

**Duration:** 5 days

## Overview

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This five-day accredited course provides participants with a thorough grounding in PRINCE2:2009® and is comprised of three main elements. The first provides:

- coverage of PRINCE2:2009 principles
- the need for structured project management
- why pragmatic and intelligent use of methods is so important
- how PRINCE2:2009 can be employed to achieve business-related objectives.

The second element considers the method itself:

- the structure of PRINCE2:2009
- how the major themes and processes work on their own as well as together. the themes are examined in detail as are the processes and their related activities
- how the roles associated with the PRINCE2:2009 method can be made really effective.

The third element deals with the tailoring of PRINCE2:2009 and explores the need for tailoring the method when introducing it into a different environments and using it in different sizes of project, always bearing in mind the need to keep bureaucracy to a minimum.

Presented by skilled lecturers with extensive experience in the practical application of project management, the course includes examination coaching and practice using sample questions. All delegates will sit the PRINCE2:2009 Foundation examination (a multiple choice paper) in the late afternoon of the third day of the course. Delegates who wish to appear on the central register for qualified PRINCE2:2009 Practitioners may sit the Practitioner examination on the morning of the fifth day of the course.

Flexibility is a key issue within the PRINCE2:2009 examination, therefore delegates can either take the examination on the final day of the course or at a later date when they are feeling more confident of their understanding of the method and its application. Delegates choosing to take the examination at a later date will attend the first 3 days of the course and return to attend the final 2 days, taking the examination on the morning of the second day. When making your booking please advise of your attendance preference.

This course is fully compliant with the latest version of PRINCE2:2009, and carries the award of 37.5 Professional Development Units (PDUs) for PMI re-certification.

## Prerequisites

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Please note: You must bring signed photo ID with you on exam days (passport, driving license, student card) as you will be asked to produce it by the invigilator prior to the exam.

The PRINCE2:2009 Practitioners course is intended for managers and potential PRINCE2:2009 practitioners who require hands-on experience of the method, themes, processes and activities. Delegates are likely to have experience of team leading, project management, project assurance/support or user management.

Delegates will be provided with pre-course reading material approximately 10 days prior to attending the course. The materials will include a workbook and PRINCE2:2009 manual. Success on the course will be enhanced by close attention to the pre-reading materials. Delegates must have completed this reading prior to attending the course. (It is recommended that candidates spend 20 hours working through the pre-reading).

If you have not received your read ahead material 10 days prior to attending your course, please call Exam Admin on 01793 696273.

It is with regret that, owing to the requirement to complete 20 hours of pre-course reading, we are unable to allow late bookings on this course. A minimum of two-weeks is required.

### Delegates will learn how to

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- understand the philosophy and structure of PRINCE2:2009
- understand the benefits that can accrue from the implementation of a structured project management method such as PRINCE2:2009
- explain the PRINCE2:2009 process model
- understand the PRINCE2:2009 themes
- create a Project Brief
- create a Project Organisation Structure
- initiate a project and create Project Initiation Documentation
- appreciate the use of PRINCE2:2009 products and plans
- apply progress control mechanisms
- appreciate the principles of PRINCE2:2009 Quality Management
- apply change control mechanisms
- realise the importance of Configuration Management use the PRINCE2:2009 Risk Management approach
- tune PRINCE2:2009 for differing environments

### Course Outline

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#### **PRINCE2:2009 Philosophy**

- What PRINCE2:2009 is and what it is not; PRINCE2:2009 – links with other project/programme management standards. How it enhances the possibilities of Project Success. Overview of Tailoring PRINCE2:2009; The PRINCE2:2009 Principles

#### **The Structure of PRINCE2:2009**

- Relationship between the PRINCE2:2009 Processes, Activities and Themes; High level PRINCE2:2009 Process map

#### **Project Start Up and Organisation**

- How PRINCE2:2009 endeavours to answer the question, 'Do we have a viable and worthwhile Project?'; How PRINCE2:2009 ensures that the right people are involved with a clearly defined set of responsibilities

#### **Project Initiation and the PID**

- The PRINCE2:2009 approach to successfully initiating a project and creating the PID, or Project Baseline

#### **PRINCE2:2009 Themes**

- Setting up the Project Management Team using the Organisation theme
- The importance of the business case. How the business case is created and maintained.
- Planning the project, stage, team activities and exceptions. The PRINCE2:2009 unique product-based framework; Product Based Planning. Staging the project plan
- The approach to risk/opportunity analysis using the Risk theme.
- Ensuring the delivery of a quality product using the quality theme.
- Monitoring & controlling progress. The PRINCE2:2009 control mechanisms that ensure that the project is producing the required products which meet the defined quality criteria, is on schedule and remains viable against its business case
- Dealing with changes

#### **Practitioner Preparation and Application of PRINCE2:2009**

Explanation of mechanics of Practitioner examination; Examination techniques; Samples of Practitioner questions on the application of PRINCE2:2009; Question and answer session; Revision of major topics

### **PRINCE2:2009 Foundation and Practitioner Examinations**

All delegates will sit the PRINCE2:2009 Foundation examination (a multiple choice paper) in the late afternoon of the third day of the course. Delegates who wish to appear on the central register for qualified PRINCE2:2009 Practitioners may sit the PRINCE2:2009 Practitioner examination on the fifth day of the course

***Please Note: The last day (Day 5) will finish by 1pm after the conclusion of the Practitioner exam***

We reserve the right to improve the specification and format of its courses for the benefit of its customers without notice to the customer.

### **Related Certifications**

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This course forms part of the following certification track(s):

- PRINCE2 2009 Practitioner