



Highlands

Business
Development
Centre

 **PRINCE2®**

TRAINING ORGANIZATION ACCREDITED BY

 **APMG International** ON BEHALF OF  **AXELOS**
Accrediting Professionals

PRINCE2® Foundation and Practitioner

14 – 18 November 2016

Highlands College





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PRINCE2® is a structured project management method that can be applied regardless of project scale, type, organisation, geography or culture. It is an integrated framework of processes and themes which address the planning, delegation, monitoring and control of the six variables involved in any project, those of Costs, Timescales, Quality, Scope, Risk and Benefits.

Course Approach

This course is a mixture of input and practical sessions teaching to the 'Practitioner-level' syllabus, delivered by an APMG approved trainer with practical experience of project management. It incorporates both Foundation and Practitioner exams and includes additional focus on the application of the method using Practitioner-level tasks and objective test exam questions.



Delivered by **Richard Lampitt**, Lead Trainer and Project Management Consultant SPOCE UK

Richard is one of the leading PRINCE2® trainers. As SPOCE's PRINCE2® Lead Trainer, Richard is responsible for coordinating and developing all PRINCE2® training materials and disseminating these to approved trainers and licensees Worldwide. He has delivered hundreds of project management/PRINCE2 training courses and trained thousands of people around the world.



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Overview

Who is this course for?

The course will be invaluable for anyone needing a controlled approach to managing projects and is suitable for project managers, team managers, project support and assurance staff, managers from any discipline and anyone wishing to develop an insight into best practice project management.

How long is this course and when does it run?

The course is run over 5 days (14-18 November at Highlands College), with the Practitioner exam held on the morning of day 5.

The Benefits:

- Established & proven best practice and governance for project management
- Business case focus with emphasis on project viability
- Promotes learning and continuous improvement in organisations
- Gives explicit recognition of project responsibilities
- Improves project communication and control
- Focuses on delivering quality products that meet business expectations.

Course Objectives

- Understand the PRINCE2® method at Foundation and Practitioner levels
- Understand the integrated elements of PRINCE2® (principles, processes, themes and tailoring) within a work environment
- 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.
- Prepare delegates for both the Foundation and Practitioner exams.

How will it be assessed?

Exam based as follows:

- Foundation: 1 hour, closed book, 75 multiple-choice questions [50% pass mark required].
- Practitioner: 2½ hours, open book (PRINCE2® manual only), 8 scenario-based objective test questions [55% pass mark required].

Want to find out more?

For further information, please contact the Business Development Centre on 608755 or email: bdc@highlands.ac.uk

Course Timetable

DAY 1

- Project definition & Characteristics
- Projects vs Programmes
- What is project management and the six aspects of Project Performance
- Why PRINCE2® and why projects fail
- The four integrated elements of PRINCE2® - 7 principles, 7 processes, 7 themes and tailoring to the project environment
- PRINCE2® Terminology
- PRINCE2® Process Model – a high level overview
- SU Process & Activity and how they support the 7 principles
- The project brief and Project Product Description (purpose and composition)
- The PRINCE2® Process Model in detail. 'Timeline' and 'Interface' style Process Models covering the seven processes: [Starting Up a Project; Directing a Project; Initiating a Project; Managing a Stage Boundary; Controlling a Stage; Managing Product Delivery and Closing a Project processes] and how they interact and drive a project through a controlled start, middle and end. The process model sets the scene and creates a framework for the remainder of the course.

Evening work: Your Trainer will recommend evening work to help with your continued learning and understanding.

DAY 2

- Organisation Theme and the Principles
- Organisation and the Process Model
- Project Management Team Structure, Roles and Responsibilities
- Stakeholders and the Communication Management Strategy
- Quality Theme and the Principles
- Quality and the Process Model
- Quality Review Technique
- Plans Theme and the Principles
- Plans, Planning and the Process Model
- Product-Based Planning Technique [Project Product Description, Product Description, Product Breakdown Structure & Product Flow Diagram]
- Business Case Theme and the Principles
- Business Case and the Process Model

Evening work: Your Trainer will recommend evening work to help with your continued learning and understanding.

DAY 3

- Risk Theme and the Principles
- Risk and the Process Model
- Risk Management Procedure
- Risk Management Strategy
- Progress Theme and the Principles
- Progress and the Process Model
- Tolerance and Management by Exception
- Progress Controls and baselines for control
- Reviewing and Reporting Progress
- Raising Exceptions, Exception Report
- Change Theme and the Principles
- Change and the Process Model
- Change and Configuration Management Procedures
- Configuration Management Strategy
- Tailoring PRINCE2® to the Project Environment
- **FOUNDATION EXAM**

Evening work: Your Trainer will recommend evening work to help with your continued learning and understanding.

DAY 4

- Practitioner Exam Overview
- Exam Style Questions and Approaches
- Process Model Refresher and Questions
- Plans Refresher and Questions
- Organisation Refresher and Questions
- Change Refresher and Questions
- Risk Refresher and Questions
- Business Case Refresher and Questions
- Quality Refresher and Questions
- Progress Refresher and Questions
- Summary and Close

Evening work: Your Trainer will recommend evening work to help with your continued learning and understanding.

DAY 5

ACCREDITED PRINCE2® PRACTITIONER EXAMINATION

This is a 2 ½ hour objective test examination. It is an open book exam, allowing you to bring only the official PRINCE2® manual into the exam room.

The objectives of the examination are to enable a candidate to demonstrate to the examiner an understanding of PRINCE2® and an ability to apply the methodology in an appropriate way in a given set of circumstances described in the scenario.

The Practitioner exam uses various 'objective test' style questions which require a candidate to choose a response to a question from a set of choices for which the correct answer is pre-determined.

The exam will consist of 8 main questions, each of which will be made up of 2 to 4 part questions. Each main question has a total of 10 question lines, each worth 1 mark, giving a total of 10 marks available in each main question. There is a maximum of 80 marks in total. You need to achieve a score of at least 44 marks [55% averaged over the 8 questions to pass].