PRINCE2 Foundation

Introduction

The PRINCE2 Foundation qualification is intended for project managers and aspiring project managers. It is also relevant to other key staff involved in the design, development, and delivery of projects, including project board members (e.g. senior responsible owners), team managers (e.g. product delivery managers), project assurance (e.g. business change analysts), project support (e.g. Project and Programme Office personnel), and operational line managers/staff.

The PRINCE2 Practitioner examination is intended to assess whether a candidate can recall and understand the PRINCE2 project management method (as described in the syllabus below). The PRINCE2 Foundation qualification is a prerequisite for the PRINCE2 Practitioner exam, which assesses the ability to apply to understand the PRINCE2 project management method in the context.

Course Objective

- Apply the seven principles, processes, and themes in the PRINCE2 guidelines
- Learn how to tailor your approach for different projects, ensuring flexibility and success in today's dynamic work environment
- Develop a product-based planning approach for projects that helps divide them into manageable, controllable stages
- Control the use of resources and effectively manage project risk
- Understand the roles and responsibilities of each member of the team tasked with managing a project
- Apply skills that complete and complement the knowledge-based approach of the PRINCE2 certification

Course Outline

MODULE 1: Understand key concepts relating to projects and PRINCE2

1.1 Recall:
- the definition and characteristics of a project
- the six aspects of project performance to be managed
- the integrated elements of PRINCE2: principles, themes, processes, and the project environment
- what makes a project a PRINCE2 project

1.2 Describe:
- the features and benefits of PRINCE2
- the customer/supplier context on which PRINCE2 is based

MODULE 2: Understand how the PRINCE2 principles underpin the PRINCE2 method

2.1 Explain the PRINCE2 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

2.2 Explain which aspects of a project can be tailored, who is responsible, and how tailoring decisions are documented

MODULE 3: Understand the PRINCE2 themes and how they are applied throughout the project

3.1.1 Explain the purpose of:
- the business case theme
- business case benefits management approach

3.1.2 Describe PRINCE2's minimum requirements for applying the business case theme

3.1.3 Define key concepts related to business justification, and the differences between them: outputs, outcomes, benefits & dis-benefits

3.2.1 Explain the purpose of:
- the organization theme
- communication management approach

3.2.2 Describe what PRINCE 2 requires, as a minimum, for applying the organization theme

3.2.3 Describe the role and responsibilities of:
- project board
- executive
- senior user
- senior supplier
- project assurance
- change authority
- project manager
- team manager
- project support

including which roles can be combined

3.2.4 Explain key concepts related to the organization:
- stakeholder
- the three project interests and how these are represented within the four levels of management

3.3.1 Explain the purpose of:
- the quality theme (8.1),
- product description, project product description, quality management approach, quality register

3.3.2 Describe PRINCE2's minimum requirements for applying the quality theme

3.3.3 Explain key concepts related to quality and the differences between them:
- quality planning and quality control
- project assurance and quality assurance
- customer quality expectations and acceptance criteria

3.4.1 Explain the purpose of:
- the plans theme
- project plan, stage plan, exception plan, the team plan

3.4.2 Describe PRINCE2's minimum requirements for applying the plans theme

3.4.3 Recall the steps in:
- the recommended approach to planning, including
- the recommended approach to defining and analyzing the products

and explain:
- the factors to consider when structuring the project into management stages

3.5.1 Explain the purpose of:
- the risk theme, including the purpose of a risk budget
- risk management approach, risk register

3.5.2 Describe PRINCE2's minimum requirements for applying the risk theme.

3.5.3 Define key concepts related to risk and the differences between them:
- a risk: threat or opportunity
- recommended risk response types
- risk owner and risk actionee
- cause, event, and effect

- risk probability, risk impact, and risk proximity

3.5.4 Describe the recommended risk management procedure

3.6.1 Explain the purpose of:
- the change theme, including the purpose of a change budget
- change control approach, configuration item record, issue register, issue report, product status account

3.6.2 Describe PRINCE2's minimum requirements for applying the change theme.

3.6.3 Describe:
- types of issue
- the recommended issue and change control procedure

3.7.1 Explain the purpose of:
- the progress theme
- the daily log, lessons log, lessons report, work package, end-stage report, end project report, checkpoint report, highlight report, exception report.

3.7.2 Describe PRINCE2's minimum requirements for applying the progress theme.

3.7.3 Explain key concepts related to progress:
- event-driven and time-driven controls
- tolerances and exceptions, including how tolerances are set and exceptions, are reported

MODULE 4: Understand the PRINCE2 processes and how they are carried out throughout the project

4.1 Explain the purpose of the PRINCE2 processes:
- starting up a project, including the purpose of the project brief,
- directing a project, including the purpose of the project initiation documentation (PID),
- initiating a project,
- controlling a stage,
- managing product delivery,
- managing a stage boundary,
- closing a project.

4.2 Explain the objectives of the PRINCE2 processes (as above, excluding the PID and project brief)

4.3 Explain the context of the PRINCE2 processes (as above, excluding the PID and project brief)

Prerequisites

General Knowledge of Project Management.

Target Audience

A globally recognized certification, PRINCE2 is ideal for project managers or those aspiring to be project managers.

- Project Managers
- Associate Project Managers / Assistant Project Managers
- Team Leads / Team Managers
- Project Executives / Project Engineers
- Software Developers
- Any professional aspiring to be a Project Manager

Training Schedules & Slots

Weekdays	
Days	**No. of Hours**
Monday	4
Tuesday	4
Wednesday	4
Thursday	4
Friday	4
Monday	4
Total 6 Days	Total 24 Hours

Weekends	
Days	**No. of Hours**
Saturday	8
Sunday	8
Saturday	8
Total 3 Days	Total 24 Hours