PRINCE2 09 FOUNDATION COURSE DESCRIPTION

OVERVIEW

Officially launched in October 1996, PRINCE2® is the method used for planning and managing projects in the public and private sectors. The method is used for a wide variety and size of projects. PRINCE2® is universally accepted as best practice project management. New revision PRINCE2 launch in 2009

DESIGNED FOR

Organisations and individuals, looking for an effective method and approach to managing projects. TCMC offers a range of classroom based courses suitable for project managers, team managers, project support and assurance staff, and managers from any discipline who play a role in project management.

The PRINCE2® method is flexible method that can tailored for any type and size of project, and offers an excellent management foundation for any member of staff.

DOCUMENTATION

The following course material is included for this event.

PRINCE2® 2009 Manual

Managing Successful Projects with PRINCE2® 2009. The PRINCE2®, published by The Stationery Office, gives the official guidance for the method.

Pre-Event Study Materials

The event preparation materials include the PRINCE2® Manual, a structured Pre-Event Study Guide. The preparation materials include:

- Pre-course study guide

PRINCE2® Foundation courseware

Containing individual work enabling you to practise the elements contained within the PRINCE2® Method. The courseware also contains an extensive collection of Examination-type questions enabling those who are a bit rusty at examination technique to get a feel for the type of questions that will be asked. The exercises are designed to familiarise you with the PRINCE2® Manual and to help you understand the PRINCE2® Method in a stimulating and interesting way.

TCMC's event preparation material is dispatched to delegates up to 4 weeks prior to the start of the course. It is recommended that delegates commit a minimum of 10 - 14 hours preparing for the Foundation event.

BENEFITS

Following the course Delegates will understand the PRINCE2® method and will be able to organise, plan and control projects quickly and effectively in accordance with the PRINCE2® Methodology. Senior Managers attending the course will be able to make decisions on project initiation and continuation on the basis of hard facts provided in a structured format.

COURSE CONTENTS

This course is accredited by APM Group against the Foundation and Practitioner level syllabus and includes the following topics.

Structured Approach To Managing Projects

Setting the scene for a structured approach to managing all projects; project success criteria. The model of the PRINCE2 method includes the integrated elements of principles, processes, themes and tailoring.

The Process-based Approach

PRINCE2 focuses on key processes needed for successful project management which must be present, but may be 'tailored' to reflect the complexity, scope and risks faced by the project.

Business Case

What is a Business Case? What are outputs, benefits and dis-benefits? Developing, verifying and maintaining the Business Case.

Organisation

Projects are delivered by teams. The organization theme deals the Project Management Team Structure and the roles and responsibilities.

Plans

Contents and levels of Planning within PRINCE2; including Product-based approach to planning – Project Product Description, Product Breakdown Structure, Product Description, Product Flow Diagram; the PRINCE2 planning steps; Plans Responsibilities.

Progress

Project Board and Project Manager Controls for Reviewing and Reporting Progress; Baselines for Control; Capturing and Reporting Lessons; Event-driven and time-driven controls; Progress Responsibilities.

Change

Issue and Change Control procedure; Configuration Management procedure; Configuration Management Strategy

Quality

Quality Defined, The Quality Audit Trial; Quality; Acceptance Criteria, Quality Criteria, Quality Management Strategy, Quality Assurance, Quality Controls and Quality Review technique; Quality Responsibilities.

Risk

What is Risk and Risk Management; Risk Management in Projects; Risk Management Strategy; Risk Management Procedure; Risk Budget; Risk Responsibilities.

Practical Work

Specially written scenarios and comprehensive sets of related syndicate exercises to help provide a practical application of the method. Practical work includes creating process models, completing tasks related to specific elements of the method such as how the PRINCE2 themes help to apply the PRINCE2 principles as well as a variety of objective test questions. Many tasks are designed to help delegates 'link' the four integrated elements of PRINCE2®; "principles", "processes", "themes" and "tailoring".

APPROACH

This event is a mixture of input and practical sessions, delivered by an APM Group approved trainer. All trainers have practical experience of PRINCE2®. Practical sessions are on an individual and team basis and feature throughout the event. The Foundation examination is taken at 4.00 pm on day three and the results are usually available approximately 30 minutes after the exam has finished.

DURATION & PRICES

This event is held over three days and includes the Foundation examination. Prices for the public open programme start from £795 + VAT (non-residential).