



Making IT  
good for society

# BCS Foundation Certificate in IS Project Management Syllabus

**Version 9.0**  
**November 2025**

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

# Contents

Change History .....	3
Introduction .....	4
Overview .....	4
Additional time for candidates requiring Reasonable Adjustments due to a disability.....	4
Additional time for candidates whose language is not the language of the exam .....	4
Syllabus .....	5
1. Projects and Project Work (K2 - 15%) .....	5
2. Project Planning (K2 - 15%).....	5
3. Monitoring and Control (K2 - 10%).....	6
4. Change Control and Configuration Management (K2 - 5%).....	6
5. Quality (K2 - 12.5%).....	6
6. Estimating (K2 - 12.5%) .....	7
7. Risk (K2 - 15%).....	7
8. Project Communications and Project Organisation (K2 - 15%) .....	7
Levels of Knowledge / SFIA Levels .....	8
Format of the Examination.....	8
Trainer Criteria .....	8
Classroom Size .....	8

## 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.

<b>Version Number and Date</b>	<b>Changes Made</b>
Version 9.0 November 2025	Syllabus review, resulting in minor changes.
Version 8.4 December 2016	Strapline regarding regulated statement has been added
Version 8.3 March 2015	Updated language requirements for additional time and use of dictionaries. Standardised the trainer requirements
Version 8.2 October 2013	Updated trainer requirements to show minimum pass rate.
Version 8.1 September 2012	Added in Reading List, Levels of Knowledge, Skill Levels, Classroom sizes, Trainer and Additional Time Requirements.
Version 8.0	Document control sheet updated. Learning hours added to the format of the examination. No change to the content of the syllabus.
Version 7.0	Re-branded and re-formatted. Added in the examination format on final page.

## Introduction

The BCS Foundation Certificate in IS Project Management is designed for those who wish to demonstrate an understanding of the principles of project management. This includes those that relate to project planning, monitoring and control, change control and configuration management, effort estimation, quality and risk management and communication between project stakeholders.

## Overview

There are no formal requirements for entry on the course although the candidate should have a basic working knowledge of IT and it is recommended that all candidates attend a training course run by an Accredited Training Organisation.

The total time specified in this syllabus is 18 hours of lecture and practical work.

## 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 exam

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.

# Syllabus

## 1. Projects and Project Work (K2 - 15%)

- 1.1 Definition of a project
- 1.2 Purpose of project planning and control
- 1.3 System development life cycle
- 1.4 Project Management and the Development Life cycle
- 1.5 Development life cycles: Waterfall model, iterative model, incremental model
- 1.6 Agile project practices
- 1.7 Types of project plans: project initiation document; project and stage plans, quality plan, communications plan
- 1.8 Purpose and content of a business case
- 1.9 Transition strategies
- 1.10 Post implementation review

## 2. Project Planning (K2 - 15%)

**Note:** candidates are expected to understand both the product and activity-based approaches to planning

- 2.1 Project deliverables and intermediate products
- 2.2 Work and product breakdown structures
- 2.3 Product definitions
- 2.4 Activity planning
  - Activity network diagram (using 'activity on node' notation)
  - Check points and milestones
  - Elapsed time and effort required for activities
  - Calculation of earliest and latest start and end dates of activities and resulting float
  - Identification and significance of critical paths
- 2.5 Resource allocation, smoothing and levelling, resource histograms
- 2.6 Gantt charts

### **3. Monitoring and Control (K2 - 10%)**

3.1 Project control life cycle

3.2 Monitoring progress

3.3 Purpose and types of progress reporting:

- Team meetings
- Project sponsor meetings
- Programme board/steering committee meetings

3.4 Corrective action

- Tolerance and contingency
- Exception reports and plans
- Options including extending or staggering deadlines, increasing resources, re-planning, reducing project scope, and cancelling the project.

3.5 Presenting progress information:

- Content of progress reports
- Cumulative resource charts (also known as S-curve charts)
- Earned value analysis

### **4. Change Control and Configuration Management (K2 - 5%)**

4.1 Reasons for change control and configuration management

4.2 Change control procedures

- Definition of change control
- Change control roles and responsibilities
- The change control process

4.3 Configuration management

- Purpose and procedures
- Identification of configuration items

### **5. Quality (K2 - 12.5%)**

5.1 Definitions of the term 'quality'

5.2 Quality characteristics

5.3 Quality control versus quality assurance

5.4 Detecting defects during the project life cycle

5.5 Quality process requirements: entry, implementation and exit requirements

5.6 Defect removal processes

5.7 Types of testing (including unit, integration, systems, user acceptance, and regression testing)

5.8 Principles of ISO 9001:2015

## **6. Estimating (K2 - 12.5%)**

- 6.1 Effects of over and under-estimating
- 6.2 Effort versus duration
- 6.3 Estimates and targets
- 6.4 Use of expert judgement (advantages and disadvantages)
- 6.5 Delphi approach
- 6.6 Bottom-up estimating
- 6.7 Top-down estimating
- 6.8 Estimating by analogy

## **7. Risk (K2 - 15%)**

- 7.1 Definition of the term 'risk'
- 7.2 Business and project risks
- 7.3 Risk management cycle
- 7.4 Identifying and prioritising risks
- 7.5 Assessing risks: probability and impact of risks; risk exposure: risk proximity
- 7.6 Risk responses and actions: risk acceptance, avoidance, reduction, transfer and contingency
- 7.7 Planning, monitoring and controlling risks: risk register/risk log

## **8. Project Communications and Project Organisation (K2 - 15%)**

- 8.1 Relationship between programmes and projects
- 8.2 Identifying stakeholders and their concerns
- 8.3 Role of the project sponsor
- 8.4 The project board/steering committee
- 8.5 Roles and responsibilities of the project manager and project team leader/manager
- 8.6 Desirable characteristics of a project manager
- 8.7 Project support and management offices
- 8.8 The project team and matrix management
- 8.9 Team building – Tuckman-Jensen model
- 8.10 Team dynamics
- 8.11 Management styles
- 8.12 Communication methods (including same time/same place; same time/different place, different time/same place, different time/different place)

## Levels of Knowledge / SFIA Levels

The levels of knowledge above will enable candidates to develop the following levels of skill to be able to operate at the following levels of responsibility (as defined within the SFIA framework) within their workplace.

The levels of knowledge and SFIA levels are explained on the website [www.bcs.org/levels](http://www.bcs.org/levels)

Level	Levels of Knowledge	Levels of Skill and Responsibility (SFIA)
<b>K7</b>		Set strategy, inspire and mobilise
<b>K6</b>	Evaluate	Initiate and influence
<b>K5</b>	Synthesise	Ensure and advise
<b>K4</b>	Analyse	Enable
<b>K3</b>	Apply	Apply
<b>K2</b>	Understand	Assist
<b>K1</b>	Remember	Follow

## Format of the Examination

Type	40 Question Multiple Choice
Duration	60 minutes. Candidates are entitled to an additional 15 minutes (25%) if they are sitting an examination in a language that is not their native/official language
Pre-Requisite	There are no pre-requisites although attendance at a course is strongly recommended
Supervised/Invigilated	Yes
Open Book	No
Pass Mark	26/40
Distinction Mark	N/A
Calculators	Calculators cannot be used during this examination
Delivery	Online examination.

## Trainer Criteria

Criteria	<ul style="list-style-type: none"> <li>• Hold the BCS Foundation Certificate in IS Project Management</li> <li>• Have 10 days training experience or hold a train the trainer qualification</li> <li>• Have a minimum of 3 years' practical project management experience using PRINCE2 methodology</li> </ul>
----------	--

## Classroom Size

Trainer to candidate ratio:	1:16
-----------------------------	------