Candidates will need to have a positive assessment which is part of the course to take the written examination.

**Written Examination**
Candidates will need to achieve a pass (50% overall and a 50% pass mark for Question 1) to pass the written examination.

**Oral Examination**
Candidates who have passed the written examination will be invited to attend a 45 minute oral examination. Candidates may be questioned on any of the topics on the syllabus including those already covered in the written examination as well as their background qualifying experience. Candidates must take the oral examination within 12 months of the notification of the written examination result.

Once all three have been successfully completed, candidates will be awarded the Certificate in Project Management.

Guidance for Accredited Training Organisations

Each major subject heading in the syllabus is assigned an allocated time. The purpose of this is to give both guidance on the relative proportion of time to be allocated to each section of an accredited course and an approximate minimum time for the teaching of each section. Accredited Training Organisations may spend more time than is indicated and candidates may spend more time again in reading and research. The total time specified in this syllabus is 80 hours of lecture.
and practical work. The course may be delivered as a series of modules with gaps between them, as long as it meets all other constraints. Courses do not have to follow the same order as the syllabus.

**Additional time for candidates requiring Reasonable Adjustments due to a disability**

Candidates may request additional time if they require reasonable adjustments. Please refer to the [reasonable adjustments policy](#) for detailed information on how and when to apply.

**Additional time for candidates whose language is not the language of the examination**

If the examination is taken in a language that is not the candidate’s native / official language then they are entitled to 25% extra time.

If the examination is taken in a language that is not the candidate’s native / official language then they are entitled to use their own *paper* language dictionary (whose purpose is translation between the examination language and another national language) during the examination. Electronic versions of dictionaries will not be allowed into the examination room.

**Levels of Knowledge / SFIA Levels**

This course will provide candidates with the levels of difficulty / knowledge highlighted within the following table, enabling them to develop the skills to operate at the levels of responsibility indicated.

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<td>Set strategy, inspire and mobilise</td>
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<td>K6</td>
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**Excerpts from BCS Books**

Accredited Training Organisations may include excerpts from BCS books in the course materials. If you wish to use excerpts from the books you will need a license from BCS to do this. If you are interested in taking out a licence to use BCS published material you should contact the Head of Publishing at BCS outlining the material you wish to copy and the use to which it will be put.
Syllabus Content

1. Overview (4 hours or 5% of time)

Objective: to give an introduction to the total process of project management

1.1. Strategy

1.1.1. Explain the relationship between strategic planning, programme management and projects.
1.1.2. Outline and explain the content of the business case that is needed for a project (or a portfolio of projects).
1.1.3. Formulate and document the objectives of a project in the form of measurable success criteria.
1.1.4. Identify an appropriate strategy or approach which will fulfil the requirements of a project.
1.1.5. Assess the implications for a project of the organisation and business culture of its development and implementation environments.

1.2. Project Management

1.2.1. Describe the role of project managers identifying the range of matters that are their concern and the qualities they need to display.
1.2.2. Explain the central role of quality management in project planning and control.
1.2.3. Demonstrate an understanding of the types of information (for example those relating to plans and progress) that need to be maintained for a project and explain why each type is needed.
1.2.4. Demonstrate an understanding of the dynamic nature of planning and of the need to develop, modify and manage plans during the course of a project.
1.2.5. Explain how software tools can be used to support project management tasks.

1.3. Project Life-Cycle

1.3.1. Identify the start and end of a project
1.3.2. Identify those processes, mainly concerned with project justification and initiation that have to take place before the execution of a project can start.
1.3.3. Describe the typical steps in the conventional project and system life cycles.
1.3.4. Assess where variations on the conventional project life cycle, such as the use of prototypes or an iterative or incremental approach, would be beneficial.

1.4. Organisation

1.4.1. Identify the organisational structure needed to manage a particular project, especially with regard to the need to bring various skills that might be associated with different organisational units to bear on the project.
1.4.2. Identify the different management roles that need to be filled and allocate responsibility for those roles in a project.
1.4.3. Explain the relationship between the management of an individual project and the higher level management that may be concerned with a programme of related projects.
1.4.4. Demonstrate an understanding of the different ways in which the functional staff groups in an organisation needed to implement a particular project can be organised e.g. functional versus project orientated organisation or the use of matrix management.
1.5. Ethical and Legal Considerations

1.5.1. Demonstrate awareness of professional codes of practice and conduct that relate to the planning and execution of a project.

1.5.2. Note: Familiarity with the Codes of Conduct and Practice of the British Computer Society (and/or ACM) would be expected.

1.5.3. Demonstrate awareness of the possible legal implications of a project, including those relating to health and safety.

1.5.4. Demonstrate an understanding of how contract law affects projects, including its impact on intellectual property rights, penalty clauses and damages, and the terminology used in contracts.

1.5.5. Explain the relationship between prime contractor client contracts and sub-contractor contracts.

2. Managing Plans (17.5% or 14 hours)

Objective: to provide a means to establish control and to monitor the progress of the project.

2.1. Plans

2.1.1. Understand and construct the various types of planning products used in a project including product and work breakdowns, activity networks, schedules and budgets.

Note: candidates would be expected to demonstrate an understanding of critical path network analysis, the calculation of earliest and latest start and finish dates and floats for activities and the identification of critical and sub-critical paths.

2.1.2. Define the scope of a project by including appropriate wording in a terms of reference document (or the equivalent).

2.1.3. Assess the relative effectiveness of alternative plans for the same project, for example by balancing a shortened duration against increased costs.

2.1.4. Explain the principles and practice of baseline plans.

2.1.5. Revise and update a plan to cater for changes.

2.1.6. Assess the consequences of planned activity durations being exceeded and build adequate contingency into a plan.

Note: candidates would be expected to demonstrate an understanding of the relationship between estimated durations and probability (by, for example, providing most likely, most optimistic and most pessimistic estimates for each activity).

2.1.7. Calculate the costs implied in a plan so that the balance of costs and benefits for a project can be assessed and the stated business case can be assured.
2.2. Estimating

2.2.1. Apply appropriate techniques to estimate the resources, including effort, and elapsed time needed both at the level of an overall project and for individual activities.

*Note:* the techniques that candidates would be expected to understand would include analogy, parameter-driven techniques (based on quantifying effort drivers) and activity-driven techniques (based on identifying project activities).

2.2.2. Explain the use of software tools to assist the effective application of the techniques in 2.2.1.

2.2.3. Explain the management and administrative arrangements upon which effective estimating depend, such as the need for the collection and storage of historical information relating to the effort expended on projects.

2.2.4. Measure the important attributes of a project and its activities and products that have a bearing on the amount of resource required.

2.2.5. Measure and monitor the productivity rates associated with different types of activity in a project.

*Note:* candidates would be expected to understand the principles of function point techniques, especially as an indicator of information processing size and their application in productivity measurement and effort estimation, but would not be expected to apply function point counting rules.

2.2.6. Reassess the resource requirements and durations of activities in the light of revisions to project requirements or variations in productivity factors.

2.3. Acceptance of Plans

2.3.1. Present project plans in a form appropriate for those who have an interest in a project.

2.3.2. Describe how the approval for plans by project sponsors would be obtained.

2.3.3. Describe how the commitment of other stakeholders in a project would be obtained.

2.4. Project Reviews

2.4.1. Identify those points within a project where formal project assessment should take place.

2.4.2. Identify the appropriate methods of assessing a project when a control point occurs.

2.4.3. Describe how reviews to ensure the continuing integrity of the business case would be carried out.

2.4.4. Identify the appropriate procedures to close a project formally (including, for example, those by various stakeholders can record acceptance of project closure).

2.4.5. Outline the purpose and content of a post implementation review.
3. Managing People and other Resources (20 hours)

Objective: to enable managers to identify, organise, motivate and schedule staff to meet project objectives within time, cost and quality constraints and to enable managers to identify and schedule all other resources required in the project.

3.1. Skills

3.1.1. Draw up job descriptions for the staff needed on a project.
3.1.2. Draw up staff profiles that match job descriptions.
3.1.3. Assess the suitability of available staff to carry out particular jobs within a project team.
3.1.4. Assess training needs and plan appropriate training where needed within a project.
3.1.5. Negotiate with internal and external suppliers of services to fulfil particular staffing requirements within a project.
3.1.6. Identify situations where external resources, including consultants, could be usefully employed to fill shortfalls of expertise within a project.
3.1.7. Explain how the relationships with the external suppliers of resources can be managed so that mutual expectations are clearly defined and the outcome of work meets the needs of the project and the organisation.

3.2. Project Organisation

3.2.1. Describe how a project team is set up and maintained.
3.2.2. Allocate the most appropriate staff to individual tasks.
3.2.3. Identify the most appropriate organisation for a project team.
3.2.4. Demonstrate an understanding of how good working relationships can be created between team members by various methods including the application of appropriate leadership styles and the awareness of personality compatibilities.

Note: Candidates should be able to demonstrate an awareness of techniques such as the Belbin analysis of management team roles.

3.2.5. Demonstrate how meetings are arranged and managed effectively.
3.2.6. Communicate effectively both orally and in writing.

3.3. Human Resource Management

3.3.1. Demonstrate an awareness of how staff can be motivated by various methods including appropriate rewards systems.
3.3.2. Assign staff to project tasks, monitor their performance and release staff from a project as needed.
3.3.3. Communicate effectively with team members and with project stakeholders, including project sponsors and senior management.
3.3.4. Explain how a project manager can manage and reduce conflicts between the parties involved in a project.
3.4. Technical Management

3.4.1. Use indicators of productivity to review the effectiveness of development and other activities being carried out in the project.
3.4.2. Evaluate the effect on productivity of changes in development methods.
3.4.3. Explain appropriate and effective procedures for selecting external suppliers of goods and services.
3.4.4. Select the most appropriate payment arrangements for externally supplied goods and services (including time and materials, fixed price and value-based arrangements).
3.4.5. Identify the legal implications of agreements with external suppliers and provide legal specialists with the information required to draw up legally binding contracts.
3.4.6. Set up procedures for monitoring and controlling the provision of externally provided goods and services so that they meet the requirements of the project.

3.5. Resources other than Staff

3.5.1. Assess and record the requirements for the resources needed in a project in addition to staff.
3.5.2. Locate such resources that are both suitable and sufficient to meet the needs identified in 3.3.1.
3.5.3. Allocate resources to tasks giving particular attention to timing.
3.5.4. Monitor resources to ensure that they are available when required.
3.5.5. Assess the risk that allocated resources will not be adequate for the successful completion of tasks and formulate appropriate contingency plans to deal with this eventuality.
3.5.6. Assess the expenditure needed to acquire resources and the timing of cash outflows during the project.

4. Managing the Development and Delivery of Project Products (18 hours)

Objective: to provide the means of establishing and maintaining control of the products, including documentation, of a project, and to provide the product baselines from which change control can be exercised.

4.1. Product Definition

4.1.1. Identify all the products of a project, including both deliverables and intermediate products, and also those produced for management and quality control.
4.1.2. Define the key attributes of each product, including its format, purpose, ownership, acceptance criteria and its relationship to other products.
4.1.3. Specify the quality criteria and acceptance arrangements for each product.
4.1.4. Allocate responsibilities for the management, development and quality assurance of each product.
4.1.5. Identify the activities needed to create each product.
4.1.6. Allocate the creation of products to suitable work packages.
4.2. Control During Production

4.2.1. Monitor the development of individual products during a project.
4.2.2. Review the overall progress of the project in developing products on time, and according to cost and quality targets.
4.2.3. Identify the procedures that would need to be in place to gather the information needed to control a project.
4.2.4. Describe the process by which higher management, project sponsors or stakeholders can be effectively informed of the progress of the project.
4.2.5. Select appropriate significant events in the project (‘milestones’) at which project management will need to report to the project sponsors on progress and seek authorisation to continue.
4.2.6. Explain the content of management progress reports.

**Note:** Candidates would be expected to know how to calculate earned value and to be able to apply the measures of effectiveness associated with earned value.

4.2.7. Identify and implement effective actions to bring the development of a product back on course if there are any deviations from plans.

4.3. Resource Management

4.3.1. Monitor resources to ensure that they are available when required.
4.3.2. Assess the risk that allocated resources will not be adequate for the successful completion of tasks and formulate appropriate contingency plans to deal with this.
4.3.3. Establish the means of collecting information about expenditure on resources, including expenditure to which the project will be committed even if it has not yet been incurred.
4.3.4. Assess alternative measures to deal with deviations from plan that emerge during the course of a project with particular attention to resource and cost implications.
4.3.5. Apply appropriate solutions where the resources needed by a project are greater (or less) than those actually available.

4.4. Configuration Management and Change Control

4.4.1. Use configuration management techniques to record the development status of products and to identify the effects of changes to each product on related products.
4.4.2. Take account of the tools and techniques that are available to assist effective configuration management.
4.4.3. Plan procedures to ensure that products, once accepted, are not subjected to unauthorised changes.
4.4.4. Where a change is required to a product that has been accepted by the users, ensure that procedures are in place and are used that effectively control rework.
4.4.5. Ensure that effective procedures are in place and are in use which control the release of products for use operationally and/or for subsequent development and to deal with any subsequent modifications to those products.
4.4.6. Establish procedures by which the integration of product components can be effectively accomplished.
4.5. Delivery of Products

4.5.1. Ensure that effective procedures are in place and are in use which control the transfer between different phases of development.

4.5.2. Ensure that effective product acceptance procedures are in place and are carried out.

4.6. Maintenance of Documentation

4.6.1. Display an understanding of the procedures needed for the effective updating of documentation so that it can be ensured that correct procedures to do this are in place and in use within the project.

4.6.2. Identify the responsibilities of team members in relation to the maintenance of documentation with particular reference to the role of the configuration management librarian.

4.7. Types of Documentation

4.7.1. Describe the form and purpose of the various types of documentation that are used and maintained by a project, including that relating to standards, planning, progress and quality assurance and control.

4.7.2. Organise the storage and retrieval of documentation used in a project so that it is easily and correctly accessed and updated as the project progresses.

5. Managing Quality (12 hours)

Objective: to provide the means to establish the quality environment, and to control the project against agreed standards.

5.1. Quality Management Systems

5.1.1. Demonstrate an understanding of the purpose of a quality management system and the circumstances in which a formal version of such a system might or might not be appropriate.

5.1.2. Assess an existing quality management system that records the quality requirements for the products of a project and ensures that these requirements are satisfied, and, if necessary, suggest modifications to the system to remedy any perceived shortcomings in it.

5.1.3. Explain how the quality of products in respect to a project can be managed in an effective manner.

5.1.4. Apply the policies and standards laid down in a quality manual and where this does not exist, create a quality manual.

5.1.5. Set up and execute procedures to certify that products meet quality requirements.

5.1.6. Specify the measurement data that needs to be collected in order to monitor the effectiveness of a project’s quality plan.
5.2. Quality Standards

5.2.1. Demonstrate knowledge of the format required for adequate quality specifications of key products.
5.2.2. Identify, understand and apply appropriate external quality standards, modifying and extending them as necessary to meet specific project requirements.

Note: candidates would be expected to be aware of the BS EN ISO 9001 standard for quality management systems.

5.3. Quality Plans

5.3.1. Devise effective and appropriate quality plans which detail how the quality of both individual products and the overall quality of the system or application to be delivered are to be controlled.
5.3.2. Devise appropriate procedures by which project managers and others can be assured that quality control is being carried out effectively.

5.4. Quality Assurance

5.4.1. Demonstrate appropriate quality control and assurance techniques including reviews, inspections and audits.
5.4.2. Describe how the performance of the quality management system can be monitored during the execution of a project.

6. Managing Change (6 hours)

Objective: to provide the means to consider and assess proposed changes and to control approved changes.

6.1. Responding to Change

6.1.1. Demonstrate an awareness of the sources of change including those in the business, organisational and governmental environments and in the users’ operational needs.
6.1.2. Respond effectively to changes in the resources available, including changes in costs and the circumstances of suppliers.
6.1.3. Respond effectively to changes in technical requirements and the technical environment (e.g. the hardware and software platforms), including changes in the delivery capabilities of new technologies.
6.1.4. Respond effectively to changes in the business case underpinning a project.

6.2. Controlling Change

6.2.1. Explain procedures to document, control and manage requests for change.
6.2.2. Explain procedures that will effectively assess the impact of proposed changes on the scope of the project and on the subsequent need for resources to implement the change.
6.2.3. Implement agreed changes in a controlled, orderly and efficient manner.
6.2.4. Update project documentation to take account of the changes.
6.2.5. Review the actual impact of changes.
7. **Managing Risk (6 hours)**

Objective: to provide an opportunity to consider the risks that can threaten the success of a project and steps that can be taken to remove or reduce the threat of such risks

**7.1. Risk Identification**

7.1.1. Assess and, where appropriate, quantify the business implications of individual risks.
7.1.2. Given a project with specific objectives in a specific environment, demonstrate the way risks to the success of the project are identified, including both the source of each risk and its potential damage.

**7.2. Risk Evaluation**

7.2.1. Evaluate the potential importance of each risk that is identified, both in terms of the potential damage that it may inflict and the probability of it occurring.

**7.3. Risk Planning**

7.3.1. Identify and justify actions that could be taken to avoid or reduce identified risks.
7.3.2. Assess the balance of the cost of a risk reduction activity against the reduction in the exposure to a particular risk.
7.3.3. Identify remaining elements of risk within a plan and present appropriate policies to deal with these risks should they materialise.
7.3.4. Assess the amount of resource needed to deal with contingencies.
7.3.5. Use the assessment of risk to generate time and cost contingency and explain how contingency is to be monitored and used during a project in conjunction with a risk register.
Format of the Examination

<table>
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<th>Type</th>
<th>Written Examination: Answer all 3 questions</th>
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<tr>
<td>Duration</td>
<td>15 minutes reading time followed by a 3 hour examination preceded by 15 minutes reading time. Candidates are entitled to an additional 45 minutes (25%) if the examination is taken in a language that is not the candidate’s native / official language.</td>
</tr>
<tr>
<td>Supervised/Invigilated</td>
<td>Yes</td>
</tr>
<tr>
<td>Open Book</td>
<td>No</td>
</tr>
<tr>
<td>Pass Mark</td>
<td>Pass Mark is 50% (must also get 50% on Question 1)</td>
</tr>
<tr>
<td>Distinction Mark</td>
<td>N/A</td>
</tr>
<tr>
<td>Delivery</td>
<td>Paper based examination only via an BCS Accredited Training Organisation</td>
</tr>
</tbody>
</table>

Trainer Criteria

Criteria

- Hold the BCS Certificate in Project Management
- Have 10 days training experience or hold a train the trainer qualification
- Have a minimum of 3 years practical project management experience using PRINCE2 methodology

Classroom Size

| Trainer to candidate ratio | 1:16 with a recommendation of a minimum of six candidates on a course. For courses with seventeen or more delegates, two course tutors must be present throughout the course (i.e. one tutor for every sixteen candidates). |

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Project Management Certificate Syllabus V6.4
December 2016
# Recommended Reading List

The syllabus is designed to indicate the scope of the topics to be covered on courses and subsequently in examinations and to define a common terminology to be used in the exam paper.

There are a range of recognised project management methodologies and other techniques / approaches as taught by other Accredited Training Organisations which may be equally valid in a particular set of circumstances. Hence different texts may be relevant to different courses and Accredited Training Organisations should be consulted on this matter.

However, the books listed below are suggested as giving a good survey of the general area of the syllabus, but they should be consulted in conjunction with the BCS Project Management Certificate syllabus if a precise idea of the scope of the Certificate is required.

## General introductory books on project management – not IS specific

<table>
<thead>
<tr>
<th>Title</th>
<th>Project Management: Get from the idea to implementation successfully</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Marion E Haynes</td>
</tr>
<tr>
<td>Publisher:</td>
<td>Crisp</td>
</tr>
<tr>
<td>Publication Date</td>
<td>November 2009 (4(^{th}) Edition)</td>
</tr>
<tr>
<td>ISBN</td>
<td>1426018568</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>5-Phase Project Management - A practical planning and implementation guide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Joseph W Weiss and Robert K Wysocki</td>
</tr>
<tr>
<td>Publisher:</td>
<td>Addison-Wesley</td>
</tr>
<tr>
<td>Publication Date</td>
<td>May 1992</td>
</tr>
<tr>
<td>ISBN</td>
<td>978-0201563160</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Managing Projects Made Simple</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>David Nickson and Suzy Siddons</td>
</tr>
<tr>
<td>Publisher:</td>
<td>Routledge</td>
</tr>
<tr>
<td>Publication Date</td>
<td>September 1997</td>
</tr>
<tr>
<td>ISBN</td>
<td>978-0750634717</td>
</tr>
</tbody>
</table>

## General books on software and IS project management

<table>
<thead>
<tr>
<th>Title</th>
<th>Software Project Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Mike Cotterell and Bob Hughes</td>
</tr>
<tr>
<td>Publisher:</td>
<td>McGraw-Hill Higher Education</td>
</tr>
<tr>
<td>Publication Date</td>
<td>May 2009</td>
</tr>
<tr>
<td>ISBN</td>
<td>978-0077122799</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Project Management for Information Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Don Yeates</td>
</tr>
<tr>
<td>Publisher:</td>
<td>Prentice Hall</td>
</tr>
<tr>
<td>Publication Date</td>
<td>October 2007</td>
</tr>
<tr>
<td>ISBN</td>
<td>978-0132068581</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Introduction to Project Management and Quality Assurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Darrel Ince, Helen Sharp and Mark Woodman</td>
</tr>
<tr>
<td>Publisher:</td>
<td>McGraw-Hill</td>
</tr>
<tr>
<td>Publication Date</td>
<td>January 1993</td>
</tr>
<tr>
<td>ISBN</td>
<td>978-0077074364</td>
</tr>
</tbody>
</table>
Other books worth looking at:

Title: Mythical Man Month - Essays on Software Engineering
Author: Frederick Brooks
Publisher: Addison Wesley
Publication Date: August 1995 (2nd Edition)
ISBN: 978-0201835953
A slightly dated but classic exposition of the central issues of software project management from the man who was in charge of the IBM 360 Operating System development project.

Title: Software Project Management Readings and Cases
Author: Chris Kemerer
Publisher: McGraw-Hill
Publication Date: September 1996
ISBN: 978-0071153508
A collection of classic papers on topics such as estimation, risk management, lifecycles, re-use and process improvement.

Title: Managing Software Development Projects
Author: Neil Whitten
Publisher: John Wiley & Sons
Publication Date: September 1995
ISBN: 978-0471076834
This gives a flavour of the IBM approach.

Strategic planning and scope

Title: Information Systems: Strategy to Design
Author: Chris Claire and Gordon Stuteley
Publisher: International Thomson Computer Press
Publication Date: December 1994
ISBN: 978-0412576706

Title: Prototyping: Effective Use of CASE technology
Author: Roland Vonk
Publisher: Prentice Hall
Publication Date: September 1989
ISBN: 978-0137315895

Title: Principles of Software Engineering Management
Author: Tom Gilb
Publisher: Addison-Wesley
Publication Date: January 1988
ISBN: 978-0201192469

Title: Strategies for Software Engineering: The Management of Risk and Quality
Author: Martyn A Ould
Publisher: John Wiley & Sons
Publication Date: September 1990
ISBN: 978-0471926283
Planning

Title: PRINCE: A Practical Handbook
Author: Ken Bradley
Publisher: Butterworth-Heinemann
Publication Date: September 1992
ISBN: 978-0750605878

Title: Advanced Project Management: A Structured Approach
Author: F L Harrison
Publisher: Gower Publishing
Publication Date: July 2001
ISBN: 978-0566078224
A general project management book – not just software projects.

Title: Project Management
Author: Dennis Lock
Publisher: Gower
Publication Date: September 2007
ISBN: 978-0566087721
An alternative to the Harrison book, it shows some awareness of PRINCE.

Estimation

Title: Software Engineering Economics
Author: Barry Boehm
Publisher: Prentice Hall
Publication Date: October 1981
ISBN: 978-0138221225
Along with the Brooks’ book one of the most frequently cited books on software project management.

Title: Software Sizing and Estimating
Author: Charles R Symons
Publisher: Wiley-Interscience
Publication Date: June 1991
ISBN: 978-0471929857
A book by the inventor of Mark II function points.

Title: Controlling Software Projects: Management, Measurement and Estimation
Author: Tom DeMarco
Publisher: Yourdon Press
Publication Date: 1986
ISBN: 978-0131717114

Control and configuration management

Title: Making Software Development Visible
Author: David Youll
Publisher: Wiley-Blackwell
Publication Date: September 1990
ISBN: 978-0471927464
Title: Configuration Management IT Infrastructure
Author: CCTA
Publisher: Stationery Office Books
Publication Date: June 1990
ISBN: 978-0113305308

Title: Software Configuration Management
Author: John K Buckle
Publisher: MacMillan
Publication Date: July 1982
ISBN: 978-0333307199

Risk

Title: Software Risk Management: Principles and Practice
Author: Barry Boehm
Publisher: IEEE Computer Society Press, U.S
Publication Date: September 1989
ISBN: 978-0818689062

Title: Practical Risk Assessment for Project Management
Author: Stephen Grey
Publisher: John Wiley & Sons
Publication Date: April 1995
ISBN: 978-0471939795

Title: Risk Management for Software Projects
Author: R A Down, P Absolon, M Coleman
Publisher: McGraw-Hill
Publication Date: December 1993
ISBN: 978-0077078164

Title: Software Engineering, Risk Analysis and Management
Author: R N Charette
Publisher: McGraw-Hill
Publication Date: November 1989
ISBN: 978-0070106611

Quality and testing

Title: Managing the Software Process
Author: Watts Humphrey
Publisher: Addison-Wesley
Publication Date: January 1989
ISBN: 978-0201180954

Title: Software Quality Assurance
Author: Tom Manns and Michael Coleman
Publisher: MacMillan
Publication Date: June 1996
ISBN: 978-0333598610
Title: Quality Management for Software
Author: K Dailey
Publisher: Blackwell NCC
Publication Date: 1992
ISBN: 978-1855540828

People Management

Title: Peopleware: Productive Projects and People
Author: Tom DeMarco and Lister
Publisher: Dorset House
Publication Date: February 1999
ISBN: 978-0932633439

Title: Project Management: Getting the job done on time and budget
Author: Patrick Healy
Publisher: Butterworth-Heinemann
Publication Date: January 1997
ISBN: 9780750689434

Although it presents itself as a general book on project management it is relatively thin on the technical aspects of project planning, but makes many useful points about dealing with political and behavioural issues.

Title: Understanding Organizations
Author: Charles B Handy
Publisher: Penguin
Publication Date: January 1993
ISBN: 978-0140156034

A general book on this topic which is not IS-specific.

Management Teams: Why They Succeed or Fail
Author: R Meredith Belbin
Publisher: Butterworth-Heinemann
Publication Date: January 2010
ISBN: 978-1856178075

Project management standards

Title: BS6079-1:2000 Guide to Project Management
Author: BSI
Publisher: British Standards Institute
Publication Date: 2000
ISBN: 978-0580255946

Title: A Guide to the Project Management Body of Knowledge
A guide to the Project Management Body of Knowledge
Author: Project Management Institute
Publisher: Project Management Institute
Publication Date: April 2014
ISBN: 978-1933890517