



PeopleCert ON BEHALF OF AXELOS

About the Course

PRINCE2® (PROjects IN CONTROLLED ENVIRONMENTs) 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 (aspects of project performance) involved in any project, those of: 'Costs', 'Timescales', 'Quality', 'Scope', 'Risk' and 'Benefits'.

Designed for

Everyone needing a controlled approach to managing projects. Suitable for project managers, team managers, project support and assurance staff, and managers from any discipline. It is particularly aimed at people who are responsible for managing projects.

Organisations. If you have a team of 6 or more then it is more cost effective for SPOCE to come to you.

Individuals requiring training can attend SPOCE's public courses which are scheduled on a weekly basis across the UK. Venues include Birmingham, Bournemouth, Fleet, Leeds, London, Manchester, Nottingham and Oxford.

Course Approach

SPOCE offer this course as a 3 day Foundation level course, and a 5 day Foundation and Practitioner option.

This is the 5 day Foundation and Practitioner course and is a mixture of input and practical sessions teaching to both the 'Foundation' and 'Practitioner' AXELOS Ltd Syllabus levels, delivered by a Peoplecert approved trainer with practical experience of project management. The course prepares delegates for and incorporates both the Foundation and Practitioner exams and includes additional focus on the application of the method using Practitioner-level tasks and 'objective test' style exam questions throughout the course.

Pre-course material includes SPOCE's highly acclaimed online event preparation, including hundreds of sample exam questions, plus a detailed Pre-course Workbook.

We recommend that delegates should spend approximately 10 -15 hours studying this pre-course material in order to be well prepared for the course.

Benefits of Method

The benefits of using this method include:

- Established & proven international best management practice and governance for project management
- Business case focus with emphasis on project viability
- Promotes learning from experience and continuous improvement in organizations
- Gives explicit recognition of project responsibilities
- Improves project communication and control
- Focuses on delivering quality products that meet business expectations and enable the benefits
- Can be applied to *any* size and *type* of project in *any* environment.

Course Objectives

The key objectives of this course are:

- Understand the PRINCE2 method at Foundation and Practitioner levels
- Understand the integrated elements of PRINCE2 (principles, processes, themes and project environment)
- Understand the tailoring aspects of PRINCE2 and how the method is applied to different project environments
- 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 for and take the Foundation and Practitioner qualification exams.

Exam Information

Foundation: 1 hour, 'closed book', 60 multiple-choice questions.

Practitioner: 2½ hours, 'open book' (official PRINCE2® manual only), 68 scenario-based objective test questions.

Passing the exams will provide you with internationally recognised professional qualifications.

Course Coverage

PRINCE2®

ACCREDITED TRAINING ORGANIZATION

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Structured Approach to Managing Projects

An introduction to the method and the need for project management; Setting the scene for a structured approach to managing projects; Projects, project management and their organizational context; The basis of the PRINCE2® method including the integrated elements of: 'principles', 'processes', 'themes' and 'project environment'. The need to tailor and embed PRINCE2®.

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. SPOCE's 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. The Process Model sets the scene for the remainder of the course.

Business Case

Purpose of managing a business case; Business case content; Defining outputs, outcomes, benefits and dis-benefits and their relationship; Developing, verifying and maintaining the business case; Reviewing and confirming the outcomes and benefits and the benefits management approach.

Organization

Purpose of managing organization; Project management team structure - the Project Board, Project Assurance, Project Manager, Team Manager, Change Authority and Project Support roles & responsibilities. Stakeholder management; Communication management approach.

Plans

Purpose of planning; Levels and content of a plan; Exception plan; The PRINCE2® planning steps and the Product-based approach to planning (project product description, product breakdown structure, product descriptions, product flow diagram); MoSCoW prioritization technique.

Progress

Purpose of managing progress; Tolerance and raising exceptions; Project Board and Project Manager controls for reviewing and reporting progress; Baselines for progress control; Capturing and reporting lessons; Event-driven and time-driven controls.

Change

Purpose of managing change; Issue types; Change control approach; Issue register; Creating, maintaining and controlling product baselines; Issue and change control procedure technique; Change Authority; Change budget.

Quality

Purpose of managing quality; Quality management; The quality audit trail; Customer's quality expectations and acceptance criteria; Quality criteria, Quality management approach; Quality register; Quality planning and quality control; Quality assurance; Quality review technique.

Risk

Purpose of managing risk; Risk defined; Risk management in a project context; Risk management approach; Risk register; Risk management procedure technique; Risk budget.

Practical Work

A specially written scenario runs throughout the course. A comprehensive set of tasks help provide a practical application of the method. There are a number of scenario-based 'objective test' style questions to help delegates understand how the method is applied to a project scenario. This variety of practical work also helps delegates prepare for both the Foundation and Practitioner exams.

Delegates attending this course should expect at least 1-hour of practical evening work each day to help with their continuous learning and consolidation.

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