

PRINCE2® Foundation & Practitioner Training

Duration: 4 Days

Course Content:

PRINCE2 Foundation & Practitioner Training accommodates all the necessary information required to gain both the Foundation and Practitioner knowledge in PRINCE2. In the PRINCE2 Foundation training, you get introduced to the PRINCE2 methods, and the PRINCE2 Practitioner Training teaches you to apply all the principles you learn in the Foundational Training practically within a PRINCE2 environment. Our instructors have years of experience, and they will guide you throughout the course and teach you the best practices to tailor projects based on the work area. This training program focuses on helping you develop a product-based planning approach, enabling you to manage project risk and control the use of resources more efficiently.

You will also understand how PRINCE2 processes are carried out during the project and how to apply the principles in context. This technical course is suitable for project board members, project support and assurance teams, project team managers, and anyone who manages projects.



Prerequisites for this training

- There are no eligibility criteria to attend the PRINCE2® Foundation and Practitioner certifications training.
- It is recommended to have a basic understanding of project management would be advisable.

Who should attend this course?

- Project Managers
- Project Coordinators
- Project Analysts
- Project Leaders
- Product Managers
- Program Managers
- Project Sponsors
- Team Leaders
- Senior Responsible Owners
- Product Delivery Managers
- Business Change Analysts
- Project and Program Office Personnel
- Operational Line Manager
- Anyone who wishes to build-up knowledge in project management

Examination Format

PRINCE2® Foundation Exam:

- **Type of Questions:** Multiple choice.
- **Total Questions:** 60.
- **Number of marks:** 60 marks, each question is worth 1 mark.
- **Pass mark:** 55%, or 33/60.
- **Duration:** 60 Minutes.
- **Material allowed:** No, this is a 'closed book' exam.

PRINCE2® Practitioner Exam:

- **Type of Questions:** Multiple choice.
- **Total Questions:** 68.
- **Number of Marks:** 68 marks, each online question is worth 1 mark.
- **Pass mark:** 55%, or 38/60.
- **Duration:** 2 hours 30 Minutes.
- **Material allowed:** This PRINCE2® practitioner exam is an 'Open Book'. The Managing Successful Projects with PRINCE2 publication, 2017 edition, should be used. No other material is allowed.

Steps to become a certified

1. Get trained

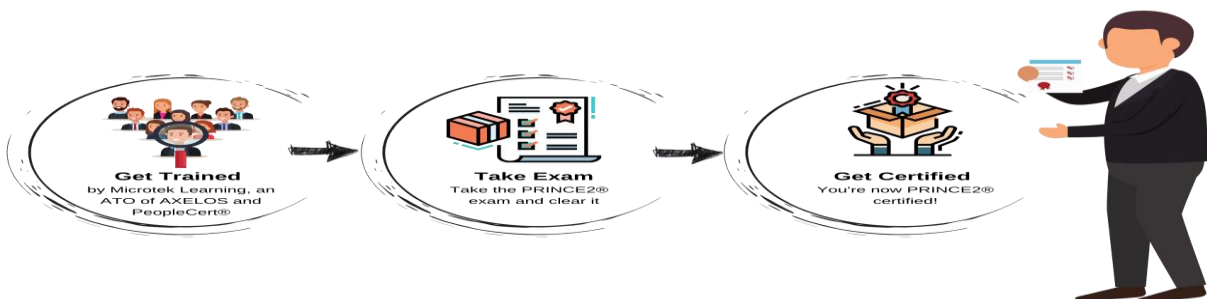
- Get trained through Microtek Learning, we are Certified Partner of AXELOS and an ATO - Accredited Training Organization with PeopleCert®.
- Enroll for an PRINCE2 Foundation and Practitioner certification training.

2. Take the PRINCE2 Foundation and Practitioner exam

- Schedule your PRINCE2 Foundation and Practitioner certification exam.
- Foundation exam: Take the 60-minute online test and score a minimum of 55% to pass the PRINCE2 Foundation exam.
- Practitioner exam: Take the 150-minute online test and score a minimum of 55% to pass the PRINCE2 Practitioner exam.

3. Become a PRINCE2 Foundation and Practitioner certified

- Download the e-certificate.



What you will learn

- Understanding the fundamental key of PRINCE2 projects.
- Understanding principles of PRINCE2 which supports PRINCE2 methods.
- Understanding PRINCE2 applications and themes.
- Understanding PRINCE2 applications and other procedures.
- Understanding contextual principles of PRINCE2.
- Applying and understanding related aspects of PRINCE2 themes.

Skills you will gain

- Business justification
- Benefits management
- Quality planning
- Quality control
- Quality management
- Quality review
- Risk management
- Problem-solving
- Operational management
- Managing change
- Tolerance allocation
- Progress management
- Starting a project
- Directing a project
- Initiating a project
- Controlling project stages
- Managing product delivery
- Managing a stage boundary
- Closing a project
- Tailoring and embedding PRINCE2 in an organization

Curriculum

Module 1: Introduction to Projects and the PRINCE2® Methodology

- PRINCE2® "Project" Definition
- Project Characteristics
- Project Management
- What is PRINCE2®?
- Four Integrated Elements
- What PRINCE2® Does Not Provide
- What Makes a Project a PRINCE2® Project?



Module 2: Project Manager Activities

- Customer/Supplier Environment
- Projects in Context
- Commercial Environment
- Applying PRINCE2®
- Delivery Approaches
- Measuring Success
- Organisational Capability
- Seven Processes

Module 3: Seven Themes

- Business Case
- Organisation
- Quality
- Plans
- Risk
- Change
- Progress

Module 4: Seven Principles

- Continued Business Justification
- Learn from Experience
- Defined Roles and Responsibilities
- Manage by Stages
- Manage by Exception
- Focus on Products
- Tailor to Suit the Project

Module 5: Organisation Theme

- Four Levels of Management
- PRINCE2® Organisation Requirements
- Project Management Team
- Project Management Team Roles
- Project Board
- Project Assurance
- Change Authority
- Project Support
- Communication Management Approach

Module 6: Starting Up a Project (SU)

- Process Overview
- Feasibility Study and Mandate
- Appoint the Executive and the Project Manager



- Capture Previous Lessons
- Design and Appoint the Project Management Team
- Prepare the Outline Business Case
- Project Product Description
- Select the Project Approach and Assemble the Project Brief
- Plan the Initiation Stage
- Tailoring the SU Process

Module 7: Directing a Project (DP)

- Authorise Initiation
- Authorise the Project
- Authorise a Stage or Exception Plan
- Authorise Project Closure
- Give Ad Hoc Direction
- Tailoring the DP Process
- Theme Overview
- Balance of Justification
- Continued Business Justification
- PRINCE2® Requirements
- Contents of a Business Case
- Business Case Development
- Benefits Management Approach
- Key Responsibilities

Module 8: Initiating a Project (IP)

- Agree to the Tailoring Requirements
- Prepare the Risk Management Approach
- Prepare the Change Control Approach
- Prepare the Quality Management Approach
- Prepare the Communication Management Approach
- Set up the Project Controls
- Create the Project Plan
- Prepare the Benefits Management Approach
- Assemble the Project Initiation Documentation
- Tailoring the IP Process

Module 9: Risk Theme

- Risk Definition
- Effective Risk Management
- PRINCE2® Risk Requirements
- Risk Management Approach
- Probability/Impact Grid
- Risk Register
- Risk Management Procedure



- Identify Step
- Risk Budget
- Key Responsibilities

Module 10: Quality Theme

- Quality Definitions
- Quality Management
- Quality Planning and Control
- What is Quality Assurance?
- PRINCE2® Quality Requirements
- PRINCE2® Quality Documentation Requirements
- Quality Management Approach
- Quality Audit Trail
- Project Product Description
- Product Description
- Quality Review Technique
- Quality Review Roles/Responsibilities
- Quality Review Meeting
- Off-Specifications and Concessions
- Review Follow-Up
- Quality Review Benefits
- Key Responsibilities
- Communication Management Approach

Module 11: Plans Theme

- Dealing with the Planning Horizon
- PRINCE2® Planning Requirements
- Documentation Requirements
- Project and Stage Plans
- Team Plans and Work Packages
- Plans Relationship
- What is in a Plan?
- PRINCE2® Approach to Plans
- Designing a Plan
- Delivery Approaches
- Defining and Analysing the Products
- Product Breakdown Structures
- Product Description
- Product Flow Diagram
- Identify the Activities and Dependencies
- Preparing Estimates
- Preparing a Schedule
- Documenting the Plan
- Analysing Risks to a Plan
- Gantt Chart and Tailoring



- Key Responsibilities

Module 12: Progress Theme

- Progress Definition
- PRINCE2® Requirements
- Progress Control
- Management by Exception
- Delegating Tolerances and Reporting Actual and Forecast Progress
- Types of Control
- Management Products and Progress Control

Module 13: Change Theme

- Issue Definition
- PRINCE2® Approach to Change
- PRINCE2® Change Documentation
- Issue Register
- Change Control Approach
- Change Budget
- Issue and Change Control Procedure
- Issue Report
- Exception Report

Module 14: Controlling a Stage (CS)

- Activity Breakdown
- Authorise a Work Package
- Work Package
- Review Work Package Status
- Receive Completed Work Packages
- Review the Management Stage Status
- Report Highlights
- Highlight Report
- Capture and Assess Issues and Risks
- Escalate Issues and Risks
- Take Corrective Action
- Tailoring CS

Module 15: Managing Product Delivery (MP)

- Accept a Work Package
- Execute a Work Package
- Checkpoint Report
- Deliver a Work Package
- Tailoring MP



Module 16: Managing a Stage Boundary (SB)

- Plan the Next Management Stage
- What is in a Plan?
- Update the Project Plan
- Update the Business Case
- Report the Management Stage End
- End-Stage Report
- Produce an Exception Plan
- Tailoring SB

Module 17: Closing a Project (CP)

- Prepare Planned Closure
- Hand Over Products
- Evaluate the Project
- End Project Report
- Recommend Project Closure
- Tailoring CP

Module 18: Considerations for Organisational Adoption

- Creating a PRINCE2® Based Project Management Method
- Creating Tailoring Rules and Guidelines
- Rating the Complexity of Projects
- Embedding PRINCE2®
- Tailoring
- What Should Be Tailored?
- Tailoring Constraints and Influences
- Creating an Organisation's Method

For any query [Contact Us - MicrotekLearning](#)

