## Overview

PRINCE2 is a generic, tailor able, simple to follow project management method.  It covers how to organise, manage and control your projects.  It is aimed at enabling you to successfully deliver the right products, on time and within budget. As a Project manager you can apply the principles of PRINCE2 and the associated training to any type of project. It will help you to manage risk, control quality and change effectively, as well as make the most of challenging situations and opportunities that arise within a project.

A PRINCE2 project has the following characteristics:

* Continued business justification
* Learning from experience
* Defined roles and responsibilities
* Managed by stages
* Managed by exception
* Focuses on products and their quality
* Tailored to suit the particular product environment

PRINCE2 does not cover all aspects of project management.  Areas such as leadership and people management skills, detailed coverage of project management tools and techniques are well covered by other existing and proven methods and are therefore excluded from PRINCE2.

**An Introduction to PRINCE2**

**PRINCE2** (**PR**ojects **IN** **C**ontrolled **E**nvironments) is the acronym for **PR**ojects **IN** **C**ontrolled **E**nvironments  and it’s a process-based method for effective **project management**.

PRINCE2 is a widely used project management method, which navigates you through all the essentials for running a successful project. Since it’s introduction in 1989 as a UK government standard for IT project management, PRINCE2 has been taken on by both the public and private sectors and is now recognized as a de facto standard for project management.

PRINCE2 is a flexible method and although originally designed for the management of IT projects it is now aimed at also other types of project. PRINCE2 takes all the simple and obvious lessons learned by thousands of professionals in the past 20-odd years and presents them in a checklist for present clients, managers and their teams. OGC (Office of Government Commerce) own the methodology.

The main features are:

* A defined management structure;
* A system of plans for resourcing and technical issues;
* A set of control procedures;
* A focus on products - deliverables to the customer and project deliverables for the management of the project;

 Nowadays many organizations are employing the skills and services of external suppliers, working alongside in-house resources, to enhance their ability to deliver successful projects. PRINCE2 provides a mechanism to harness these resources and enable the team to integrate and work together effectively on a project.

**PRINCE2 History:**

* **1975: PROMPTII**

A project management method originally created in 1975 by Simpact Systems Limited. PROMPTII stands for Project, Resource, Organization,

* **1989: PRINCE**

Published by the UK Government agency CCTA, Projects in Controlled Environments (PRINCE) became the UK standard for all government information systems projects.

* **1996 PRINCE2**

For the 1996 relaunch the PRINCE2 method was geared towards a generic best practice approach and has since been used for many different types of project.

In 2002 and 2005 PRINCE2 was updated in consultation with the international user community.

* **2009 PRINCE2 Major Revision**

A major revision has seen the method made simpler and more easily customizable, a common request from users. The updated version has seven basic principles (not in the previous version) that contribute to project success:

These principles are:

* Business Case
* Organization
* Plans
* Risk
* Progress
* Quality
* Issues & Changes

**PRINCE2**® **Passport**

PRINCE2® Passport is accredited by the APM Group to support self-study distance learning for the PRINCE2® Foundation and Practitioner exams. SPOCE's self-study products aim to provide you with a straightforward route to becoming a fully certificated Registered Practitioner in your own time and at your own pace. SPOCE offers options for Foundation and Practitioner levels with the added option of an additional classroom-based revision day.

**What are the benefits?**

* Provides flexibility for those wishing to study at a time, pace and place convenient to them
* A flexible choice of different self-study options, including a blended-learning package combining self-study with a classroom based revision day.
* A cost-effective solution for both individuals and organisations
* People who study PRINCE2® using PRINCE2® Passport achieve a higher score in the Foundation exam
* PRINCE2® Passport is achieving higher pass rates in the Practitioner exam compared to classroom training
* Online learning gives you the freedom to access from any location.

**What is included in the e--learning?**

* 12 modules with associated interactive lessons
* Video presentations for each lesson
* Notes to support each lesson and references to the PRINCE2® Manual
* Module level exam simulation directly aligned to the PRINCE2 syllabus
* Online support forums and chat
* PRINCE2 Foundation and Practitioner exam simulations
* Interactive exercises to consolidate the learning
* Extensive Exam Approaches module to support the “Objective Testing” Practitioner exam
* Progress reporting facility

**What exams are included?**

* 1 Day Passport Exams only: Foundation exam am. Practitioner exam pm
* 2 Day Passport Plus Revision with Examinations: 1 full day of revision and consolidation followed by the Foundation and Practitioner exams on Day 2.

## Introducing 'PrinceLite'

PrinceLite is a framework for project delivery, not project management for its own sake. It may be termed lightweight but that is not meant to imply it is suitable only for small projects: it is suitable for any size project. PrinceLite is a 'dialect' of Prince2™ (a means of configuring Prince2); it informs which project artefacts are most important to project delivery.

## [PRINCE2 Lite](http://home.kpn.nl/wikkepedia/prince2/index.html)

## The overview has been created to give users some help in deciding if PRINCE2 Lite is appropriate for their projects. What is PRINCE2 Lite?

* PRINCE2 Lite is a tailored version of PRINCE2
* It is geared towards small projects where fully blown PRINCE2 may not be appropriate or manageable.
* It is useful if you have not considered a formal approach to a project and require guidance on how to proceed and what documentation to complete.
* It shows you how to approach a formal project in terms of documentation and processes.
* It contains descriptions of key documentation and recommended contents to help you.

## [PrinceLite and Prince2 Lite](http://home.kpn.nl/wikkepedia/prince2/index.html)

PrinceLiteis a process that integrates the software engineering process with the project governance process. PrinceLite is a project delivery methodology; it is not a project management method. The main point of PrinceLite is that it is orientated around the business community; it serves the project sponsors (people who pay the IT bill).  
PrinceLite is defined specifically to allow you to deliver **IT projects**. It is of no use for construction or civil engineering.  
Prince2 Lite is a tailored version of Prince2. In other words a lite version of Prince2 with a lite business case and lite documentation. PRINCE2 Lite is a simplified adaptation for private sector businesses.  
For smaller organisations handling smaller projects , PRINCE2 is too complex and they develope their own simplified versions. These smaller versions are known as PRINCE2 Lite and occasionally called PINO (Prince2 In Name Only) too.

## [The PRINCE2 PID](http://home.kpn.nl/wikkepedia/prince2/comments.html)

The most important document for Prince2: the PID. A Project initiation Document (PID) is produced in order to capture and record the basic information required to direct /manage a specific project.  The document is important for large projects with lots of interaction with business people and sponsors with little, if any, experience of the role and how a well run project differs from line management.

#### Why refresh PRINCE2?

Every few years the UK’s Office of Government Commerce or OGC, who are the owners of PRINCE2, review the method to ensure it meets the needs of users.

The OGC began a public consultation exercise involving more than 150 organisations and individuals, to gather opinion on the PRINCE2 project management method. The feedback was considered by a reference group consisting of trainers, consultants, academics and users in order to provide clear guidance on the objectives of the update.

Amongst other things, the outcome of this exercise suggested that the new manual should provide more guidance and less instruction. Integration with other OGC products such as Managing Successful Programmes and Management of Risk was also recommended. Users also requested guidance on tailoring the PRINCE2 method, particularly in small projects, along with help with soft skills such as change and people management.

**Is there a PRINCE3?**

There are no official plans for PRINCE3. There will be incremental upgrades to PRINCE2 and the name will not be changed. The most recent PRINCE2 version was released in 2009.

**How does it work?**

The PRINCE2 method is documented in the OGC publication  "Managing Successful Projects with PRINCE2", readily available from the official publisher,  [TSO](http://www.tso.co.uk/), this is aimed at those working in the project environment and the project manager in particular. "Directing Successful Projects with PRINCE2" covers the duties and behaviors expected of the Project Board. These core books are supported by a number of complementary publications.

PRINCE2 is based on seven principles;

* Business justification
* Learning lessons
* Roles and responsibilities
* Managing by stages
* Managing by exception
* Product focused
* Tailored

The approaches to deliver these principle are outlined in the 7 themes,

* Business case
* Organisation
* Quality
* Plans
* Risks
* Changes
* Progress

and flow through to the underpinning processes,

* Starting up a project
* Directing a project
* Initiating a project
* Controlling a stage
* Managing stage boundaries
* Closing a project

PRINCE2 acts as a common language between all of customers, users and suppliers, bringing these parties together on the Project Board. And although PRINCE2 doesn't include contract management as such, it provides the necessary controls and boundaries needed for everybody to work together within the limits of any relevant contracts.  In addition, the Project Board provides support to the project manager in making key decisions.

Most important of all, PRINCE2 allows your business to focus on doing the right projects, at the right time, for the right reasons, by making the start of a project and its continued existence dependent on a valid ongoing business case.

**Why PRINCE2**

**Why use PRINCE2?**

The **PRINCE2** **Foundation** is the first of the two PRINCE2 Examinations you are required to pass to become a PRINCE2 Practitioner. This level is for those that would like to learn the basics and terminology of PRINCE2 and is aiming to measure whether a candidate would be able to act as an informed member of a project management team using the PRINCE2 method within a project environment supporting PRINCE2.

The **PRINCE2** **Practitioner** is the highest-level qualification and is suitable for those that require managing projects within a PRINCE2 environment. To this end the candidates need to exhibit the competence required for the Foundation qualification, and show that they can apply and adjust PRINCE2 to address the needs and problems of a specific project scenario.

**PRINCE2 certification** is an invaluable asset to anyone's career as it increases employment prospects and helps individuals do their jobs more effectively, becoming an advantage to their employers.

The PRINCE2 management method is spreading worldwide because many people from the private sector are finding real benefits from using it.

Using PRINCE2 will make your work more organized by using the specific procedures and language. The benefits will be visible not only at the directors/executives or project management level but also what concerns the team.

Some of the key advantages from using PRINCE2 are:

- Fewer meetings and less reports to write down;   
- More work freedom for team members;   
- Involvement of each team member in decisions about change request;   
- For the project managers improvement in clarity to what has to be delivered;   
- More time for project managers to focus on high value activities as risk management;   
- Direct link between strategic objectives and operational change;   
- Fact based decision for the directors/executives;

**Why study PRINCE2?**

PRINCE2 is the most widely recognized project management qualification and is used in more than 50 countries. Some of the key reasons why PRINCE2 is worth the effort of study:

* A PRINCE2 Qualification will give you first class project management skills
* Studying PRINCE2 will give you the confidence in managing projects successfully
* Implementing PRINCE2 in your projects will give you common systems, procedures and language;
* You will make fewer mistakes, learn from those that you do make, saving time, money and effort;
* Being PRINCE2 qualified will greatly improve your employment prospects;
* A PRINCE2 qualification is a great asset for your CV;
* PRINCE2 is recognized as a worldwide and is **the** standard method for project management and is recognized as de facto; standard for project management by the UK government;

**The PRINCE2 model**

The PRINCE2 model comprises four integrated elements:

• **Principles**:

seven good practices which need to be implemented to ensure the success of a project.

• **Themes**:

seven aspects of project management that must be continually addressed.

• **Processes**:

a series of management activities to be undertaken by the team. Each process provides checklists of recommended activities, products and related responsibilities.

• **Tailoring PRINCE2 to the project environment**:

PRINCE2 is not a ‘one size fits all’ solution, it should be tailored to reflect organizational and project-specific needs.

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**PRINCE2 Methodology**

 The PRINCE2 (Projects In Controlled Environments) model was originally established in 1989 by the Central Computer and Telecommunications Agency. The updated version of the model, PRINCE2 was launched in 1996 and since then, has become the dominant project management model within the UK, both in the private and public sectors.

The benefits of the PRINCE2 model for management is that it provides a framework within which delegation of planning and execution of change can take place.

PRINCE2 (Projects IN Controlled Environment) is process-based, providing tailoring and scalable changes towards effective management of projects. Each process is defined with key inputs and outputs, objectives to be achieved, and activities to be carried out.

This is done by ensuring:-

**Clarity of purpose**

Objectives of the project are clearly understood by mapping them against the big picture of where the organisation is going.

**Credible planning**

Implementation of the strategy is tested by looking at the project capability and capacity available to manage the changes required.

**Commitment**

Where buy-in is achieved from all areas of the organisation through effective communication processes.

**Control**

Where projects are planned and delivered in phases allowing important review points.

# The Pros and Cons of the Methodology

One benefit of using this method over others could be said to be the fact that it is product-based and it also divides the project into different stages making it easy to manage. This is sure to help the project team to remain focused and deliver a quality outcome at the end of the day.

The most important of all benefits is that it improves communication between all members of the team and also between the team and other external stakeholders, thereby giving the team more control of the project.

It also gives the stakeholder a chance to have a say when it comes to decision-making as they are always kept informed by the issuance of reports at regular intervals.

**The PRINCE2 Methodology Says That a Project Should Have:**

* **An organised and controlled start**, ie. organise and plan things properly before leaping in;
* **An organised and controlled middle**, ie. when the project has started, make sure it continues to be organised and controlled;
* **An organised and controlled end**, ie. when you've got what you want and the project has finished, tidy up the loose ends.

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**PRINCE2 Process**

PRINCE2 is a process based project management approach. There are 8 PRINCE2 project management processed that cover all the activities of a project from setting up the project to the controlling, managing the progress and completion of the project.

**Directing a Project (DP)**

 Directing a Project runs from the start-up of the project until its closure. This process is aimed at the Project Board. The Project Board manages and monitors via reports and controls through a number of decision points.

The key processes for the Project Board break into four main areas:

* Initiation (starting the project off on the right foot)
* Stage boundaries (commitment of more resources after checking results so far)
* Ad hoc direction (monitoring progress, providing advice and guidance, reacting to exception situations)
* Project closure (confirming the project outcome and controlled close).
* This process does not cover the day-to-day activities of the Project Manager.

**Starting up a Project (SU)**

 This is the first process in PRINCE2. It is a pre-project process, designed to ensure that the pre-requisites for initiating the project are in place.

The process expects the existence of a Project Mandate which defines in high level terms the reason for the project and what outcome is sought. Starting up a Project should be very short.

The work of the process is built around the production of three elements:

* Ensuring that the information required for the project team is available
* Designing and appointing the Project Management Team
* Creating the Initiation Stage Plan.



**Initiating a Project (IP)**

 The objectives of Initiating a Project are to:

* Agree whether or not there is sufficient justification to proceed with the project
* Establish a stable management basis on which to proceed
* Document and confirm that an acceptable Business Case exists for the project
* Ensure a firm and accepted Foundation to the project prior to commencement of the work
* Agree to the commitment of resources for the first stage of the project
* Enable and encourage the Project Board to take ownership of the project
* Provide the baseline for the decision-making processes required during the project's life
* Ensure that the investment of time and effort required by the project is made wisely, taking account of the risks to the project.

**Managing Stage Boundaries (MB)**

 This process provides the Project Board with key decision points on whether to continue with the project or not.

The objectives of the process are to:

* Assure the Project Board that all deliverables planned in the current Stage Plan have been completed as defined
* Provide the information needed for the Project Board to assess the continuing viability of the project
* Provide the Project Board with information needed to approve the current stage's completion and authorise the start of the next stage, together with its delegated tolerance level
* Record any measurements or lessons which can help later stages of this project and/or other projects.

**Controlling a Stage (CS)**

 This process describes the monitoring and control activities of the Project Manager involved in ensuring that a stage stays on course and reacts to unexpected events. The process forms the core of the Project Manager's effort on the project, being the process which handles day-to-day management of the project.

Throughout a stage there will be a cycle consisting of:

* Authorising work to be done
* Gathering progress information about that work
* Watching for changes
* Reviewing the situation
* Reporting
* Taking any necessary corrective action.

This process covers these activities, together with the on-going work of risk management and change control.

**Managing Product Delivery (MP)**

 The objective of this process is to ensure that planned products are created and delivered by:

* Making certain that work on products allocated to the team is effectively authorised and agreed accepting and checking Work Packages
* Ensuring that work conforms to the requirements of interfaces identified in the Work Package
* Ensuring that the work is done
* Assessing work progress and forecasts regularly
* Ensuring that completed products meet quality criteria
* Obtaining approval for the completed products.

**Closing a Project (CP)**

 The purpose of this process is to execute a controlled close to the project.

The process covers the Project Manager's work to wrap up the project either at its end or at premature close.

Most of the work is to prepare input to the Project Board to obtain its confirmation that the project may close.

The objectives of Closing a Project are therefore to:

* Check the extent to which the objectives or aims set out in the Project Initiation Document (PID) have been met
* Confirm the extent of the fulfilment of the Project Initiation Document (PID) and the Customer's satisfaction with the deliverables
* Obtain formal acceptance of the deliverables
* Ensure to what extent all expected products have been handed over and accepted by the Customer
* Confirm that maintenance and operation arrangements are in place (where appropriate)
* Make any recommendations for follow-on actions
* Capture lessons resulting from the project and complete the Lessons Learned Report
* Prepare an End Project Report
* Notify the host organisation of the intention to disband the project organisation and resources.

**Planning (PL)**

 Planning is a repeatable process, and plays an important role in other processes, main ones being:

* Planning an Initiation Stage (SU 6)
* Planning a Project (IP2)
* Planning a Stage (SB1)
* Producing an Exception Plan (SB6).

**PRINCE2 techniques**

There are three techniques, these are

**Product Based Planning**

A “Product Breakdown Structure” which identifies the Products or Deliverables to be produced during the project. A “Product Description” for each Product identified in the Product Breakdown Structure, which defines and specifies each Product; a key feature of the Product Description is the Quality Criteria used to ensure that the Product is indeed a “Quality Product” that conforms to its requirements. A “Product Flow Diagram” which shows the relationship that each Product has with others and external entities; the Product Flow Diagram must “balance” with the Product Breakdown Structure.

**Quality Review Technique**

Used for measuring a Product or Deliverable against its published Quality Criteria. PRINCE 2 recognises Informal Quality Reviews (typically “Desk Checks”, Tests or Visual inspections) and Formal Quality Reviews (which are more structured “Walkthroughs” of a Product or Deliverable). Formal Quality Reviews comprise three distinct Phases - Preparation, The Review Meeting and Follow-Up.

**Change Control**

Every project must be able to accommodate changes required by the customer or anyone else who has an interest in the project’s outcome. All suggested changes, identified errors and departures from the agreed Specification must be captured as “Project Issues, logged, analysed for technical, customer and business impact, and a decision made on whether to accept or reject the Issue.

**PRINCE2** provides a product-based start to the planning activity. It also provides a planning framework which can be applied to any type of project.

This involves:

* Establishing what products are needed
* Determining the sequence in which each product should be produced
* Defining the form and content of each product
* Resolving what activities are necessary for their creation and delivery.

**PRINCE2 Qualifications**



Qualifications are governed by the passing of two exams: the **PRINCE2 Foundation** and the **PRINCE2 Practitioner**. A PRINCE2 qualification has many benefits for your business and your industry:

* **Industry recognition:** Certification signifies you meet or exceed the national and international SH&E performance expectations of government, labour and the community.
* **Evidence:** Prove that your business meets local, regional and national SH&E regulations and consent requirements.
* **A business tool:** Use your detailed PRINCE2 audit report to improve your business and achieve higher SH&E performance standards.
* **World-class values:** Send the message that your business meets the world's most demanding SH&E protection standards.
* **Safety against litigation:** In the event of an incident (e.g. chemical spill), PRINCE2 qualifications provides proof that you routinely recognise the risk and take every practical precaution to eliminate or minimise potential problems.
* **Industry commitment:** Show enforcement agencies that industry is able to regulate itself to a high standard thereby avoiding further expensive regulatory restrictions and intervention.

**PRINCE2 qualifications** are an invaluable asset to anyone's career as it increases employment prospects and helps individuals do their jobs more effectively, becoming an advantage to their employers.

**PRINCE2 Passport**

Prince2 Passport is an interactive, on-demand learning package encompassing both Foundation and Practitioner level training. Included in this package are the PRINCE2 manual, exam simulations and full Accredited Trainer support.

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**PRINCE2 Exams**

**PRINCE2 Foundation & Practitioner Exams**

There are basically two examinations applicable to PRINCE2:

* Foundation examination
* Practitioner examination

**Foundation Examination Details**

The Foundation is the first of the two PRINCE2 Examinations you are required to pass to become a PRINCE2Practitioner. This level is aiming to measure whether a candidate would be able to act as an informed member of a project management team using the PRINCE2 method within a project environment supporting PRINCE2. To this end they need to show they understand the principles and terminology of the method, specifically, candidates must be able to:

Describe the purpose and major content of all roles, the eight components, the eight processes and the sub-processes, and the techniques.   
State which management products are input to, and output from the eight processes.   
State the main purpose, and key contents, of the major management products.   
State the relationships between processes, deliverables, roles and the management dimensions of a project.

* Multiple-choice
* One hour duration
* 75 questions
* 35 correct answers are required to pass
* Closed-book

**Practitioner Examination Details**

The Practitioner is the second of the two PRINCE2 Examinations you are required to pass to become a PRINCE2 Practitioner.

This level is aiming to measure whether a candidate would be able to apply PRINCE2 to the running and managing of a project within an environment supporting PRINCE2. To this end they need to exhibit the competence required for the Foundation qualification, and show that they can apply and tune PRINCE2 to address the needs and problems of a specific project scenario, specifically, candidates must be able to:

Produce detailed explanations of all processes, components and techniques, and worked examples of all PRINCE2 products as they might be applied to address the particular circumstances of a given project scenario.

Show they understand the relationships between processes, components, techniques and PRINCE2 products and can apply this understanding.

Demonstrate that they understand the reasons behind the processes, components and techniques of PRINCE2, and that they understand the principles underpinning these elements.

Demonstrate their ability to tune PRINCE2 to different project circumstances.

**Practitioner Exam Features**

The Practitioner exam presents the following main characteristics:

* format: 9 questions, with a scenario background and appendices
* each of the 9 questions is worth 12 marks
* an overall score of 59 out of possible 108 is required to pass (55%)
* 2.5 hours duration
* open book examination (only the PRINCE2 Manual is allowed)

**For Practitioners & Registered Practitioners**

All PRINCE2 Practitioners should be re-registered within 3-5 years of their original certification. This Re-Registration comprises a 1-hour examination set at the same standard as the Practitioner examination.

All Practitioners who have taken the PRINCE2 Practitioner qualification since October 2000 have agreed or are agreeing to this requirement as part of their initial application and so are now designated as Registered Practitioners. Practitioners certified prior to October 2000 have the opportunity to take the Re-Registration examination in order to demonstrate their commitment to professional development.

Those who have qualified since January 2001 or have voluntarily undertaken the Re-Registration qualification are designated as Registered Practitioners.

**The PRINCE2 Foundation Training Manual: Book**

The main objective of the PRINCE2 Foundation Training Manual is to provide an easy-to-read and easy-to-understand full PRINCE2® manual that can be used to prepare for Foundation exam. Click here for more information and to download a sample copy.

The official PRINCE2 Manual for the Project Manager is an excellent reference manual but can be rather difficult to pick up and read if you are both new to project management or new to PRINCE2.

How is the PRINCE2 Foundation Training Manual different from the official PRINCE2 manual?

• Most important, it is very easy to read and understand

• The Foundation Training Manual provides lots of management products examples

• It use examples to help explain new PRINCE2 terms

• It is focused on both learning PRINCE2 and passing the Foundation Exam

• Each chapter ends with an overview of the type of questions to expect in the exam

• It is written as a training a training manual and therefore very easy to read

• It is available in PDF format making it easy to search and find what you need.

# Examination Languages

The APM Group translate PRINCE2 examination papers into languages other than English and continue to expand the range of language options available to candidates. This reflects PRINCE2's status as a truly international project management standard.

The PRINCE2 Foundation and Practitioner examinations are available in the following languages:

* Arabic (Foundation only)
* Brazilian Portuguese (Foundation only)
* Chinese (Mandarin)
* Czech (Foundation only)
* Danish
* Dutch
* English
* French
* German
* Italian
* Norwegian
* Polish
* Slovak (Foundation only)
* Spanish

**NEW Languages for PRINCE2 exams - Coming Soon**

* Japanese (Foundation only)
* Russian (Foundation only)
* Swedish

# [PRINCE2 Training: Background and Techniques](http://pmtools.makemysuccess.com/blog/posted-articles/prince2-training-background-and-techniques)

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| PRINCE2 is the acronym for ‘PRojects IN Controlled Environment’. This is a project management standard used extensively by the UK government. PRINCE2 training is based on structured methodology and is the registered mark of the ‘Office of Government Commerce’. PRINCE2 primarily focuses on when a project has to be delivered, what is to be delivered, why it is to be delivered and to whom. It puts emphasis on organized and controlled structured processes that recognize the responsibilities in a project. The project is divided into manageable and controllable stages that are keys to a product based planning approach.  **A Brief History of PRINCE2 Training**  In 1989, PRINCE became a standard for government projects, replacing PROMPTII. In October 1996, with some modifications it was re-launched as PRINCE2. A fundamental revision of the method was done in 2006 to make it simpler and adaptable to the changed business environment. PRINCE2 training was re-launched as ‘PRINCE2:2009 Refresh’. The name PRINCE2 was kept intact to show that the method is basically faithful to the principles of PRINCE2. Now, there are two manuals: ‘Directing Projects Using PRINCE2’ and ‘Managing Projects Using PRINCE2.’  **Contemporary PRINCE2 Training Techniques**  PRINCE2 is a standard methodology of project management that works in tune with the specialist techniques available and appropriate to the subject, sector and size of a project. Three contemporary PRINCE2 training techniques are:  **Product Based Planning**:  This is the starting point for all planning activities and a requisite of PRINCE2 training technique. This is a process of identification for all products and deliverables of the project along with the allied work required to deliver them. The planning begins with the question; ‘what must be delivered’ rather than ‘what should be done’ and starts with the ultimate goal of the project, involving the customer from the very beginning.  **Product Breakdown Structure (PBS):**  It is the hierarchical family tree of all the products and sub-products that ultimately compose the final product. Paper based products like approvals or quality checks of earlier products, test documentation; safety certification and so on may be included in the PBS.  **Product Flow Diagram:**  Once the PBS is in place, a product flow diagram is prepared, identifying the order of precedence of products. There may be multiple and complex parallel paths and arrangements that lead to the development of a project.  **Work Breakdown Structure:**  After the preparation of PFD, work can commence on defining the assignments required to produce them.  **Change Control Technique**:  As many organizations have their own change control techniques, the approach of PRINCE2 training is an optional one. However, if adopted, the PRINCE2 change control technique provides simple and effective control of changes, concerns and issues that the project faces when it is on. The techniques primarily focus on minimal disruption of service, cost effective utilization of resources and reduction of back-out activities. A typical change control process involves:  **Record:**  A formal request from the client for change is recorded and categorized by the change control team.  **Assessment:**  The team of impact assessor determines the justification of change and sends it to the delivery team for planning.  **Plan:**  The team assigned, plans the change in detail.  **Test:**  The stakeholders agree with the plan and test it. An approval from the client and time is requested.  **Implementation:**  With the consent of all stakeholders about the cost and time of implementation, the change is implemented and reviewed.  **Close:**  When the client agrees with the change, it is closed.  **Quality Review:**  In most cases, the end product of a project is documents. A structured and objective technique is offered by Quality Review to verify and check a draft document against an agreed standard or specification of that document. The producer, user and those assigned with quality assurance may all be involved in the process. The process primarily aims to identify any error in the product but does not provide any solution for it. |

**PRINCE2 Training**

Our organization is listed as a Accredited Training Organisation (ATO) providing cost effective PRINCE2 training for both [**PRINCE2 Foundation**](http://www.prince2training.com/index.php?module=prince2foundation) and [**PRINCE2 Practitioner**](http://www.prince2training.com/index.php?module=prince2foundationpractitioner) .

**PRINCE2 Foundation** is the first of the two PRINCE2 Examinations you are required to pass to become a PRINCE2 Practitioner. This level is for those that would like to learn the \basics and terminology of PRINCE2 and is aiming to measure whether a candidate would be able to act as an informed member of a project management team using the PRINCE2 method within a project environment supporting PRINCE2.

The **PRINCE2 Practitioner** is the highest-level qualification and is suitable for those that require managing projects within a PRINCE2 environment. To this end the candidates need to exhibit the competence required for the Foundation qualification, and show that they can apply and adjust PRINCE2 to address the needs and problems of a specific project scenario.

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**PRINCE2 Foundation Training**

**PRINCE2 Foundation** is for those that would like to learn the basics and terminology of PRINCE2.

If you require **PRINCE2 Practitioner certification** the cheapest and most effective option is to **combine PRINCE2 Foundation & Practitioner** which will lead to a full PRINCE2 Practitioner qualification.

Alternatively you can do PRINCE2 Foundation and then a [PRINCE2 Practitioner Upgrade](http://www.prince2training.com/index.php?module=prince2practitionerupgrade) at a later date to achieve the Practitioner qualification.

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**PRINCE2 Practitioner Re-registration**

The PRINCE2 Examination Board has determined that all PRINCE2 Practitioners should be re-registered within 3-5 years of their original certification. This re-registration comprises a 1-hour examination set at the same standard as the Practitioner examination. All Practitioners who have taken the PRINCE2 Practitioner qualification since October 2000 have agreed or are agreeing to this requirement as part of their initial application and so are now designated as Registered Practitioners.

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**How much time is spent on each topic?**

|  |  |
| --- | --- |
| **Content** | **Hours** |
| Introduction to PRINCE2 | 4.0 |
| Building the pre-project foundation | 6.5 |
| Planning and initiating a project | 2.0 |
| Managing the project | 7.0 |
| Closing the project | 1.5 |
| Taking the Foundation Exam | 1.0 |
| Preparing for the Practitioner Exam | 4.0 |
| Taking the Practitioner Exam | 3.0 |

**Note**: Times, including the workshops, are estimates; exact times may vary according to the needs of each class.

How much of this course is spent in workshops?

Approximately 45 percent of this course is spent perfoming exercises and sample paper exam questions. These exercises include:

* Evaluating and critiquing a business case
* Designing a project management team
* Establishing controls and strategies
* Planning a product-based project
* Identifying and ensuring project quality using PRINCE2®
* Analyzing and managing risk
* Creating work packages

**PRINCE2 in Pakistan**

For the first time in Pakistan, Matrix Learning Solutions is bringing world-class professional e-learning in partnership with internationally leading accredited training organization, ILX. The courses/exams we offer lead to accreditation in project management (PRINCE2, APMIC), program management (MSP), and IT Service management (ITIL).   
  
If interested, kindly contact: Syed Hasnat Masood, Consultant, Matrix Learning Solutions, Email: hasnat@mls-pk.com,

Cell: 0346-850-1010,

Landline: 051 2817265-66,

Web: [www.mls-pk.com](http://www.mls-pk.com)

School address:

Office 2, floor 1, panther plaza, 16-B, F-8 Markaz

**PRINCE2 Exam fees**  
  
Prince2 exam fees in 2008 is as below. Keep in mind that the exam fees is changing slightly in 2009 which is also given below.

|  |  |
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| **PRINCE2 Exam Fees 2008** |  |
| Foundation = £195 (inc.VAT) Practitioner = £360 (inc.VAT) Both Exams = £555 (inc.VAT) |  |

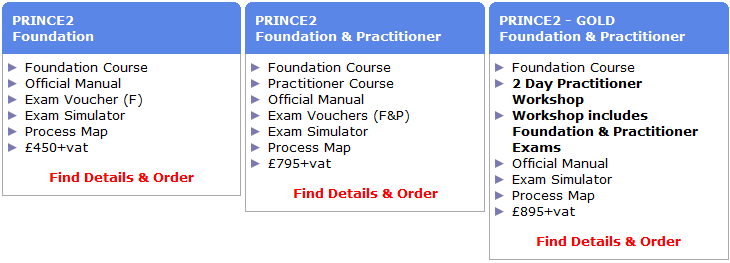
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| **PRINCE2 Exam Fees 2009** |
| Foundation = £205 (inc.VAT) Practitioner = £380 (inc.VAT) Both Exams = £585 (inc.VAT) |

**PRINCE2 Exam Fees 2010**  
Foundation Examination - £205.00 (inc.VAT)  
Practitioner Examination - £380.00 (inc.VAT)  
Both Exams - £585.00 (inc.VAT)

## PRINCE2 Online Learning

Choose the e-learning package which is right for you from the **options below**.  There are more traditional paper based distance learning packages lower down the page.   
  
**Buy Now – with confidence!**

* Focus is the leading project management training specialist in the UK
* All our PRINCE2 online and distance learning packages are accredited by APM Group
* The Official Manual and Exams are included in all our PRINCE2 packages
* No extra credit card fees
* No extra delivery charges (for UK delivery)

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**PRINCE2 Public Course List**

Do you have a team to train? If you have more than six people requiring a PRINCE2 course or PRINCE2 training it may be cheaper for us to come to you!

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**PRINCE2 FOUNDATION TRAINING COURSES**

PRINCE2 Foundation Training courses are offer during these time period.

30-31 March 01 April  
05-06-07 May  
16-17-18 June  
29-30 September 01 October  
03-04-05 November  
15-16-17 December

**PRINCE2 PRACTITIONER TRAINING COURSES**

PRINCE2 Practitioner Training courses are offer during these time period.

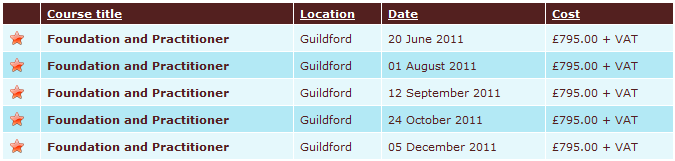
21-22-23 April  
26-27-28 May  
13-14-15 October  
24-25-26 November

Only ATOs and their authorised affiliates have licenses to offer training courses that incorporate official OGC trademarks, brands and copyright material.

These ATOs have been fully accredited by APM Group. The accreditation process involves a rigorous assessment of the organisation's management systems, course materials and trainers, assuring the quality of training provided

# The PRINCE2® Training courses in Guildford

The PRINCE2 Training courses in Guildford will be in future,



**Attention:**

If you are thinking of taking a training course we strongly recommend that any training you receive is through an ATO.

**PRINCE2 FAQs**

1. **What is PRINCE2?**

PRINCE2 is recognized as a world-class international product and is the standard method for project management, not least because it embodies many years of good practice in project management and provides a flexible and adaptable approach to suit all projects. It is a project management method designed to provide a framework covering the wide variety of disciplines and activities required within a project.

PRINCE2 is a flexible and adaptable method than can be used at all kinds of project.

PRINCE2 putt together all the knowledge of thousands of professionals into a structure that anyone can understand.

PRINCE2 is a successful project management system that is used by a lot of agencies.

1. **Who owns PRINCE2 or what are the main publications for PRINCE2?**

PRINCE2 is owned by the Office of Government and Commerce (OGC).

1. **What are the PRINCE2 qualifications and what will they teach me?**

There are two different PRINCE2 qualification:   
- PRINCE2 Foundation   
- PRINCE2 Practitioner

PRINCE2 Foundation qualification contain general information about the PRINCE2 principles and nomenclature. After you get this type of qualification, you can start to use the PRINCE2 methodology in project management.

PRINCE2 Practitioner is the greatest level of PRINCE2 qualification and will learn you how to use PRINCE2 in developing and managing a project. This qualification shows the relationship between the PRINCE2 processes, components, techniques and PRINCE2 products.

1. **How will PRINCE2 qualification help me?**

PRINCE2 is a widely used project management method, is considered a de-factor standard for project management in the UK and it covers the organization, administration and the control of a project.

A PRINCE2 qualification will increase your trust and abilities to manage a project and will also expand your employment perspective.

1. **What is the origin of the name PRINCE?**

PRINCE is the acronym for Projects IN Controlled Environments.

1. **PRINCE2 can be used at any types of projects?**

PRINCE2 can be applied to every kinds of projects, both small and large. PRINCE2 project management methodology is suitable for all needs and can be a guideline to success. Even if it was originally designed for the management of IT projects, it has a flexible structure and can be adapted for all types of projects indifferent of industry or market.

1. **Do I need a computer based planning tool to implement PRINCE2?**

No! PRINCE2 does not recommend which tools you should use to implement the project management method, but it does admit that such tools are worldwide used. You can recourse to a paper-based planning system or at any other tool which is on your disposal.

1. **Does PRINCE2 guarantee a successful outcome to projects?**

No! but applying the system you can grow the chances to develop a successful project.

1. **What countries recognize PRINCE2?**

PRINCE2 is worldwide recognize as a standard methodology in project management.

1. **I want to go straight to Practitioner training!**

This thing cannot be done because in order to be eligible for the Practitioner exam you must have successfully passed the Foundation exam. The Foundation qualification is necessary because it contain the theory of PRINCE2, the main principles which are essential for passing the Practitioner exam.

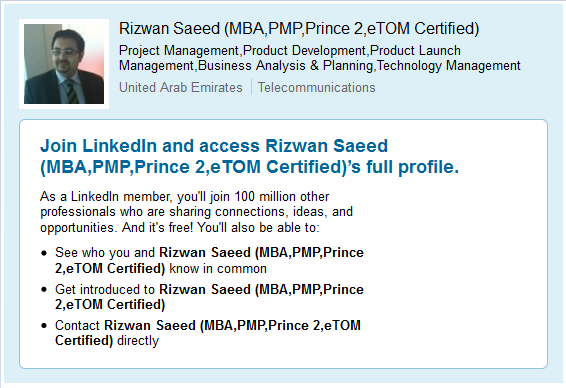
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**PRINCE2 Forum**

**Please Note:**   
This is a non-commercial forum any posts which are overtly aimed at commercial product promotion will be deleted.

Here you can post a question in real time.  
Stay there and also if there are other link in the site that open the old page , they continue still to work.

**PRINCE2 Certified in Pakistan**





**Glossary**

PRINCE2

A method that supports some selected aspects of project management.The acronym stands

for **PR**ojects **IN C**ontrolled **E**nvironments.

**PRINCE**

A method which supports some selected aspects of project management. The acronym stands for Projects in Controlled Environments

PRINCE2 project

A project whose product(s) can be defined at its start sufficiently precisely so as to be

measurable against predefined metrics and that is managed according to the PRINCE2

method.

Process

That which must be done to bring about a particular result in terms of information to be

gathered, decisions to be made and results to be achieved.

Product Flow Diagram

A diagram showing the sequence of production and interdependencies of the products listed

in a Product Breakdown Structure.

Project

A temporary organisation that is created for the purpose of delivering one or more business

products according to a specified Business Case.

Product Checklist

A list of the major products of a plan, plus key dates in their delivery.

Product Description

A description of a product’s purpose, composition, derivation and quality criteria. It is

produced at planning time, as soon as possible after the need for the product is identified.

Project Approach

A description of the way in which the work of the project is to be approached.

Request for Change

A means of proposing a modification to the current specification of a product. It is one type of

Project Issue.

**Business Case**

Information which describes the justification for setting up and continuing a PRINCE 2 project. It provides the reasons (answers the question “why?”) for the project. It is updated at key points throughout the project.

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