

PRINCE2®: Achieving Foundation Certification - 3 dagar

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- You Will Learn How To**
- Prepare for and take the PRINCE2 2009 Foundation Exam
 - Distinguish the PRINCE2 management products
 - Work with the seven guiding principles of PRINCE2 that provide a framework of good practice
 - Introduce key themes and processes that form the core of PRINCE2
 - Integrate the PRINCE2 elements to visualise the method structure
 - Improve your exam-taking techniques with PRINCE2 Foundation sample questions and papers

Course Benefits PRINCE2 (Projects in Controlled Environments) 2009 is recognised as a leading best practice method for managing all sizes and types of projects. This intensive exam preparatory course provides comprehensive foundation coverage of PRINCE2 2009. Through practice exams and overnight study, you gain the knowledge and skills required to take the PRINCE2 Foundation Exam, given on the final day.

Who Should Attend Those who want to achieve PRINCE2 2009 Foundation certification or anyone who wants to understand the terminology and structure of the PRINCE2 method.

Workshop Course Exercises and sample paper exam questions conducted by a PRINCE2 accredited trainer simulate and prepare attendees for the PRINCE2 Foundation exam. These exercises include:

- Practising the different exam question types: standard, negative, missing word and list
- Testing your familiarity with the PRINCE2 principles, themes, processes and products
- Speaking the PRINCE2 language
- Taking a mock exam
- Taking the PRINCE2 Foundation exam

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Introduction to PRINCE2

- Outlining the principles that guide obligations and good practices of PRINCE2
- Benefits of a structured project management approach
- Establishing the key elements of PRINCE2 and how they work together
- Tailoring PRINCE2 for projects of varying sizes

PRINCE2 Product Descriptions

Baseline management products

- Defining the project
- Project Brief
- Project Initiation Documentation
- Benefits Review
- PlanWork Package

Records of project progress

- Configuration Item Records
- Daily and Lessons Logs
- Issue, Quality and Risk Registers

Status reports

- Event-driven reports
- Time-driven reports

Outlining the Themes within PRINCE2

Establishing the business case

- Supporting continuous business justification
- Developing, verifying and maintaining the business case
- Confirming the benefits

Developing the project management organisation

- Implementing defined roles and responsibilities
- Selecting the project management team
- Linking the three project interests to the four management levels

Building quality into products

- Supporting the focus of products
- The PRINCE2 approach to quality and quality review

Planning to deliver the product

- Managing by stages
- Differentiating between the three levels of the plan
- Reviewing the planning process including product-based planning

Managing risk

- Identifying, assessing and controlling uncertainty
- Assessing the probability and impact of threats or opportunities
- Implementing responses to identified risks

Defining change

- Applying the issue and change control procedures
- Managing the configuration of products

Monitoring and controlling progress

- Management by exception
- Setting and tracking tolerances
- Reporting progress

Recognising the PRINCE2 Processes

Starting up a project

- Appointing the project management team
- Assembling the Project Brief
- Planning the initiation stage

Directing a project

- Authorising initiation, the project and a stage
- Giving ad hoc direction
- Authorising project closure

Initiating a project

- Preparing the strategies
- Planning the project
- Refining the business case
- Assembling the Project Initiation Documentation (PID)

Controlling a stage

- Delegating work packages
- Monitoring and reporting
- Dealing with issues

Managing product delivery

- Accepting, executing and delivering a work package
- Creating a Checkpoint Report

Managing a stage boundary

- Creating the next stage plan or exception plan
- Updating the business case and project plan
- Reporting stage end

Closing a project

- Preparing for closure
- Handing over products
- Evaluating the project

Preparing for and Taking the Foundation Exam

- Gaining insight into the exam process
- Applying proven tips for exam success
- Practising with test questions and mock papers
- Taking the exam
- Obtaining your Foundation exam results