



Prince2™ Foundation & Practitioner

5 Days

COURSE OVERVIEW

This five-day accredited course provides participants with a thorough grounding in PRINCE2:2009® and is comprised of three main elements. The first provides

- coverage of PRINCE2:2009 principles
- the need for structured project management
- why pragmatic and intelligent use of methods is so important
- how PRINCE2:2009 can be employed to achieve business-related objectives.

The second element considers the method itself:

- the structure of PRINCE2:2009
- how the major themes and processes work on their own as well as together. the themes are examined in detail as are the processes and their related activities
- how the roles associated with the PRINCE2:2009 method can be made really effective.

The third element deals with the tailoring of PRINCE2:2009 and explores the need for tailoring the method when introducing it into a different environments and using it in different sizes of project, always bearing in mind the need to keep bureaucracy to a minimum.

Presented by skilled lecturers with extensive experience in the practical application of project management, the course includes examination coaching and practice using sample questions.

All delegates will sit the PRINCE2:2009 Foundation examination (a multiple choice paper) in the late afternoon of the third day of the course. Delegates who wish to appear on the central register for qualified PRINCE2:2009 Practitioners may sit the Practitioner examination on the morning of the fifth day of the course.

Flexibility is a key issue within the PRINCE2:2009 examination, therefore delegates can either take the examination on the final day of the course or at a later date when they are feeling more confident of their understanding of the method and its application. Delegates choosing to take the examination at a later date will attend the first 3 days of the course and return to attend the final 2 days, taking the examination on the morning of the second day. When making your booking please advise of your attendance preference.

COURSE OBJECTIVES

Delegates will learn how to

- understand the philosophy and structure of PRINCE2:2009
- understand the benefits that can accrue from the implementation of a structured project management method such as PRINCE2:2009
- explain the PRINCE2:2009 process model
- understand the PRINCE2:2009 themes
- create a Project Brief
- create a Project Organisation Structure
- initiate a project and create Project Initiation Documentation

- appreciate the use of PRINCE2:2009 products and plans
- apply progress control mechanisms
- appreciate the principles of PRINCE2:2009 Quality Management
- apply change control mechanisms
- realise the importance of Configuration Management
- use the PRINCE2:2009 Risk Management approach
- tune PRINCE2:2009 for differing environments

PREREQUISITES

The PRINCE2:2009 Practitioners course is intended for managers and potential PRINCE2:2009 practitioners who require hands-on experience of the method, themes, processes and activities. Delegates are likely to have experience of team leading, project management, project assurance/support or user management.

Delegates will be provided with pre-course reading material approximately 10 days prior to attending the course. The materials will include a workbook and PRINCE2:2009 manual. Success on the course will be enhanced by close attention to the pre-reading materials. Delegates must have completed this reading prior to attending the course. (It is recommended that candidates spend 20 hours working through the pre-reading).

COURSE CONTENT

PRINCE2:2009 Philosophy

What PRINCE2:2009 is and what it is not; PRINCE2:2009 – links with other project/programme management standards. How it enhances the possibilities of Project Success. Overview of Tailoring PRINCE2:2009; The PRINCE2:2009 Principles

The Structure of PRINCE2:2009

Relationship between the PRINCE2:2009 Processes, Activities and Themes; High level PRINCE2:2009 Process map

Project Start Up and Organisation

How PRINCE2:2009 endeavours to answer the question, 'Do we have a viable and worthwhile Project?'; How PRINCE2:2009 ensures that the right people are involved with a clearly defined set of responsibilities

Project Initiation and the PID

The PRINCE2:2009 approach to successfully initiating a project and creating the PID, or Project Baseline

PRINCE2:2009 Themes

- Setting up the Project Management Team using the Organisation theme
- The importance of the business case. How the business case is created and maintained.
- Planning the project, stage, team activities and exceptions. The PRINCE2:2009 unique product-based framework; Product Based Planning. Staging the project plan
- The approach to risk/opportunity analysis using the Risk theme.
- Ensuring the delivery of a quality product using the quality theme.
- Monitoring & controlling progress. The PRINCE2:2009 control mechanisms that ensure that the project is producing the required products which meet the defined quality criteria, is on schedule and remains viable against its business case
- Dealing with changes

Practitioner Preparation and Application of PRINCE2:2009

Explanation of mechanics of Practitioner examination; Examination techniques; Samples of Practitioner questions on the application of PRINCE2:2009; Question and answer session; Revision of major topics

PRINCE2:2009 Foundation and Practitioner Examinations

All delegates will sit the PRINCE2:2009 Foundation examination (a multiple choice paper) in the late

afternoon of the third day of the course. Delegates who wish to appear on the central register for qualified PRINCE2:2009 Practitioners may sit the PRINCE2:2009 Practitioner examination on the fifth day of the course

Pentland Training deliver its PRINCE2 courses through a range of PRINCE2 Accredited Training Organisations.

PRINCE2™ is a Trademark of the Office of Government Commerce