PRINCE2® Foundation - Classroom Training

PRINCE2® 2017 is the method used for planning and managing projects in the public and private sectors. The PRINCE2® Foundation 2017 method is used for a wide variety and size of projects. PRINCE2® is universally accepted as best practice project management.

Course Objectives

The key objectives of PRINCE2® Foundation course are:

- Understand the PRINCE2® method at Foundation level and covers the full PRINCE2® Foundation syllabus.
- Understand the integrated elements of PRINCE2® (principles, processes, themes and tailoring) within a work environment.
- Appreciate business processes and lifecycle models for projects and project management.

- Prepare you for your PRINCE2® foundation certification and PRINCE2® foundation exam.

- Use critical path analysis techniques and manage resource conflicts.
- Understand the benefits and principles underlying a structured approach to project management.
- Help delegates to operate effectively with colleagues and managers within a structured project management environment.

Course Content

This three-day PRINCE2® Foundation course covers the PRINCE2® Foundation syllabus, including the following topics:

Structured Approach to Managing Projects - Setting the scene for a structured approach to managing all projects; project success criteria; the model of the PRINCE2® method including the integrated elements of principles, processes, themes and tailoring.

The Process-based Approach - PRINCE2® focuses on key processes needed for successful project management which must be present, but may be 'tailored' to reflect the complexity, scope and risks faced by the project. The PRINCE2® Process Model will be used to help delegates understand and appreciate what should be done to manage each project, why it should be done and when in the project lifecycle.

Business Case - What is a Business Case; Outcomes, Outputs, Benefits and Dis-benefits; Developing, Verifying and Maintaining the Business Case; Confirming the benefits and the Benefits Review Plan.

Organisation - Project Management Team Structure and the Project Board, Project Assurance, Project Manager, Team Manager, Change Authority and Project Support roles & responsibilities. Stakeholder management; Communication Management Strategy.

Plans - Levels and content of Plans; Exception Plans; Product-based approach to planning – Project Product Description, Product Breakdown Structure, Product Description, Product Flow Diagram; the PRINCE2® planning steps.

Course Content - *Continued;*

Progress - Management and Technical Stages. Tolerance and Raising Exceptions. Project Board and Project Manager Controls for Reviewing and Reporting Progress; Baselines for Control; Capturing and Reporting Lessons; Event-driven and time-driven controls.

Change - Issue and Change Control procedure; Configuration Management procedure; Configuration Management Strategy; Baseline, Handling changes; Tracking and protecting products; Change Authority; Change Budget.

Quality - Quality Defined, The Quality Audit Trial; Acceptance Criteria, Quality Criteria, Quality Management Strategy, Quality Assurance, Quality Controls and Quality Review technique.

Risk - Risk and Risk Management; Risk Management in Projects; Risk Management Strategy; Risk Management Procedure; Risk Budget.

Practical Work - A specially written scenario runs throughout the course from start to finish. A comprehensive set of tasks help provide a practical application of the method. Many tasks are designed to help delegates link the four integrated elements of PRINCE2® - Principles, Processes, Themes and Tailoring. There are also sample exam questions for delegates to practice on before sitting the Foundation exam.

Approach & Exams

The PRINCE2® Foundation course is a mixture of input and practical sessions, delivered by a PeopleCert approved trainer with practical experience of project management.

Delegates should spend approximately 5-10 hours studying the pre-course material in order to be well prepared for the course.

Due to the intense nature of this PRINCE2® foundation course, delegates should plan to commit approximately 1 hour each evening during the course for study and review.

The flexible approach to the management of the course means that delegates can choose to continue on the course for a further two days to complete Practitioner level, or return at a later date to complete the PRINCE2® Practitioner Exam if they so wish.

What examinations are taken on the course?

PRINCE2® Foundation exam at the end of day 3.

PRINCE2® **Foundation Exam:** 1 hour, closed book exam consisting of 60 multiple-choice questions.

PRINCE2® Foundation Course Online and virtual training options are also available if the locations above do not suit your preferences. We are also able to deliver PRINCE2® Foundation and Practitioner training courses as an on-site client event, anywhere in the world, including PRINCE2® Foundation course content and PRINCE2® Foundation Exams.