



Course guide

PRINCE2® Foundation



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Course outline

Working on PRINCE2 projects?

Obtaining the PRINCE2 Foundation certificate is essential for anyone working on PRINCE2

projects or as project support, and is the first level in obtaining the PRINCE2 Practitioner Certification. With this accredited 3-day course you will understand the PRINCE2 approach - the principles, processes, themes and techniques - and be well prepared to pass the exam.

Priced from £995

Check our website for any offers or phone us to get the best possible price



The PRINCE2 Foundation 3 day course includes:

- Online course preparation available via our eLearning website
- PRINCE2 manual (*Managing Successful Projects with PRINCE2*)
- Course manual in colour
- A3 colour process diagrams
- Quizzes and sample exam papers
- Refreshments
- PRINCE2 Foundation examination fee and certificate (on passing the exam)

Where and when?

London: 09 Jan, 16 Jan, 23 Jan, 30 Jan, 06 Feb, 13 Feb, 20 Feb, 27 Feb, 05 Mar, 12 Mar, 19 Mar, 26 Mar, 02 Apr, 10 Apr, 16 Apr, 23 Apr, 30 Apr, 08 May, 14 May, 21 May, 28 May, 11 Jun, 18 Jun, 25 Jun, 02 Jul, 09 Jul, 16 Jul, 23 Jul, 30 Jul



Course preparation

Pre-course preparation is a requirement. Delegates must read the online pre-course preparation materials and attempt the quiz before attending the course. This takes approximately 4-5 hours. Our online preparation materials are commended by our delegates for its clear style. A major advantage is that it allows you to complete the preparation in 4-5 hours compared to the 10+ hours required by many training providers.

Delegates are expected to perform approximately 2 hours of homework each evening during the course.

Examination preparation

Our trainers take you through:

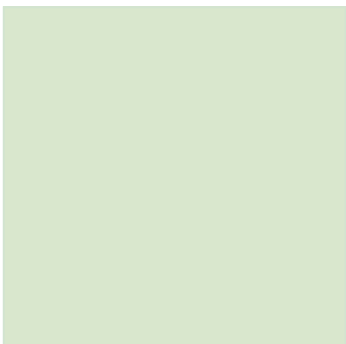
- Guidance on how to approach the exam
- Mock exams (under the guidance of the trainer)
- Group and individual exercises

PRINCE2 Foundation exam

The course requires delegates to pass a one hour closed book Foundation examination. The PRINCE2 Foundation exam consists of 75 multiple choice questions. Of these, 70 questions will be marked and 5 (dummy) questions will not be marked.

The candidate must score 35 or more correct answers to pass the examination. The 5 questions which are not marked are simply used to try out new questions. The candidate will be unaware which questions are the 5 dummy questions.

Results of the exam are given to the candidate on the same day.



Course detail

This course covers the following topics:

Introduction

- What things do we need to manage?
- Characteristics of a project
- Benefits of using PRINCE2
- Project life cycle

The 7 PRINCE2 principles

- Continued business justification
- Learn from experience
- Defined roles & responsibilities
- Manage by stages
- Manage by exception
- Focus on products
- Tailor to suit the project environment

PRINCE2 processes

Overview of the 7 PRINCE2 processes and how they are used throughout the project:

- Starting Up a Project - define the project; create an outline business case
- Initiating a Project - identify the products to be produced; plan the project
- Directing a Project - authorize project & stage plans; decide how to deal with issues
- Controlling a Stage - project manager's day to day activities to manage a stage
- Managing Product Delivery - products are developed and quality is reviewed
- Managing Stage Boundaries - create all stage and exception plans
- Closing a Project - formal customer sign off; hand over of completed products

Continued ...



PRINCE2 themes

Each of the 7 PRINCE2 themes and how/where they are used in the PRINCE2 processes:

- Business Case - develop a Business Case to drive the project decision-making
- Organization - establish an effective project organization structure
- Plans - identify products to be developed and the required activities and resources
- Progress - decision making, communication and control mechanisms
- Risk - identify risks, put in place measures to minimize negative (or positive) effects
- Quality - define and plan how quality will be managed through the project
- Change - capture and manage all requested changes

PRINCE2 techniques

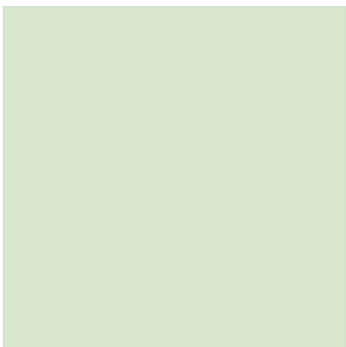
- Product based planning technique
- Quality Review technique

Class times

Classes start at 9:30am each day, and finish at 5pm on Monday and Tuesday. The course finishes mid-afternoon on Wednesday. A lunch break of 45 minutes is taken each day, with coffee breaks mid-morning and mid-afternoon.

Questions?

Call our training advisors on [0207 148 5985](tel:02071485985) with any questions you have. You can make a booking over the telephone, online at our website, or by filling in a booking form and sending to bookings@knowledgetrain.co.uk



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