PRINCE2® Foundation & Practitioner Certification Workshop

Duration: 5 Days (approximately 35-40 instructional hours)

Course Goal: To provide participants with a comprehensive understanding of the PRINCE2® project management methodology, enabling them to effectively participate in or manage projects using PRINCE2, and to prepare them to successfully pass both the PRINCE2® Foundation and Practitioner certification exams.

Learning Objectives:

- Understand the key concepts, principles, themes, and processes of the PRINCE2® methodology.
- Identify the benefits of using PRINCE2® and its structured approach.
- Understand the roles and responsibilities within a PRINCE2® project management team.
- Know how to tailor PRINCE2® to different project environments and complexities.
- Apply PRINCE2® principles, themes, and processes to practical project scenarios.
- Effectively use PRINCE2® management products.
- Prepare for and successfully pass the PRINCE2® Foundation exam.
- Prepare for and successfully pass the PRINCE2® Practitioner exam.

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Target Audience:

- Project Managers (aspiring, new, or experienced).
- Project Board members (e.g., Senior Users, Senior Suppliers, Executives).
- Team Managers and Team Leaders.
- Project Assurance and Project Support staff.
- Business Analysts and Programme Office staff.
- Anyone involved in the design, development, and delivery of projects who wishes to gain PRINCE2® certification.

Prerequisites:

For Foundation: None, although some understanding of project work is beneficial.For Practitioner: Must have passed the PRINCE2® Foundation exam (often taken during the same week/course). Other recognized certifications may also qualify (e.g., PMP®, CAPM®, IPMA).

Teaching Methodology:

Interactive lectures, group discussions, practical exercises, case study work, review of official PRINCE2® manual ("Managing Successful Projects with PRINCE2®"), Foundation and Practitioner exam preparation sessions, mock exams, and question-and-answer sessions.

Materials Provided:

- Official PRINCE2® Manual: "Managing Successful Projects with PRINCE2®" (often provided as part of the course fee).
- Accredited PRINCE2® Foundation & Practitioner courseware/workbook.
- Pre-course reading materials.
- Sample Foundation and Practitioner exam papers with answer rationale.
- Case study materials.
- PRINCE2® Process Model diagram.
- Certificate of Attendance.
- Vouchers for both PRINCE2® Foundation and Practitioner exams (often included).

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Detailed Day-by-Day Curriculum:

Day 1: Introduction to PRINCE2® & Foundation Concepts

Module 1: Introduction to Project Management & PRINCE2® (Approx. 2 hours)

Module 2: PRINCE2® Principles (Approx. 2.5 hours)

Module 3: PRINCE2® Themes – Organization & Business Case (Approx. 3 hours)

Day 2: PRINCE2® Themes (Continued) & Starting Up a Project Process

Module 4: PRINCE2® Themes – Quality & Plans (Approx. 3 hours)

Module 5: PRINCE2® Themes – Risk & Change (Approx. 2.5 hours)

Module 6: PRINCE2® Process – Starting Up a Project (SU) (Approx. 2 hours)

Day 3: PRINCE2® Processes & Foundation Exam Preparation

Module 7: PRINCE2® Process – Directing a Project (DP) (Approx. 1.5 hours)

Module 8: PRINCE2® Process – Initiating a Project (IP) (Approx. 2 hours)

Module 9: PRINCE2® Process – Controlling a Stage (CS) (Approx. 1.5 hours)

Module 11: PRINCE2® Foundation Exam Preparation (Approx. 1.5 hours)

Day 4: PRINCE2® Processes (Cont.), Tailoring & Practitioner Exam Preparation

Module 12: PRINCE2® Process – Managing a Stage Boundary (SB) (Approx. 1.5 hours)

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Module 13: PRINCE2® Process – Closing a Project (CP) (Approx. 1.5 hours)

Module 14: Tailoring PRINCE2® to the Project Environment (Approx. 2 hours)

Module 15: PRINCE2® Practitioner Exam Preparation (Approx. 2.5 hours)

Day 5: Practitioner Exam Focus & Examination

Module 16: Practitioner Exam Deep Dive & Scenario Analysis (Approx. 3 hours)

Module 17: Final Practitioner Exam Q&A and Last-Minute Tips (Approx. 1.5 hours)

Module 18: Individual Study / Revision (Approx. 1 hour)

Important Notes for a PRINCE2® Foundation & Practitioner Course:

- Accreditation: Ensure the course provider and trainer are accredited by PeopleCert on behalf of AXELOS to deliver PRINCE2® training and exams.
- Manual Usage: The Practitioner exam is "open book" (official manual only). The course must teach participants how to navigate and use the manual effectively.

- Pacing: This is an intensive course, especially with two exams. The trainer needs to manage time effectively and ensure concepts are understood before moving on.
- Pre-course Reading: Assigning pre-course reading is crucial to allow participants to familiarize themselves with basic terminology and concepts, making the classroom time more effective.
- Exam Administration: The course provider will usually handle the exam registration and administration, whether paper-based or online.

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This Curriculum provides a comprehensive structure for 5-day PRINCE(2) Foundation & Practioner workshop,aiming to equip participants with the knowledge & skills to apply Prince(2) & pass their certification exams.