



PRINCE2® FOUNDATION ONLINE

What you will learn

✓ PRINCE2® Foundation online is a learning solution created to meet the demands of our customers. The Foundation elements are taught via our comprehensive e-learning material. This style of delivery saves you and your company time and money.

✓ Our accredited PRINCE2® Online Learning training course provides a quality platform for gaining skills, sharing experiences and learning from other organizations while offering the flexibility as to how and when you learn.

✓ The aim of this course is to provide delegates with sufficient knowledge and understanding of the PRINCE2® method to be able to work effectively with, or as a member of, a project management team working within an environment supporting PRINCE2®. The Foundation qualification is also a pre-requisite for the Practitioner qualification.

✓ By the end of the course a delegate should understand the structure and key terminology of the method. Specifically the delegate should understand:

- The characteristics and context of a project and the benefits of adopting PRINCE2®
- The purpose of the PRINCE2® roles, management products and themes
- The PRINCE2® principles
- The purpose, objectives and context of the PRINCE2® processes.

Delivery Method: Online

Access: 360 Days



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Audience Profile

✓ This course is aimed at project managers, project management consultants and aspiring project managers. It is also relevant to other key staff involved in the design, development and delivery of projects who are required, or wish, to have a greater depth of knowledge of the method, including:

- ✓ **Project Board members**
- ✓ Senior Responsible Owners
- ✓ Project Sponsors
- ✓ **Team Managers**
- ✓ Product Delivery Managers
- ✓ Business Analysts
- ✓ Subject matter experts delivering, or providing expertise to, a project
- ✓ **Project Assurance**
- ✓ Business Change Analysts
- ✓ Change Board members
- ✓ Auditors
- ✓ **Project Support**
- ✓ Project Office support staff
- ✓ Programme Office personnel

Prerequisites

- There are no formal pre-requisites for this course. However, it is anticipated that delegates will possess knowledge of projects or have experience of working in a project environment. This is to ensure that the intensive nature of the course does not cause delegates to struggle through the course.

What is included

- **Study guides including Video tutorials:** Study as you prefer using PDF files, video tutorials, HTML format or podcasts. Explain the goals, objectives, scope and detailed concepts of PRINCE2® principles, themes and processes & and other syllabus areas of PRINCE2.
- **Podcasts:** Download it and listen to it at your convenience.
- **Managing Successful Projects with PRINCE2®** official manual
- **Interactive Case Study:** Professor Bubbleman App to help you apply the concepts learnt in real life scenarios.
- **Glossary:** A PDF glossary provided to help you revise quickly.
- **Crossword:** Test your knowledge and have some fun doing it.
- **Phone App:** Download a very effective phone app to study on your mobile.
- **Chapter Tests and Evaluation Tests:** These tests assess the delegate's degree of understanding of the respective chapter content.
- **Case Study:** To help you prepare for the Practitioner course, we have also added an additional case study.
- **Sample Papers:** To get a feel of the actual PRINCE2 Foundation and Practitioner exam, take the full length sample papers as part of our online course and assess your responses with the provided answers to the same.
- **Trainer Support:** Email support by experienced accredited trainers during the duration of the course and post course.



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Examination Guidelines

The PRINCE2® Foundation examination is a closed- book 60 minute 75 multiple choice question paper with 5 questions to be trial and not counted in scores. The pass mark is 50% (35 marks required to pass out of 70 available).

Course Outline

✓ INTRODUCTION

- **Introduction to PRINCE2**
- **Introduction to PRINCE2 Principles**
 - Continued Business Justification
 - Learn from Experience
 - Defined Roles and Responsibilities
 - Manage by Stages
 - Manage by Exception
 - Focus on Products
 - Tailor to suit the project environment
- **Introduction to PRINCE2 Themes**
 - Business Case Theme
 - Organization Theme
 - Quality Theme
 - Plans Theme
 - Risk Theme
 - Change Theme
 - Progress Theme
- **Introduction to PRINCE2 Processes**
 - Starting Up a Project
 - Initiating a Project
 - Controlling a Stage
 - Managing Product Delivery
 - Managing a Stage Boundary
 - Closing a Project
 - Directing a Project

• PRINCE2 THEMES

• **Business Case Theme**

- Purpose
- Business Case Defined
- The PRINCE2 Approach to the Business Case
- Benefits Review Plan
- Contents of a Business Case

• **Organization Theme**

- Purpose
- Organization Defined
- The PRINCE2 approach to Organization
- The Project Management Team
- Communication Management Strategy
- Working with Stakeholders



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Course Outline

- **Quality Theme**
 - Purpose
 - Quality Defined
 - Quality Audit Trail (Quality Planning and Quality Control)
 - The PRINCE2 approach to Quality
 - Quality Assurance and Project Assurance
- **Plans Theme**
 - Purpose
 - Plan Defined
 - Level of Plans and Types of Plans (Project, Stage, Team and Exception Plan)
 - The PRINCE2 approach to Plans
 - Product Based Planning
 - Steps in Planning
- **Risk Theme**
 - Purpose
 - Risk Defined
 - The PRINCE2 approach to Risk
 - Risk Management Strategy
 - Risk Register
 - Risk Management Procedure (Identify, Assess, Plan, Implement and Communicate)
 - Risk Budget
- **Change Theme**
 - Purpose
 - Change Defined
 - Issues Defined and Types of Issues
 - The PRINCE2 approach to Change
 - Configuration Management Strategy
 - Configuration Item Records and Product Status Account
 - Configuration Management Procedure
 - Issue and Change Control Procedure
 - Change Budget
- **Progress Theme**
 - Purpose
 - Progress Defined
 - Tolerance Table
 - The PRINCE2 approach to Progress
 - Event Driven and Time Driven Controls
 - Raising Exceptions
- **PRINCE2 PROCESSES**
- **Starting up a Project**
 - Purpose
 - Objective
 - Activities
 - Appoint the Executive and the Project Manager
 - Capture previous lessons
 - Design and appoint the project management team
 - Prepare outline Business Case
 - Select the project approach and assemble the Project Brief
 - Plan the initiation stage
- **Directing a Project Purpose**
 - Objective
 - Activities



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Course Outline

- Authorize initiation
- Authorize the project
- Authorize a Stage or Exception Plan
- Give ad hoc directions
- Authorize project closure
- **Initiating a Project**
 - Purpose
 - Objective
 - Activities
 - Prepare Risk Management Strategy
 - Prepare the Configuration Management Strategy
 - Prepare the Quality Management Strategy
 - Prepare the Communications Management Strategy
 - Set up project controls
 - Create the Project Plan
 - Refine the Business Case
 - Assemble the Project Initiation Documentation
- **Controlling a Stage**
 - Purpose
 - Objective
 - Activities
 - Authorize a Work Package
 - Review Work Package status
 - Receive completed Work Packages
 - Review the stage status' and 'report highlights
 - Capture and examine issues and risks
 - Escalate issues and risks
 - Take corrective action
- **Managing Product Delivery**
 - Purpose
 - Objective
 - Activities
 - Accept a Work Package
 - Execute a Work Package
 - Deliver a Work Package
- **Managing a Stage Boundary**
 - Purpose
 - Objective
 - Activities
 - Plan the Next Stage
 - Update the Project Plan
 - Update the Business Case
 - Report Stage End
 - Produce an Exception Plan
- **Closing a Project Process**
 - Purpose
 - Objective
 - Activities
 - Prepare Planned Closure
 - Prepare Premature Closure
 - Handover Products
 - Evaluate the Project
 - Recommend Project Closure

✓ TAILORING PRINCE2
TO THE PROJECT
ENVIRONMENT