



# PRINCE2<sup>®</sup> Foundation & Practitioner

PRINCE2<sup>®</sup> is an internationally recognised best practice project management methodology. Since its inception in 1989, it has been widely adopted and successfully implemented throughout both the public and private sectors around the world.

This course teaches delegates the principles, techniques and processes required for successful project management and how they are applied in the real world.

## Why Best Practice Training?

- Proven track record and excellent pass rates - 98% at Foundation and 81% at Practitioner level (industry average = 98% at Foundation and 76% at Practitioner. Jan to Sept 2014)\*
- Expert trainers with years of real world project management experience
- Interactive training materials ensure a hands-on approach for all delegates
- Small class sizes (typically less than ten delegates)

## Benefits to the individual

- Recognised qualification
- Confidence to take on all projects
- Learn how to delegate work to teams
- Gain understanding of project management to practitioner level
- A deep and thorough understanding of PRINCE2

## Benefits to the business

- Gives staff tools to successfully deliver projects on time and within budget
- Minimised risk of project failure
- Reduced waste and increased productivity
- Higher levels of customer satisfaction
- The framework is flexible, scalable, systematic and can be used for a huge variety of different projects.

## Audience

Project Managers  
Project Support Staff  
Business Managers and Project Sponsors  
Project Assurance  
Those who require a formal approach to project management

## Course duration

Five days. Normally the Foundation exam is taken in the afternoon of the third day and the Practitioner exam in the morning of the fifth day.

## Pre-requisites

There are no pre-requisites for this course although delegates are expected to spend time before the course reading through the pre-course materials and some experience in project management is useful.

Delegates must pass PRINCE2 Foundation level to continue on to the Practitioner element of the course.



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## Course outline

Both the Foundation and Practitioner elements of the course are conducted through interactive group study using practical examples and activities. Group review of sample exam papers helps delegates to prepare for both the Foundation and Practitioner exams.

Delegates are expected to spend time reading and reviewing course materials each evening throughout the course.

At Foundation level, delegates are introduced to the PRINCE2 methods. On passing the Foundation exam, delegates move on to Practitioner level. The emphasis is now on the application of PRINCE2 principles and practices in the real world. The topics covered at Foundation Level are reviewed and using two case studies supplied by the examination board, delegates are given an understanding of how PRINCE2 is applied and how it can be tailored to the project environment.

## Our courses include:

- Full colour, high quality accredited courseware
- Experienced and accredited trainer
- Both foundation and practitioner exams
- The official PRINCE2 manual sent to you before the course
- Pre-course reading to help you prepare for the course and exams
- Refreshments and lunches

## Course content

### Introduction to PRINCE2

- Introduction to PRINCE2, its seven principles and processes

### PRINCE2 Processes and Activities

- Directing a Project
- Starting Up a Project
- Initiating a Project
- Controlling a Stage
- Managing Product Delivery
- Managing a Stage Boundary
- Closing a Project

### PRINCE2 Themes

- Organisational structure - its relation to the project, the programme and the corporate organisation. Organisational roles.
- Business Case - what is a business case, continued justification, examples of business cases, development path, contents and three levels of options
- Quality - Key terms, example documentation, quality planning, control and assurance, records and responsibilities
- Risk - what is risk, risk management policy, example documentation, risk management procedure, identify opportunities and threats

### PRINCE2 Themes cont.

- Plans - example plans, planning procedure, plan types, exceptions, product based planning, and risks.
- Change - what is configuration management, configuration management procedure, issue and change control procedure
- Progress - example documents, tolerances (covering timescales, costs, scope, risk, quality, benefit), stage length and duration, lessons, dealing with project exceptions

### PRINCE2 Techniques

- Product based planning
- Quality review
- Change control

The 1 hour Foundation exam (closed book) is taken on day 3 of the course and consists of 75 multiple choice questions. The pass mark is 50%.

The 2 ½ hour Practitioner exam is taken on day 5 and consists of 8 questions. The pass mark is 55%. Delegates may refer to the PRINCE2 manual during the exam.