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COURSE AGENDA

PRINCE2® – FOUNDATION & PRACTITIONER - 4 DAYS CLASSROOM TRAINING

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CHAPTERS	CLASSROOM
1. PRINCE2® Introduction	
Current challenges for organisations today	
Definition of project	
Need of project management methodology	
Six aspects of project	**Day 1**
Introduction to PRINCE2®	
Structure of PRINCE2®	
Benefits of PRINCE2®	
2. PRINCE2® Principles	
Understand seven principles of PRINCE2® methodology • Continued Business Justification • Learn from Experience • Defined Roles and Responsibilities • Manage by Stages • Manage by Exception • Focus on Products • Tailor to Suit the Business Environment	**Day 1**
3. PRINCE2® Themes	
What are the Themes?	
The PRINCE2® Themes	**Day 1**
Applying the Themes	
Format of the Themes	

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4. Business case	
Purpose	Day 1
Business case defined • What is a business case? • Outputs, outcomes and benefits • Types of business case	
The PRINCE2® approach to the business case • Developing the business case • Verifying and maintaining the business case • Confirming the benefits • The contents of a business case	
Responsibilities	
5. Organisation	
Purpose	Day 1
Organisation defined • Project • Programme • Corporate organisation • Roles and jobs • Three project interests	
The PRINCE2® approach to organization • Levels of organization • The project management team • Working with the project team • Working with the corporate organization • Working with stakeholders	
Responsibilities	
6. Quality	
Purpose	Day 2
Quality defined • Quality • Quality management and quality management systems • Quality planning • Quality control • Quality assurance	

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The PRINCE2® approach to quality

- Quality planning
  - The customer’s quality expectations
  - Acceptance criteria
  - The project product description
  - The quality management strategy
  - Product descriptions
  - The quality register
- Quality Control
  - Quality methods
  - Quality records
  - Approval records

    Acceptance records

Responsibilities

7. Plans

Purpose

Plans defined

- What is a plan?
- What is planning?
- Levels of plan
- The project plan
- Stage plans
- Team plans
- Exception plans

Day 2

The PRINCE2® approach to plans

- Philosophy
- Prerequisites for planning-design the plan
- Define and analyse the products
- Identify activities and dependencies
- Prepare estimates
- Prepare the schedule
- Analyse the risks
- Document the plan

Product-based planning technique example

Responsibilities

8. Risk

Purpose

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Risk defined

- What is a risk?
- What is at risk?
- What is risk management

The PRINCE2® approach to risk

- Management of risk principles
- Risk management in projects
- Risk management strategy
- Risk register
- Risk management procedure
  - o Identify
  - o Assess
  - o Plan
  - o Implement
  - o Communicate

Responsibilities

Day 2

9. Change

Purpose

Change defined

- Issue and change control
- Configuration management
- Issues
- Types of issue

The PRINCE2® approach to Change

- Establish controls
  - o Configuration management strategy
  - o Configuration item records
  - o Product status accounts
  - o Daily log
  - o Issue register
  - o Issue reports
- Configuration management procedure
- Issue and change control procedure
  - o Capture
  - o Examine
  - o Propose
  - o Decide
  - o Implement

Responsibilities

Day 2

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10. Progress	
Purpose	
Change defined • What is progress? • What are progress controls? • Exceptions and tolerances	
The PRINCE2® approach to progress • Delegating authority o The four levels of management o Project board controls o Project manager controls • Use of management stages for control o Number of stages o Length of stages o Technical stages • Event-driven and time-driven controls o Baselines for progress control o Reviewing progress o Capturing and reporting lessons o Reporting progress o Raising exceptions	**Day 2**
Responsibilities	
11. Introduction to PRINCE2® processes	
The PRINCE2® Processes	
The PRINCE2® Journey	
The PRINCE2® Process Model	**Day 2**
Structure of the Process chapters	
Management Products	
Key to Process Diagrams	
12 to 18. Processes	
Starting up a project • Purpose and objectives • Activities	

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Directing a project • Purpose and objectives • Activities	
Initiating a project • Purpose and objectives • Activities	
Controlling a stage • Purpose and objectives • Activities	Day 2
Managing Product delivery • Purpose and objectives • Activities	
Managing a stage boundary • Purpose and objectives • Activities	
Closing a project • Purpose and objectives • Activities	
19. Tailoring PRINCE2® to Project Environment	
Understand the need for tailoring and general approach to tailoring	Day 2
Tailoring and embedding	
Approach to tailoring	
Prince2 Foundation Exam	**Day 2**
20. Recap	
Recap of the syllabus	Day 3
Solving practitioner exam paper 1	
21. Recap	
Solving practitioner exam paper 2	Day 4
Prince2 Practitioner Exam	

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- The classroom duration can differ based on regions and trainers.
- For information on the course, visit: http://www.simplilearn.com/project-management/prince2-foundation-and-practitioner-certification-training

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