



Accredited by APM GROUP

Foundation & Practitioner

Want to arrange this course for your organisation? We can come to your offices! Call us on +44 (0)1202 736373 for more information and prices

Also available:

PRINCE2® Half-day Executive Briefing

PRINCE2® 1-Day Overview

PRINCE2® Key Player & other non-examined events

Public venues:

**Bournemouth
Darlington
London
Manchester
Nottingham**

Prices:

**3 day Foundation
£895 + VAT**

**5 day Practitioner
£1,395 + VAT**

**2 day Exam Prep
£595 + VAT**

Officially launched in October 1996, PRINCE2® is the method used for planning and managing projects in the public and private sectors. The method is used for a wide variety and size of projects. PRINCE2® is universally accepted as best practice project management.

Who is it for?

Organisations and individuals requiring a controlled approach to managing projects. SPOCE offers a range of classroom based courses suitable for project managers, team managers, project support and assurance staff, and managers from any discipline.

The PRINCE2® method is flexible and adaptable for any type and size of project, and offers an excellent management foundation for any member of staff.

What are the course objectives?

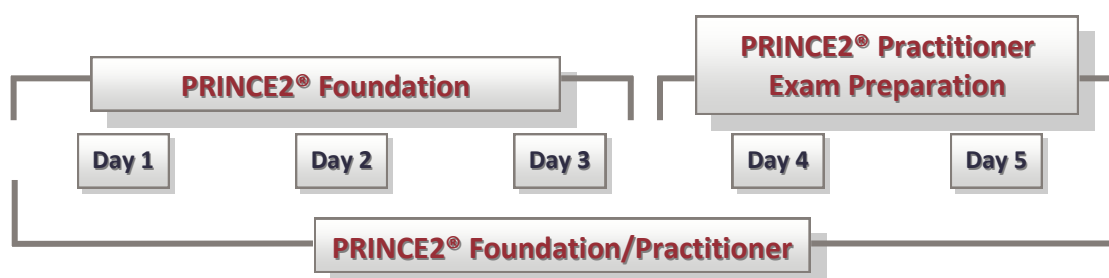
The key objectives of this course are:

- Understand the PRINCE2 method at the Foundation and, where chosen, the Practitioner levels.
- Understand how to apply 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.

What is the approach of the course?

The course is a mixture of input and practical sessions, delivered by an APM Group approved trainer with practical experience of project management.

A pre-event preparation pack including reading and specially written software will be sent to everyone attending this event. Delegates should spend between 10-20 hours studying this pre-course material in order to be well prepared for the course.



SPOCE's flexible approach to the management of the course means that delegates can attend the whole 5 day Practitioner event or attend the 3 day Foundation event only and return at a later date to complete the Practitioner Exam if they so wish.



PRINCE2® is a Trade Mark of the Office for Government Commerce.
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Other accredited courses available



Programme Management



Management of Risk

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What Content Do the Courses Cover?

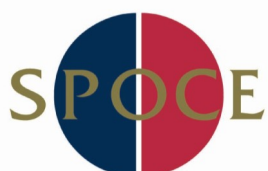
- Structured Approach to Managing Projects**
 Setting the scene for a structured approach to managing all projects; project success criteria; the model of the PRINCE2 method including the integrated elements of principles, processes, themes and tailoring.
- The Process-based Approach**
 PRINCE2 focuses 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. 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.
- 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.
- 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 Trail; 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**
 Specially written scenarios and comprehensive sets of related tasks help provide a practical application of the method. Practical work includes creating process models, completing tasks related to specific elements of the method such as how the PRINCE2 themes help to apply the PRINCE2 principles as well as a variety of objective test questions. Many tasks are designed to help delegates 'link' the four integrated elements of PRINCE2®; "principles", "processes", "themes" and "tailoring".

Examinations

- Foundation:** 1 hour, closed book exam consisting of 75 multiple-choice questions
- Practitioner:** 2½ hours, open book (PRINCE2® manual only) consisting of 9 scenario based objective test questions

 To maintain your Practitioner Qualification you will need to sit and pass a Re-Registration exam within 5 years of passing your original examination
- Practitioner Re-Registration:** open book (PRINCE2® manual only) consisting of 3 scenario-based objective test questions.

PRINCE2® is a Registered Trade Mark of the Office for Government Commerce in the UK and other countries. The Swirl Logo™ is a Trade Mark of the Office of Government Commerce.



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