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## PRINCE2<sup>®</sup> Foundation

**Duration: 3 Days    Course Code: P2F**

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### Overview:

The aim of this training is to provide delegates with a fundamental understanding of the PRINCE2<sup>®</sup> project management method, and help delegates to prepare for the PRINCE2<sup>®</sup> Foundation examination at the end of this course.

The course follows the standard syllabus issued by the PRINCE2<sup>®</sup> Examinations Board, which focuses on the PRINCE2<sup>®</sup> framework and how this might be applied pragmatically to real projects. PRINCE2<sup>®</sup> has established itself as the premier approach to managing projects. PRINCE2<sup>®</sup> is generic – capable of being applied to any kind of project – scalable and business-driven. Organisations that have adopted the PRINCE2<sup>®</sup> have claimed that they have been able to achieve greater customer satisfaction during and at the end of projects, to reduce costs and to realise greater benefit from project deliverables.

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### Target Audience:

This course would benefit all members in a project team (administrators, coordinators, managers), practising project managers and programme managers. Due to the generic nature of this course, it is also suitable for general managers, staff in a supporting role, and those who wish to gain formal recognition of their skills by taking the PRINCE2<sup>®</sup> foundation examination.

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### Objectives:

- At the end of this course delegates will be able to;
  - Understand the need for project management and how PRINCE2<sup>®</sup> meets that requirement
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  - Understand the PRINCE2<sup>®</sup> process model
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  - Prepare project plans using product based planning techniques and undertake risk analysis and management for the project
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  - Prepare information for inclusion in a Project Initiation Document
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  - Understand techniques for the management of product development, quality control & change control
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  - Take the PRINCE2<sup>®</sup> Foundation examination paper.
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### Prerequisites:

There is no formal requirement for attending this course, although it would be beneficial to the delegates to have some understanding of project management.

Delegates will be sent pre-course reading which must be completed prior to attending the course. The standard recommended reading time is 10 hours

### Testing and Certification

Delegates will take the PRINCE2<sup>®</sup> Foundation exam at the end of day 3 of this course. Exam fee is included in the list price.

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### Follow-on-Courses:

The following course is recommended:

- Completion of P4P PRINCE2<sup>®</sup> Practitioner
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## Content:

- Background ; Objectives

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- Scope
- Structure
- Roles and responsibilities
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- The project manager
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- Project assurance
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#### Project organisation

- Organisational structure

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#### Project control

- Work package authorisation

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#### Change Control and Configuration Management

- Change control steps

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#### Processes

- Starting up and initiating a project

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