

# PRINCE2® Foundation and Practitioner

## Course Aim

At Foundation level, this course aims to provide delegates with the knowledge and understanding to recall the various components of the PRINCE2 method.

At Practitioner level, this course aims to enable delegates to apply and tailor the PRINCE2 method to a real project.

Delegates will also be provided with the knowledge to:

- Explain and apply the PRINCE2 principles
- Explain the purpose of the seven PRINCE2 themes, describing how they are applied to a project
- Describe each step of the PRINCE2 journey, explaining the activities required to guide a project through its lifecycle
- Create the recommended PRINCE2 management products which include baselines, records and reports

## Who Should Attend?

Project managers, team leaders, and anyone aspiring to such a role.

## Course Duration

This is a 5-day course.

## Agenda

### Days 1 and 2

- Focus on the components of the method

### Days 3 to 5

- Addressing how the method might be applied and tailored to a real-life project

Delegates should note that evening work will be assigned, which is not expected to exceed three hours per night.

### Specific course content will include:

#### PRINCE2 Overview

The structure of the method and the guide will be introduced before we discuss the context within which a PRINCE2 project operates.

#### Principles

The seven PRINCE2 principles provide the framework for managing the project and are built on good practice developed from successful and failed projects.

#### Themes

The seven PRINCE2 themes are aspects of the project that must be continually addressed and integrated as the project journeys through its life cycle.

- Business case
- Organisation
- Quality
- Plans
- Risk
- Change
- Progress

*cont.*

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## Certification

Due to the current situation with COVID19 the PeopleCert are offering remotely proctored online exams for all delegates. Once registered you will receive an exam registration email directly from PeopleCert. This email will contain the necessary instruction on how to schedule your exam.

Due to the current high demand for online exams, there may be limited time slots available; delegates are invited to contact Peoplecert directly regarding the provision of additional sessions. We would recommend delegates follow this process and reassess the live calendar regularly as Peoplecert will add additional sessions where demand dictates.

To support your learning, this course features digital assets and may also feature digital courseware that requires a login in order to access. All the relevant links and sign-up details will be sent to you in the email with course joining instructions.

During the in-centre training, we provide laptops to access these digital assets and courseware, but you will need your own internet-connected device in order to access any evening homework. If you foresee any problems, please get in touch with an HSS Training representative.

If you're taking an exam, you are required to provide photo ID with a valid signature, e.g. driving licence, passport or named work ID badges prior to sitting your exam. Failure to produce this ID will result in your exam results being withheld until proof of ID is provided. Please note that if proof is not provided within 40 days, your exam results will be null and void and a re-sit would be required.

## Agenda

### Processes

The seven PRINCE2 processes encompass the chronological activities that are required to direct, manage and deliver the project successfully. The activities include pre-project, initiation and delivery, and end with project closure.

- Starting up a Project
- Directing a Project
- Initiating a Project
- Controlling a Stage
- Managing Product Delivery
- Managing a Stage Boundary
- Closing a Project

## Certification

### **Reasonable adjustments policy**

The exam provider allows additional time for delegates who have a disability or whose native language differs to that of the examination paper. At least two weeks' notice will be required for processing this request. Learners failing to advise HSS and provide evidence when requested may not be allowed the additional support offered via the policy.

### **Course material**

Please ensure you bring a device such as a mobile phone, tablet or laptop to be able to load your course material on to as you may need this for use in the evenings.

### **Examination details**

Duration: 60 minutes (Foundation); 150 minutes (Practitioner)

Questions (OTQ): 60 (Foundation); 68 (Practitioner – scenario based)

Pass mark: 55% (Foundation and Practitioner)

Use of textbook: No (Foundation); yes (Practitioner)

Timing: End of Day 2 (Foundation); end of Day 5 (Practitioner)