

## PRINCE2®: Achieving Practitioner Certification - 5 Days

### Course 177 Overview

- You Will Learn How To**
- Prepare for and take the PRINCE2 2009 Foundation and Practitioner Exams
  - Work with the seven guiding principles of PRINCE2 that provide a framework of good practices
  - Create and critique the management products
  - Apply the key themes and processes that form the core of PRINCE2
  - Close projects with expected outcomes, next steps and lessons learned
  - Improve your exam-taking techniques with PRINCE2 sample questions and papers
- Course Benefits** PRINCE2 (Projects in Controlled Environments) is recognised as a leading best practice method for managing all sizes and types of projects. This intensive exam preparatory course provides comprehensive coverage of PRINCE2 2009. Through practice exams, workshops and overnight study, you gain the knowledge and skills required to take both the PRINCE2 Foundation Exam, given on Day 4, and the PRINCE2 Practitioner Exam, given on Day 5.
- Who Should Attend** Those who want to achieve PRINCE2 2009 Foundation and Practitioner certification. Previous project management experience is recommended but not required.
- Workshop Course** Exercises and sample paper exam questions conducted by a PRINCE2 accredited trainer simulate and prepare attendees for the PRINCE2 environment and exams. These exercises include:
- Evaluating and critiquing a business case
  - Designing a project management team
  - Establishing controls and strategies
  - Planning a product-based project
  - Identifying and ensuring project quality using PRINCE2
  - Analysing and managing risk
  - Creating Work Packages

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### Course 177 Outline

#### Introduction to PRINCE2

- The 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
- The principles that guide obligations and good practices of PRINCE2

#### Building the Pre-Project Foundation

##### Starting up a project process

- Determining project objectives and defining the approach
- Establishing the benefits and risks

##### Establishing the Business Case

- Judging whether the project is desirable, viable and achievable
- Supporting decision making in the business investment

##### Structuring the project management team

- Defining and establishing the project's structure of accountability and responsibilities
- Ensuring appropriate governance
- Representing the business, user and supplier stakeholders

#### Planning and Initiating a Project

##### Producing the Project Initiation

##### Documentation

- Planning project delivery and quality goals
- Setting up the project management controls and strategies
- Developing a robust Business Case
- Assembling the Project Initiation Documentation (PID)

##### Designing the controls of the project

- Creating the Project Plan
- Identifying the project stages
- Establishing Tolerance criteria
- Creating monitoring and reporting mechanisms

##### The PRINCE2 approach to planning

- Establishing the planning levels
- Employing Product-Based Planning
- Creating the Product Breakdown Structure (PBS) and Product Flow Diagram (PFD)
- Establishing Product Descriptions

##### Applying risk assessment to decision making

- Analysing the risks
- Devising risk-response plans
- Ongoing management of risk

- Taking the exam
- Completing the necessary APMG paperwork

#### Managing the Project

##### Controlling a Stage Process

- Assigning work to be done, monitoring the work and reporting progress
- Dealing with issues and taking corrective actions
- Controlling the link between the project manager and the team manager

##### Driving the Product Delivery Process

- Identifying Work Packages
- Accepting and executing the Work Packages
- Handing the product back to the project manager

##### Change control and the approach to quality

- Creating and verifying products that are fit for purpose
- Incorporating issues, change control and configuration management
- Applying the change and configuration management procedures

##### Managing the project stage boundaries

- Assuring the project board of successful stage completion
- Preparing the next stage plan
- Testing to ensure the Business Case is sound

#### The Final Stage

##### Closing the project

- Accepting the Project Product
- Achieving the PID objectives

##### Identifying follow-on actions

- Planning to measure benefit delivery
- Evaluating the project and improving future performance through Lessons Learned reports

#### Foundation and Practitioner Exams

##### Preparing for the exams

- Gaining insight into the exam process
- Applying proven tips for exam success
- Practicing with test questions and mock papers

##### Foundation Exam: Day 4

- Taking the exam
- Obtaining your Foundation exam results

##### Practitioner Exam: Day 5