



PRINCE2® Foundation and Practitioner



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## Introduction:

This PRINCE2 Foundation and Practitioner course is designed to give participants a comprehensive overview of the PRINCE2® methodology

This course will enable candidates to apply and tailor the PRINCE® principles, themes, and processes, to enhance productivity and operational functioning of projects. Whilst delineating how to improve a project's operational performance, this comprehensive course will ensure that a candidate can work within a PRINCE2® team fundamentally ameliorating project practices.

## Targeted Groups:

- Project Professionals
- Project Managers
- Project Management Office PMO Staff
- Project Team Members
- Persons who want to extend their skills

## Course Objectives:

At the end of this course the participants will be able to:

- Identify PRINCE2 principles, themes and processes
- Apply PRINCE2 to successfully start and initiate a project
- Define the project's structure of accountability and responsibilities
- Assess the continuity of project viability and define means to deliver the products
- Create and verify products that are fit for purpose and control project uncertainty
- Outline approved changes to the baseline and control unaccepted deviations
- Plan and manage the product delivery and stage boundary processes
- Conclude the project according to PRINCE2 principles

## Targeted Competencies:

- Directing projects
- Initiating projects
- Controlling projects
- Managing product delivery
- Managing stage boundaries
- Closing projects

## **Course Content:**

### **Unit 1: Introduction to Projects and the PRINCE2®**

#### **Methodology:**

- Define the characteristics of a project
- Six aspects of project performance
- Integrated elements of PRINCE2®
- Understand the key concepts relating to projects and PRINCE2®
- PRINCE2® Principles
- Initiating and Directing a Project Process

### **Unit 2: Business Case Theme:**

- Explain the purpose
- Benefits management approach
- Minimum requirements to apply the business case theme
- Business justification and key concepts
- Review of initiating and directing a Project Process

### **Unit 3: Risk Theme:**

- Risk management approach
- Purpose of a risk budget
- Key concepts related to risk

### **Unit 4: Quality Theme:**

- Explain purpose
- Minimum requirements to apply the quality theme
- Quality planning and assurance, customer expectations and acceptance criteria

### **Unit 5: Organization Theme:**

- Purpose and the key management products
- Minimum requirements to apply the organization theme
- Understand the roles and responsibilities of all of those involved in the organization theme

### **Unit 6: Plans Theme:**

- Types of plans
- Recommended approach to planning and defining analyzing products

### **Unit 7: Change Theme:**

- Change control approach, issue register, issue report
- Types of issue
- Change control procedures

## **Unit 8: Progress Theme:**

- Daily log, lessons log, lessons report, work package, etc.
- Controlling a stage
- Managing Product Delivery
- Managing a stage boundary
- Closing a project process

## **Unit 9: Apply PRINCE2® Principles:**

- Continued business justification
- Role and responsibilities
- Experience, Tailor the principles
- Focus on the product
- Assess the effectiveness of applying the quality theme
- Demonstrate an understanding of key management products
- Applying the PRINCE2® risk, change, and controlling themes

## **Unit 10: Carrying Out The Activities Of:**

- Initiating project process activities
- Directing project process activities
- Controlling stage process activities
- Managing product delivery process activities
- Managing stage boundary process activities
- Closing a project process activities