



# Course guide

PRINCE2® Foundation weekend



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## Course outline

Train for the PRINCE2 Foundation qualification



This weekend course includes everything you should need to achieve the PRINCE2 Foundation qualification, which is widely regarded as essential for anyone involved in PRINCE2 projects. (The qualification is also a pre-requisite for the PRINCE2 Practitioner qualification.) As the course is held on Saturday and Sunday, it is ideal for busy professionals, because you won't need to take any time off work to attend it. During the Foundation training, you will learn about the PRINCE2 approach to projects – its principles, themes, processes, and techniques – as well as being well prepared to pass the Foundation exam on Sunday.

Priced from £995

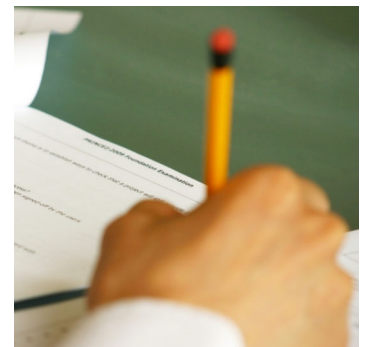
Check our website for any offers or phone us to get the best possible price

The PRINCE2 Foundation 3 day course includes:

- Exclusive online pre-course preparation
- Training and exam preparation from an APM Group Approved PRINCE2 Trainer
- PRINCE2 Foundation exam
- PRINCE2 Foundation certificate (on passing the exam)
- *Managing Successful Projects with PRINCE2 official manual*
- Detailed course manual
- Full colour PRINCE2 process model wallchart
- Sample exams and quiz
- Refreshments

## Where and when?

**London:** 18 Feb, 24 Mar, 21 Apr, 9 Jun, 7 Jul



## Course preparation

You will be provided with online pre-course preparation in order to familiarise yourself with PRINCE2 before attending the course. The online pre-course preparation consists of a concise introduction to PRINCE2, as well as a quiz, and should take approximately 4-5 hours to complete. The materials are commended by our delegates for their clear style. One of their major advantages is that they allow you to prepare for the course in 4-5 hours, compared to the 10+ hours required by many other training providers.

## Course times

The course runs from 9am to 5pm on Saturday and Sunday. A lunch break of 45 minutes is taken each day, with shorter breaks mid-morning and mid-afternoon. Please bring your own lunches or purchase them from a local shop.

## Course detail

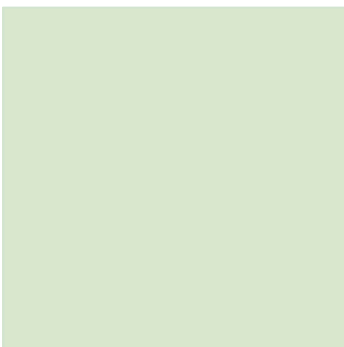
This course covers the following topics:

### 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



## The 7 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

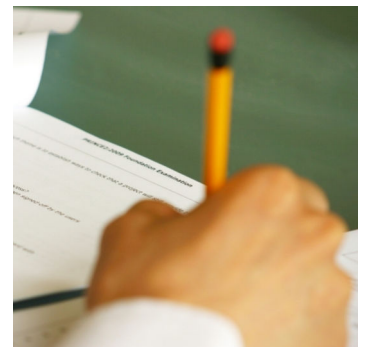
## The 7 PRINCE2 themes

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



## Exam preparation

The trainer takes you through:

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

## PRINCE2 Foundation exam

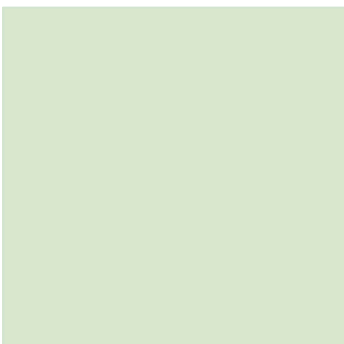
The course includes the one-hour, closed-book Foundation examination on Sunday afternoon. The exam consists of 75 multiple-choice questions. 70 of the questions will be marked (each being worth one mark); the remaining 5 will not be marked, as they will be dummy questions, used to try out new question styles. The 5 dummy questions are not identified in the exam. You must score 35 marks or more to pass the exam. You will receive your preliminary exam result on the Sunday.

## Homework

You will be asked to perform approximately 2 hours of homework on Saturday evening.

## 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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