

# Tytuł szkolenia: PRINCE2® Foundation and Practitioner

Kod szkolenia: H6C26S

## Wprowadzenie

The PRINCE2® methodology is internationally accepted as the leading “best practice” project management approach in both the public and private sectors. This course combines PRINCE2 Foundation and Practitioner into one week. The course teaches the PRINCE2 controlled approach to managing projects, and is a mixture of input and practical sessions that convey the theory and application of methodology principles. The course features a case study that illustrates the PRINCE2 method and concepts. It includes the Foundation and Practitioner Certification examinations.

## Adresaci szkolenia

- This course is intended for any organization or individual seeing the need for a controlled approach to managing its/his projects
- It is especially suitable for project managers, project support, team members and managers, from any discipline, who are responsible for assuring project success, and/ or senior managers who wish to understand how decision-support information is created and passed to appropriate managers. It is also relevant to other key staff involved in the design, development, and delivery of projects
- Individuals seeking the PRINCE2 Foundation and Practitioner examination and certification

### Prerequisites

Attendees will be required to read *Managing Successful Projects with PRINCE2* (6th Edition) and prepare an individual list of topics for a more detailed study and discussion during the course. They should also be familiar with the structure, terminology, and philosophy of the Manual

## Cel szkolenia

- Understand the basic terms and concepts of PRINCE2 at a level sufficient to successfully pass PRINCE2 Foundation and Practitioner examinations
- Know the seven PRINCE2 principles at a level sufficient to successfully pass PRINCE2 Foundation and Practitioner examinations
- Know the seven PRINCE2 themes at a level sufficient to successfully pass PRINCE2 Foundation and Practitioner examinations
- Know the seven PRINCE2 processes at a level sufficient to successfully pass PRINCE2 Foundation and Practitioner examinations
- Complete example answers to typical Foundation and Practitioner examination question papers and receive constructive feedback from an Approved PRINCE2 Trainer
- Discuss specific areas of PRINCE2 and devise exam strategies

## Czas i forma szkolenia

- 35 godzin (5 dni x 7 godzin), w tym wykłady i warsztaty praktyczne.

## Plan szkolenia

### Module 1: PRINCE2 Principles and Concepts

- Definition and characteristics of a project

- Structure of PRINCE2
- Benefits of using PRINCE2
- Seven PRINCE2 Principles
- Difference between embedding and tailoring PRINCE2
- Context of a customer/supplier environment

#### **Module 2: Seven PRINCE2 Themes**

- The purpose of each of the seven themes
- Project outputs, outcomes, benefits, and dis-benefits
- The relationship between a program's business case and a project's business case
- Three project interests
- The project management team and its structure
- Stakeholders
- Applying the four levels of the project management structure to the process model
- Quality review technique
- Managing quality in PRINCE2 project
- Quality audit trail
- Using the quality review technique for a specific product
- Levels of planning
- PRINCE2 approach to planning
- Product-based planning technique
- Review of the composition, fitness for purpose and reasoning of a plan and the appropriate roles throughout the life of a project
- The appropriate use of the product-based planning technique
- Basic terms and concepts and PRINCE2 approach to risk
- Risk responses
- The concepts of risk budget and inherent, secondary and residual risk
- Type of issue
- Change budget
- Issue and change control procedure in which process issues are captured and managed and which roles are responsible
- Identifying the appropriate type for a given issue, the appropriate actions and responsibilities when applying the recommended issue and change control procedure, appropriate resource(s) for the role of Change Authority and appropriate actions and responsibilities when applying the typical activities of a configuration management procedure
- Exceptions and tolerances
- PRINCE2 approach to progress
- Management stages
- Analyzing if activities undertaken to manage by exception during the execution of the project were applied appropriately, with reasons, and whether the appropriate roles have been involved
- The management products, their purpose, recommended composition and interrelationships
- Tailoring the relevant aspects of the seven themes to a project scenario
- Identifying, analyzing, and distinguishing between appropriate and inappropriate application of the seven themes throughout the life cycle of a project scenario

#### **Module 3: Seven PRINCE2 Processes**

- Purpose, objective, and context of each of the seven processes
- In which processes are the management products developed, used and reviewed and which roles are responsible

- Applying the four levels of the project management structure to the process model
- Discussing the activities within each of the seven processes and the responsibilities within them
- Learning how the seven themes may be applied within each of the seven processes
- Tailoring the recommended activities and actions of each of the seven processes to a project scenario
- Identifying, analyzing, and distinguishing between appropriate and inappropriate application of the seven processes to a project scenario

#### **Module 4: PRINCE2 Examinations Overview**

- Typical topics for preparation, individual practical work and objective testing
- A summary of PRINCE2 examinations -- what type of questions will be asked, typical questions, suggested approaches to answering examination questions
- Exam hints and tips
- Final suggestions for overnight preparation and lastminute revision

#### **Module 5: PRINCE2 Foundation Examination (at the end of day 3 of the course)**

- One-hour, closed book multiple choice paper exam, consisting of 60 questions. A minimum of 33 correct answers are required to pass. The trainer marks papers, and the results are usually available within 30 minutes

#### **Module 6: PRINCE2 Practitioner Examination (at the end of day 5 of the course)**

- 150 minutes duration, 68 questions, each worth one mark, 38 marks or more required to pass
- Open book exam - Managing Successful Projects with PRINCE2 publication, 6 th edition