



**PeopleCert**

All talents, certified.

**COURSE DURATION: 2 DAYS**

# **Prince2<sup>®</sup> Practitioner 7<sup>th</sup> Edition**

[www.corporateeducation.regenesys.net](http://www.corporateeducation.regenesys.net)



# COURSE OVERVIEW

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PRINCE2® is a project management methodology developed by AXELOS and used by professionals and organisations around the globe. Our PRINCE2® Practitioner Training course is ideal for individuals wishing to expand their knowledge and increase their earning potential. During this training, individuals will get familiar with various advanced concepts such as PRINCE2® principles, role and responsibilities, experience, tailor the principles, applying the PRINCE2® risk, controlling themes, and many more. Our highly expert trainer and specially designed training material will allow you to prepare and pass the exam on the very 1st attempt.

## COURSE DURATION

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Virtual instructor led training (vILT) delivery for PRINCE2 Practitioner lasts 2 days.

## COURSE OBJECTIVES

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PRINCE2® Practitioner certification is suitable for anyone managing projects. This could be as part of a formal project management function or a role which involves project management as part of day-to-day work. The Practitioner certification aims to confirm that you have sufficient knowledge and understanding to apply and tailor the method in a range of different project environments and scenarios.

Attaining your Practitioner qualification is only one part of becoming a successful and effective project manager. It is important to ensure that you supplement this with real-life experience working on projects, in addition to investing in personal professional development and wider training.

## PREREQUISITES

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Students must have obtained the PRINCE2® Foundation certification prior to undertaking this PRINCE2® practitioner course.

## INTENDED AUDIENCE

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This PRINCE2® Practitioner training course is for anybody interested in the field of project management. This PRINCE2® course is also intended for anyone looking to build their knowledge of how to tailor the PRINCE2® method to workplace scenarios. Other individuals that would benefit from undertaking PRINCE2® certifications include:

- Project Managers
- Aspiring Project Managers

# INTENDED AUDIENCE

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- Project Board Members
- Project Support Staff
- Office Support and Line Managers
- Product Deliver Managers
- Senior Responsible Owners
- Change Analysts

## EXAM INFORMATION

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The PRINCE2® Practitioner examination Focuses on the ability to apply PRINCE2® to an example scenario.

- **Type of questions:** Objective testing, a type of multiple choice.
- **Duration:** 150 Minutes (2½ hours), no additional reading time.
- **Material Allowed:** Open book. Candidates are permitted to use the official printed hard copy of the “Managing Successful Project with PRINCE2® 2017 Edition. The official manual may be annotated and tabulated but no sticky notes and loose leaf papers containing additional notes will be allowed.
- **Number of marks:** 68, worth 1 mark each.
- **Pass Mark:** You will need to get 38 questions correct (55%) to pass the exam.

## COURSE CONTENT

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### MODULE 1:

#### 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

# COURSE CONTENT

## **MODULE 2:**

### **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 3:**

### **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

## **MODULE 4:**

### **INITIATING A PROJECT (IP)**

- Agree 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 5:**

### **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 6:**

### **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

# COURSE CONTENT

- Quality Review Meeting
- Off-Specifications and Concessions
- Review Follow-Up
- Quality Review Benefits
- Key Responsibilities
- Communication Management Approach

## **MODULE 7:**

### **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

## **MODULE 8:**

### **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 9:**

### **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 10:**

### **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

# COURSE CONTENT

## **MODULE 11:**

### **MANAGING PRODUCT DELIVERY (MP)**

- Accept a Work Package
- Execute a Work Package
- Checkpoint Report
- Deliver a Work Package
- Tailoring MP

## **MODULE 12:**

### **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 13:**

### **CLOSING A PROJECT (CP)**

- Prepare Planned Closure
- Hand Over Products
- Evaluate the Project
- End Project Report
- Recommend Project Closure
- Tailoring CP
- Contents of a Business Case
- Business Case Development
- Benefits Management Approach
- Key Responsibilities

