

INFORMATIVE NOTE

PM4SD™ Training Course – Foundation & Practitioner

What is PM4SD?

PM4SD - Project Management for Sustainable Development – is the first methodology and qualification for designing and managing projects with success. The methodology is based on PRINCE2® - Projects In Controlled Environments – a structured method for effective project management, the de facto standard used extensively by the United Kingdom Government and widely recognized and used in the public and private sector, worldwide.

PM4SD applies whenever an organization, whether public or private, needs to plan and manage a sustainable development. It provides a guarantee for public authorities that the project will be transformed into concrete actions with clearly defined roles and responsibilities, and that these actions will have a real impact on local communities. It helps governments and companies to plan transparently and not to forget that every action must have correspondent benefits. It is a practice to be adopted for participatory, transparent and effective management.

The Training Course

The **PM4SD Foundation & Practitioner Training Course** is a **5 day** intensive course. Through dynamic lectures, case studies and small group interaction, you will be prepared to take your project management skills to the next level and enhance your contribution to sustainability.

- The **Foundation** training will provide you with the knowledge and understanding to work effectively within a project management team to successfully deliver a sustainable project;
- The **Practitioner** training will qualify you to coordinate small, medium and large scale projects. Additionally, you can also apply to become a trainer in PM4SD. Candidates will be able to apply and understand how to tailor PM4SD effectively to a project within an organisation environment supporting PM4SD. Specifically, candidates should
 - Understand the relationships between the roles, management products, principles, components, techniques and processes;
 - Be able to apply the principles, components and processes to a project;
 - Be able to create and assess management products.

Who can participate?

This qualification is aimed at programme managers, project managers and aspiring project managers. Public and private organisations, Trade Bodies, Training organisations,

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Donors, Professionals, Academics, Policy Makers and Trainers are also invited to apply.

Pre-requisites

To attend the training courses, the candidates should have, at least, one of the following:

- A business/management qualification or relevant project management experience;
- Very good/excellent command of English: all training courses are delivered in English, as well as the exams.

For this purpose, upon application, we will ask you to submit you CV (mandatory), in order to assess your eligibility. For the **Practitioner** course, candidates must have passed the Foundation examination in order to take the Practitioner examination.

Preparing for the course

It is very important to be prepared before joining class, so we invite our delegates to read the manual once again.

For the course, candidates can purchase both the paper and electronic versions directly from the publisher's website (TSO), in advance:

- **Paper version:**

<http://www.tsoshop.co.uk/bookstore.asp?FO=1159966&DI=638716>

Please note that for standard deliveries within the United Kingdom, the delivery time is 2 to 3 working days and for standard international deliveries within Europe, the delivery time is between 8 and 11 working days.

For more delivery options and chargers, go to:
<http://www.tsoshop.co.uk/bookstore.asp?FO=42820&DI=561845&DISPLAY=PF#GEMS6515980>

- **PDF version:**

<http://www.tsoshop.co.uk/bookstore.asp?FO=1159966&DI=6389727>

The pdf version is available immediately, and it can be printed out (only one time).

The examinations

The **PM4SD Foundation examination** is a closed-book examination that takes place on the third day of the training course. It is intended to address the knowledge and skills that demonstrate proficiency in the project management method PM4SD.

- The exam session will take place the last day of the training;

- The Foundation examination will be 40 minutes duration, 50 minutes for non-native English speakers and/or for people with disabilities;
- The examination consists of 50 questions. The pass mark is 50% or more, i.e. 25 or more marks out of 50.

The invigilator will mark the Foundation exam immediately. If a candidate fails the Foundation paper, they can sit the Spare Foundation Paper.

The **PM4SD Practitioner examination** is an open book exam and takes place of the fifth day of the course. Candidates **will need to have the manual with them** (see previous point). The examination is intended to address the knowledge and skills that demonstrate proficiency in PM4SD.

- The examination will consist of 3 booklets: **Scenario Booklet, Question Booklet and Answer Booklet**;
- Open book exam;
- 2 ½ hour exam;
- The exam has 80 questions. The pass mark is 50% or more, i.e. 40 or more correct answers out of 80;
- The examination body is APMG, which will release the PM4SD Practitioner certificate to successful participants.

For more information, please refer to the document “PM4SD Practitioner Examination Structure”.

If you wish, you can self-study and take the PM4SD exams only, without joining the training courses. However, you must book the exam yourself directly through APMG. Please go to <http://www.apmg-international.com/en/exams/how-to-takeexam.aspx> for more information.

Official exams results should be released by APMG within 2 weeks of receipt of the papers.

Certificates

The certificates for successful delegates are issued by APMG within 2 weeks of the release of the official results. They are sent directly to Jlag, who will send them to each delegate, within 2 weeks of receipt.

PM4SD Trainer

Dr. Silvia Barbone, PM4SD Lead Trainer. Silvia is an international expert in sustainable development with an extensive knowledge of the European tourism, cultural and social policies. She is the founder and the director of Jlag and FEST- Foundation for European

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Sustainable Tourism. She has worked as consultant and researcher for local and national governments, for the European Commission and the European Parliament. She is an experienced trainer in Project Management, Sustainable Tourism, and European Policies and Funding. She is the developer and the main author of PM4SD

How to register?

To register, you must fill out the enquiry form, available at <http://www.jlageurope.com/pages/registration-form.html>. Once you have submitted it, we will contact you.

Fees

The fee includes: tuition, educational materials, coffee breaks and light lunches.

Brussels	Foundation Course Practitioner Course 2 Examinations €1950*
Rome	Foundation Course Practitioner Course 2 Examinations €1950*
London	Foundation Course Practitioner Course 2 Examinations £1950*

*VAT is **not** included in the prices

Payments

The payment methods include the following options:

- Bank transfer;
- Paypal;
- Debit/credit card through Paypal.

Logistics

Please refer to the **Practical Info Sheet**.

Languages

All **training courses** are delivered in **English**.

All **exams and the training material will be in English**.



About Jlag

Jlag is the premier training provider for PM4SD. As founders of the Foundation for European Sustainable Tourism (FEST), we are uniquely qualified to deliver this training. Accredited by APMG, we run regular courses in London, Rome and Brussels, with additional courses taking places across Europe and the Middle East. We also run in-house training courses worldwide.

Who can I contact for more information about the training course?

PM4SD Methodology & Qualification

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