

PRINCE2® 7 FOUNDATION

Course Duration: 4 days

Overview

PRINCE2® 7 FOUNDATION is a comprehensive course designed to equip participants with the foundational knowledge and skills necessary to effectively manage projects using the PRINCE2 methodology. Over the span of four days, attendees will delve into the core principles, practices, and processes of PRINCE2, with a focus on practical application and exam preparation.

Day 1 Course Content: Introduction to PRINCE2 & Core Principles

Module 1: Course Introduction & Exam Overview

- Course objectives & structure: Outline the learning goals and how the course is organized.
- Overview of PRINCE2 7th Edition: Introduction to the latest edition and its significance.
- Key updates from 6th to 7th Edition: Explore the changes and improvements made in the new edition.
- Foundation exam format: Details on the exam setup, types of questions, and assessment criteria.

Module 2: What is a Project? What is PRINCE2?

- Definition of a project: Understanding the basic elements that constitute a project.
- Structure & benefits of PRINCE2: Examine the framework and advantages of using PRINCE2.
- Project performance and sustainability: Discuss the importance of sustainability in project management.

Module 3: The 7 PRINCE2 Principles

- Continued Business Justification: Ensure that the project remains viable and aligned with business goals.
- Learn from Experience: Emphasize the importance of learning from past projects.
- Defined Roles and Responsibilities: Clarity in roles to ensure accountability and efficiency.
- Manage by Stages: Breaking the project into manageable stages for better control.
- Manage by Exception: Efficient management by delegating authority within set tolerances.
- Focus on Products: Delivering quality products that meet specified requirements.
- Tailor to Suit the Project: Adapting the method to fit the project environment and scale.

Module 4: Introduction to People

- Importance of people in project success: The role of human resources in achieving project goals.
- Leadership styles and team development: Explore different leadership approaches and team growth strategies.
- Communication and collaboration: Effective communication techniques for project success.

Day 2 Course Content: Practices (Part 1) – Key Management Areas

Module 5: Business Case Practice

- Purpose, outputs, benefits management: Understanding the business justification for the project.
- Business case lifecycle: The stages from initial idea to post-project benefits review.

Module 6: Organization Practice

- Project roles and responsibilities: Detailed exploration of roles within a PRINCE2 project.

- Key stakeholders, structure, and governance: Identifying and managing stakeholders and establishing governance frameworks.

Module 7: Plans Practice

- Types of plans (project, stage, team): Planning at different levels for effective project management.
- Product-based planning technique: A methodical approach to planning based on project deliverables.

Module 8: Risk Practice

- Risk management approach: Strategies for identifying, assessing, and managing risks.
- Risk register and responses: Tools for documenting and responding to project risks.

Day 3 Course Content: Practices (Part 2) + Processes

Module 9: Issues Practice

- Types of issues: request for change, off-specification, problem: Identifying and categorizing project issues.
- Issue and change control procedures: Managing changes and issues effectively.

Module 10: Progress Practice

- Monitoring, control, and reporting: Techniques for tracking project progress.
- Tolerances and escalation: Understanding project tolerances and escalation procedures.

Module 11: Quality Practice

- Quality management approach: Defining quality criteria and ensuring standards are met.

- Quality planning and control techniques: Planning for quality and controlling quality throughout the project lifecycle.

Module 12: The 7 PRINCE2 Processes

- Starting up a project (SU): Initial project setup and assessment.
- Directing a project (DP): The role of the project board in governance.
- Initiating a project (IP): Detailed planning and setup for project execution.
- Controlling a stage (CS): Ongoing management and control of project stages.
- Managing product delivery (MP): Ensuring that project products are delivered to specification.
- Managing a stage boundary (SB): Reviewing and planning for the next stage.
- Closing a project (CP): Formal closure and evaluation of the project.

Day 4 Course Content: Tailoring, Sustainability, and Exam Prep

Module 13: Tailoring PRINCE2

- Tailoring vs. embedding: Adapting PRINCE2 to fit specific project contexts.
- Project context, digital & data considerations: Integrating modern tools and data considerations into PRINCE2.

Module 14: Sustainability in Projects

- Environmental, social, and economic aspects: Incorporating sustainability into project planning and execution.
- Sustainable management practices: Techniques for ensuring projects are sustainable.

Module 15: Full Exam Preparation

- Exam structure, tips & techniques: Strategies for effectively tackling the PRINCE2 Foundation exam.
- Practice Questions and Feedback: Engaging with realistic exam questions and receiving personalized feedback.
- Clarification of doubts and weak areas: Addressing any remaining questions or uncertainties before the exam.