

PRINCE2 Foundation

Course Overview

PRINCE2 is a process-based approach for project management providing an easily tailored and scalable method for all types of projects. Foundation is suitable for people requiring a solid grounding in the PRINCE2 project management methodology.

Who Should Attend

Organizations or Individuals seeing the need for a controlled approach to managing projects. Project managers, consultants and support staff needing a comprehensive understanding of all aspects of the project lifecycle along with the key management documents that should be created during each stage of a project.

Course Objectives

The Foundation level measures whether a student would be able to act as an informed member of a project management team using the PRINCE2 method within a project environment supporting PRINCE2. The course comprises a mixture of input sessions, group exercises and examination based practical work. All delegates are encouraged to actively participate during the practical sessions to gain the full benefit during the training. During the course, delegates will undertake a number of mock examinations and gain feedback on the progress towards eventual success. To prepare effectively for the PRINCE2 Foundation exam, delegates should be prepared to undertake revision and exam preparation work in the evening.

Course Outline

1 - PRINCE2

- Background & Objectives
- Benefits
- Scope
- Structure

2 - Project Organization

- Organizational structure
- Roles and responsibilities
- The project board
- The project manager
- Team management
- Project assurance
- Project support
- Supplier relationships

3 - Planning

- Purpose and importance
- Components & types of plan
- Planning techniques
- Product based planning

- The steps in planning

4 - Project Control

- Work package authorization
- Stage assessments
- Establishing project & stage tolerance
- Checkpoints & highlight reports
- Handling exception situations
- Project issues
- Project reporting

5 - Risk Management

- Types of business and project risk
- Risk analysis and management
- The risk log

6 - Quality

- Ensuring quality
- Quality planning
- Product descriptions
- Quality control and quality review

7 - Change Control & Configuration Management

- Change control steps
- Authority levels
- Analyzing the impact Configuration management

8 - Processes

- Starting up and initiating a project
- Directing a project
- Managing stage boundaries
- Controlling a stage
- Managing product delivery
- Closing a project
- Planning