

Course Description

The Prince2 Foundation course is aimed at individuals who need to be informed members of a project management team within an environment using PRINCE2 methodology. It is targeted towards explanation of various terminology, the purpose and benefits of the documents produced and how these can be applied to everyday project work.

Target Audience

This qualification is aimed at 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.

Prerequisite:

Delegates should have some understanding of Project Management but there is no formal pre-requisite for the Foundation qualification.

Course Outline:

Learning Unit P2F01 : Overview, Principles and Tailoring PRINCE2 to the Project Environment

Know facts, terms and concepts relating to the overview , principles and tailoring PRINCE2 to the project environment

- ▶ Six aspects of project performance to be managed
- ▶ Definition of a project
- ▶ Four integrated elements of principles, themes, processes and the project environment upon which PRINCE2 is based
- ▶ Customer/supplier context of a PRINCE2 project
 - Understand terms and concepts relating to the overview, principles and tailoring PRINCE2 to the Project environment, and explain how these are applied on/are involved with a project
- ▶ Benefits of using PRINCE2
- ▶ Seven principles
- ▶ Characteristics of a project

Learning Unit P2F02 : Business Case (BC) Theme

Know facts, terms and concepts relating to the Business Case theme

- ▶ Definition of a project output, an outcome, a benefit and a dis-benefit

Understand how the Business Case theme relates to the principles; the approach to the treatment of this theme; how it is applied throughout the project life-cycle and the responsibilities involved

- ▶ The purpose of the Business Case theme
- ▶ The purpose of a Business Case & Benefits Review Plan

Learning Unit P2F03 : Organization (OR) Theme

Know facts, terms and concepts relating to the Organization theme

- ▶ Roles within the Organization theme

Understand how the Organization theme relates to the principles; the approach to the treatment of this theme; how it is applied throughout the project life-cycle and the responsibilities involved

- ▶ The purpose of the Organization theme
- ▶ The three project interests and how these are represented within the three levels of the project management team structure
- ▶ The responsibilities and characteristics of the role of the Project Board, Project Manager, Project Assurance, Change Authority & Team Manager 6. Project Support
- ▶ What a stakeholder is
- ▶ The purpose of the Communication Management Strategy

Learning Unit P2F03 : Quality (QU) Theme

Know facts, terms and concepts relating to the Quality theme

- ▶ Recall the recommended quality review team roles

Understand how the Quality theme relates to the principles; the approach to the treatment of this theme; how it is applied throughout the project lifecycle and the responsibilities involved

- ▶ The purpose of the Quality theme
- ▶ The difference between quality assurance and Project Assurance
- ▶ The objectives of the quality review technique
- ▶ The difference between quality planning, quality control and quality assurance
- ▶ The difference between customer's quality expectations and acceptance criteria
- ▶ The purpose of a Project Product Description. Product Description, Quality Register & Quality Management Strategy

Learning Unit P2F04 : Plans (PL) Theme

Know the facts, terms and concepts relating to the Plans theme

- ▶ Levels of plan recommended by PRINCE2

- ▶ Four tasks of product-based planning

Understand how the Plans theme relates to the principles; the approach to the treatment of this theme; how it is applied throughout the project lifecycle and the responsibilities involved

- ▶ The purpose of the Plans theme
- ▶ The levels of plans, their purpose and the interrelationship between the Project Plan, Stage Plans, Team Plans & Exception Plan
- ▶ The tasks within the product-based planning technique

Learning Unit P2F04 : Risk (RK) Theme

Know facts, terms and concepts relating to the Risk theme

- ▶ The definition of a risk and the difference between a threat and an opportunity
- ▶ The recommended risk response types and whether they are used to respond to a threat or an opportunity
- ▶ The difference between a risk owner and a risk actionee
Understand how the Risk theme relates to the principles; the approach to the treatment of this theme; how it is applied throughout the project life-cycle and the responsibilities involved
- ▶ The purpose of the Risk theme.
The steps within the recommended risk management procedure. This should include
- ▶ Identify the context and therefore the influences on a project's Risk Management Strategy
- ▶ Identify the threats and opportunities that may affect a project's objectives
- ▶ Estimate risks to assess their probability, impact and proximity
- ▶ Evaluate the net effect of all risks on a project when aggregated together
- ▶ Plan risk management responses
- ▶ Implement planned risk management responses, identifying an appropriate risk owner and/or risk actionee
- ▶ Communicate information related to risks, both within the project and externally to stakeholders
- ▶ The purpose of a risk budget
- ▶ The risk probability, risk impact and risk proximity
- ▶ The difference between cause, event and effect when expressing a risk
- ▶ The purpose of a Risk Management Strategy and Risk Register
- ▶ The concept of risk appetite and risk tolerance

Learning Unit P2F04 : Change (CH) Theme

Know facts, terms and concepts relating to the Change theme

- ▶ Three types of issue
- ▶ Five typical activities of configuration management
 - Understand how the Change theme relates to the principles; the approach to the treatment of this theme; how it is applied throughout the project life-cycle and the responsibilities involved
- ▶ The purpose of the Change theme
- ▶ The purpose of a change budget
- ▶ The purpose of a Configuration Management Strategy, Configuration Item Record, Issue Report, Issue Register & Product Status Account
- ▶ The steps in the recommended issue and change control procedure

Learning Unit P2F05 : Progress (PG) Theme

Know facts, terms and concepts relating to the Progress theme

- ▶ Lines of authority and reporting between the four levels of management
 - Understand how the Progress theme relates to the principles; the approach to the treatment of this theme; how it is applied throughout the project life-cycle and the responsibilities involved
- ▶ The difference between event-driven and time-driven controls
- ▶ The purpose of the Progress theme
- ▶ The concept of management stages and the difference between management and technical stages
- ▶ Tolerance(s): when and how tolerances are set and exceptions reported, in which management products tolerances are documented and how management by exception applies to the different levels of management
- ▶ The purpose of a Daily Log, Lessons Log & Work Package
- ▶ The purpose of an End Stage Report, End Project Report & Lessons Report
- ▶ The purpose of a Checkpoint Report, Highlight Report & Exception Report

Learning Unit P2F06 : Starting up a Project (SU) Process

Understand the SU process and how it can be applied and tailored on a project

- ▶ The purpose of the SU process
- ▶ The objectives of the SU process
- ▶ The context of the SU process
- ▶ The purpose of a Project Brief

Learning Unit P2F07 : Directing a Project (DP) Process

Understand the DP process and how it can be applied and tailored on a project

- ▶ The purpose of the DP process
- ▶ The objectives of the DP process
- ▶ The context of the DP process

Learning Unit P2F08 : Initiating a Project (IP) Process

Understand the IP process and how it can be applied and tailored on a project

- ▶ The purpose of the IP process
- ▶ The objectives of the IP process
- ▶ The context of the IP process
- ▶ The purpose of a Project Initiation Documentation (PID)

Learning Unit P2F09 : Controlling a Stage (CS) Process

Understand the CS process and how it can be applied and tailored on a project

- ▶ The purpose of the CS process
- ▶ The objectives of the CS process
- ▶ The context of the CS process

Learning Unit P2F09 : Managing Product Delivery (MP) Process

Understand the MP process and how it can be applied and tailored on a project

- ▶ The purpose of the MP process
- ▶ The objectives of the MP process
- ▶ The context of the MP process

Learning Unit P2F10 : Managing a Stage Boundary (SB) Process

Understand the SB process and how it can be applied and tailored on a project

- ▶ The purpose of the SB process
- ▶ The objectives of the SB process
- ▶ The context of the SB process

Learning Unit P2F11 : Closing a Project (CP) Process

Understand the CP process and how it can be applied and tailored on a project

- ▶ The purpose of the CP process
- ▶ The objectives of the CP process
- ▶ The context of the CP process

Examination Format

- ▶ Multiple choice examination questions
- ▶ 75 questions per paper
- ▶ Five questions to be trial and not counted in scores
- ▶ 35 marks required (out of 70 available) to pass - 50%
- ▶ Closed book