



# Course guide

PRINCE2® Foundation & Practitioner



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## Course outline

### Working on PRINCE2 projects?

The industry recognised PRINCE2 Practitioner qualification is a career essential in managing, working on, or supporting PRINCE2 Projects. This 5 day complete Foundation & Practitioner level course will give you a complete understanding of the PRINCE2 method and how to apply it on different projects. You will understand the PRINCE2 approach - the principles, processes, themes and techniques - and be well prepared to pass both the Foundation & Practitioner exams. Delegates will sit the 1 hour multiple choice Foundation exam on the third day and the 2.5 hours Practitioner exam on the fifth day.

Standard price £1,345. Check our website for any offers (up to £450 discount available) or phone us to get the best possible price

### The PRINCE2 Foundation & Practitioner 5 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 & sample exam papers
- Guide to passing the exam
- Refreshments
- Both examination fees 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:

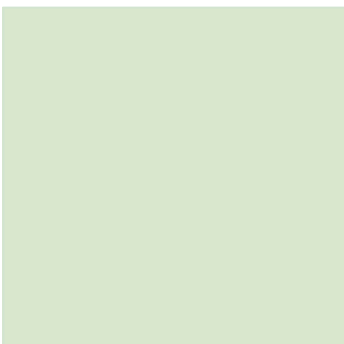
- Guidance on how to approach the exam
- Mock exams (under the guidance of the trainer)
- Group and individual exercises

## 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.

## PRINCE2 Practitioner exam

The PRINCE2 Practitioner exam consists of a 2.5 hour open book multiple choice examination on the fifth day. Candidates are allowed to bring into the examination their own annotated copy of the PRINCE2 manual. Candidates must score 55% or more to pass.



## 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

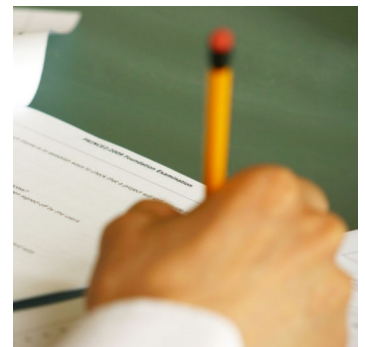
- Continued business justification
- Learn from experience
- Defined roles & responsibilities
- Manage by stages
- Manage by exception
- Focus on products
- Tailor to suit the project environment

### 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

## Tailoring and embedding PRINCE2

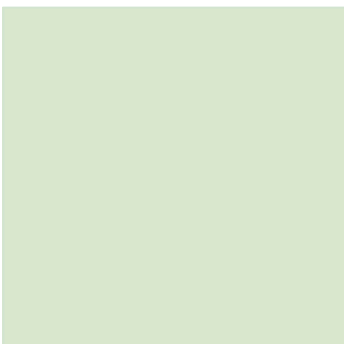
- How to embed and tailor PRINCE2 to suit the size, complexity, risk of a project
- How the environment affects the application of PRINCE2 within a project

## Class times

Classes start at 9:30am each day, and finish at 5pm on Monday through to Thursday. The course finishes mid-day on Friday. 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](mailto:bookings@knowledgetrain.co.uk)



## Contact Knowledge Train

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