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COURSE DURATION: 3 DAYS

Prince2® Foundation
7th Edition

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COURSE OVERVIEW

PRINCE2® Foundation (Projects in Controlled Environments) is one of the world's most popular project management methodology. The essential features of PRINCE2® focus on organisation support, describing the structure of an organisation for the project management team and utilising a product-based approach. Many organisations prefer PRINCE2® because its flexible framework can be incorporated into any project, helps to improve communication between all team members and external stakeholders. Adding this PRINCE2® certification as a skill in learners' profiles will surely help them climb the ladder of success in terms of value and career opportunities. They will learn about various essential topics such as integrated elements, applying PRINCE2®, delivery approaches, processes, principles, tailoring, etc.

COURSE DURATION

This 3-day introductory PRINCE2® Foundation course is designed to give candidates a comprehensive overview of the PRINCE2® methodology, whilst ensuring that they are fully equipped to pass the PRINCE2® Foundation examination, which is included.

COURSE OBJECTIVES

PRINCE2® Foundation is a process-based method for effective project management that will provide you with the comprehensive knowledge of fundamental skills necessary to become a successful project manager. A typical PRINCE2 course project plan is described to have a clearly defined project lifecycle, quantifiable business products, matching set of procedures, defined collection of resources and project management organisational structure with clearly stated roles and responsibilities.

- Project management
- Projects in context
- Measuring success
- Tailor to suit the project
- Embedding PRINCE2®
- Tailoring constraints and influences

At the end of this PRINCE2® Foundation course, delegates will be able to perform various project manager activities in an organisation effectively and efficiently. They will also be able to use various PRINCE2® methodologies properly.

PREREQUISITES

This PRINCE2 course is open to everyone and there are no prerequisites.

INTENDED AUDIENCE

This certification is aimed at current and aspiring project managers or professionals who manage projects. It is also relevant to other key staff involved in the design, development and delivery of projects, including:

- Project Board members (e.g. Senior Responsible Owners)
- Team Managers (e.g. Product Delivery Managers)
- Project Assurance (e.g. Business Change Analysts)
- Project Support (e.g. Project and Programme Office personnel) and
- Operational line managers or staff.

EXAM INFORMATION

- **Type of questions: Multiple Choice.**
- **Duration: 60 Minutes.**
- **Material Allowed: None, this is a 'closed book' exam.**
- **Number of marks: 60, worth 1 mark each.**
- **Pass Mark: You will need to get 33 questions correct (55%) to pass the exam.**

COURSE CONTENT

MODULE 1

INTRODUCTION TO PROJECTS AND THE PRINCE2® METHODOLOGY

- PRINCE2® "Project" Definition
- Project Characteristics
- Project Management
- What is PRINCE2®?
- Four Integrated Elements
- What PRINCE2® Does Not Provide
- What Makes a Project a PRINCE2® Project?

MODULE 2

PROJECT MANAGER ACTIVITIES

- Customer/Supplier Environment
- Projects in Context

COURSE CONTENT

- Commercial Environment
- Applying PRINCE2®
- Delivery Approaches
- Measuring Success
- Organisational Capability
- Seven Processes

MODULE 3

SEVEN THEMES

- Business Case
- Organisation
- Quality
- Plans
- Risk
- Change
- Progress

MODULE 4

SEVEN PRINCIPLES

- Continued Business Justification
- Learn from Experience
- Defined Roles and Responsibilities
- Manage by Stages
- Manage by Exception
- Focus on Products
- Tailor to Suit the Project

MODULE 5

ORGANISATION THEME

- Four Levels of Management
- PRINCE2® Organisation Requirements
- Project Management Team
- Project Management Team Roles
- Project Board
- Project Assurance

- Change Authority
- Project Support
- Communication Management Approach

MODULE 6

STARTING UP A PROJECT (SU)

- Process Overview
- Feasibility Study and Mandate
- Appoint the Executive and the Project Manager
- Capture Previous Lessons
- Design and Appoint the Project Management Team
- Prepare the Outline Business Case
- Project Product Description
- Select the Project Approach and Assemble the Project Brief
- Plan the Initiation Stage
- Tailoring the SU Process

MODULE 7

DIRECTING A PROJECT (DP)

- Authorise Initiation
- Authorise the Project
- Authorise a Stage or Exception Plan
- Authorise Project Closure
- Give Ad Hoc Direction
- Tailoring the DP Process
- Theme Overview
- Balance of Justification
- Continued Business Justification
- PRINCE2® Requirements
- Contents of a Business Case
- Business Case Development
- Benefits Management Approach
- Key Responsibilities

COURSE CONTENT

MODULE 8

INITIATING A PROJECT (IP)

- Agree to the Tailoring Requirements
- Prepare the Risk Management Approach
- Prepare the Change Control Approach
- Prepare the Quality Management Approach
- Prepare the Communication Management Approach
- Set up the Project Controls
- Create the Project Plan
- Prepare the Benefits Management Approach
- Assemble the Project Initiation Documentation
- Tailoring the IP Process

MODULE 9

RISK THEME

- Risk Definition
- Effective Risk Management
- PRINCE2® Risk Requirements
- Risk Management Approach
- Probability/Impact Grid
- Risk Register
- Risk Management Procedure
- Identify Step
- Risk Budget
- Key Responsibilities

MODULE 10

QUALITY THEME

- Quality Definitions
- Quality Management
- Quality Planning and Control
- What is Quality Assurance?
- PRINCE2® Quality Requirements
- PRINCE2® Quality Documentation Requirements
- Quality Management Approach
- Quality Audit Trail
- Project Product Description
- Product Description
- Quality Review Technique
- Quality Review Roles/Responsibilities
- Quality Review Meeting
- Off-Specifications and Concessions
- Review Follow-Up
- Quality Review Benefits
- Key Responsibilities
- Communication Management Approach

MODULE 11

PLANS THEME

- Dealing with the Planning Horizon
- PRINCE2® Planning Requirements
- Documentation Requirements
- Project and Stage Plans
- Team Plans and Work Packages
- Plans Relationship
- What is in a Plan?
- PRINCE2® Approach to Plans
- Designing a Plan
- Delivery Approaches
- Defining and Analysing the Products
- Product Breakdown Structures
- Product Description
- Product Flow Diagram
- Identify the Activities and Dependencies
- Preparing Estimates
- Preparing a Schedule
- Documenting the Plan
- Analysing Risks to a Plan
- Gantt Chart and Tailoring
- Key Responsibilities

COURSE CONTENT

MODULE 12

PROGRESS THEME
- Progress Definition
- PRINCE2® Requirements
- Progress Control
- Management by Exception
- Delegating Tolerances and Reporting Actual and Forecast Progress
- Types of Control
- Management Products and Progress Control

MODULE 13

CHANGE THEME
- Issue Definition
- PRINCE2® Approach to Change
- PRINCE2® Change Documentation
- Issue Register
- Change Control Approach
- Change Budget
- Issue and Change Control Procedure
- Issue Report
- Exception Report

MODULE 14

CONTROLLING A STAGE (CS)
- Activity Breakdown
- Authorise a Work Package
- Work Package
- Review Work Package Status
- Receive Completed Work Packages
- Review the Management Stage Status
- Report Highlights
- Highlight Report
- Capture and Assess Issues and Risks
- Escalate Issues and Risks
- Take Corrective Action
- Tailoring CS

MODULE 15

MANAGING PRODUCT DELIVERY (MP)
- Accept a Work Package
- Execute a Work Package
- Checkpoint Report
- Deliver a Work Package
- Tailoring MP

MODULE 16

MANAGING A STAGE BOUNDARY (SB)
- Plan the Next Management Stage
- What is in a Plan?
- Update the Project Plan
- Update the Business Case
- Report the Management Stage End
- End-Stage Report
- Produce an Exception Plan
- Tailoring SB

MODULE 17

MANAGING A STAGE BOUNDARY (SB)
- Prepare Planned Closure
- Hand Over Products
- Evaluate the Project
- End Project Report
- Recommend Project Closure
- Tailoring CP

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COURSE OUTLINE

MODULE 18

INTRODUCTION TO THE GUIDING PRINCIPLES

- Creating a PRINCE2® Based Project Management Method
- Creating Tailoring Rules and Guidelines
- Rating the Complexity of Projects
- Embedding PRINCE2®
- Tailoring
- What Should Be Tailored?
- Tailoring Constraints and Influences
- Creating an Organisation's Method

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