



PPI

PROJECT POWER
INTERNATIONAL
c o n s u l t i n g

PRINCE2®

Projects IN Controlled Environments

Foundation Course Outline

Overview

PRINCE2® is an exam-based qualification composed of two levels: Foundation and Practitioner. The PRINCE2® Foundation course will focus on equipping the delegate with a detailed knowledge of the PRINCE2® methodology including the seven principles, seven processes and seven themes central to running a project using this method. The successful completion of the Foundation Exam will give the delegate a recognised Foundation qualification.

Learning Objectives

- Learn and understand the PRINCE2® method
- Develop a thorough understanding of using the PRINCE2® method
- Answer any questions or concerns delegates may have about using PRINCE2® to run projects
- Pass the Foundation Exam
- Lay a firm Foundation knowledge to allow delegates to move onto Practitioner Level

Course Structure

- 3-day course,
- 1-hour multiple choice, closed book Foundation Exam on the third day
- Evening work based on exercises set
- Delegates are encouraged to complete evening work to ensure the best chance of an exam pass

Course Contents

This course is accredited by APM Group against the Foundation and Practitioner level syllabus and includes the following topics.

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. PPI Consulting 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; Contents of the Business Case; Confirming the benefits and the Benefits Review Plan; Business Case Responsibilities.

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; Organization Responsibilities.

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; Plans Responsibilities.

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; Progress Responsibilities.

Change

Issue and Change Control procedure; Configuration Management procedure; Configuration Management Strategy; Baseline, handling changes to, tracking and protecting products. Change Authority and Change Budget; Change Responsibilities.

Quality

Quality Defined, The Quality Audit Trial; Quality; Acceptance Criteria, Quality Criteria, Quality Management Strategy, Quality Assurance, Quality Controls and Quality Review technique; Quality Responsibilities.

Risk

What is Risk and Risk Management; Risk Management in Projects; Risk Management Strategy; Risk Management Procedure; Risk Budget; Risk Responsibilities.

Course materials

- Comprehensive notes and sample examination papers
- Managing Successful Projects with PRINCE2® manual published by the OGC
- PPI Consulting PRINCE2® process map

Designed For

- Organisations or individuals who see the need for a controlled approach to managing projects
- Project Managers and Support Staff in need of a comprehensive understanding of all aspects of the project lifecycle and of the key management documents that should be created during each stage of a project
- Delegates going onto the PRINCE2® Practitioner Level

Benefits

Following the course Delegates will understand the PRINCE2® method and will be able to organise, plan and control projects quickly and effectively in accordance with the PRINCE2® Methodology. Senior Managers attending the course will be able to make decisions on project initiation and continuation on the basis of hard facts provided in a structured format.

Approach

This event is a mixture of input and practical sessions, delivered by an APM Group approved trainer. All trainers have practical experience of PRINCE2®. Practical sessions are on an individual and team basis and feature throughout the event. The Foundation examination is taken at 3.00 pm on day three and the results are usually available approximately 30 minutes after the exam has finished.