

Module Title : PRINCE2 Foundation

Duration : 3 days

Overview

This PRINCE2 Foundation course is available on SPOCE's open public schedule, or SPOCE can come to you to run the course at your own premises. Online learning is also available for individuals and groups.

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.

Course Objectives

- Understand the PRINCE2 method at Foundation level
- Understand the integrated elements of PRINCE2 (principles, processes, themes and tailoring) within a work environment
- Understand the benefits and principles underlying a structured approach to project management
- Help delegates to operate effectively with colleagues and managers within a structured project management environment.

Outline

1. 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 including the integrated elements of principles, processes, themes and tailoring.

2. 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. SPOCE's PRINCE2 Process Model will be used to help delegates understand and appreciate what should be done to manage each project, why it should be done and when in the project lifecycle.

3. Business Case

What is a Business Case; Outcomes, Outputs, Benefits and Dis-benefits; Developing, Verifying and Maintaining the Business Case; confirming the benefits and the Benefits Review Plan.

4. Organization

Project Management Team Structure and the Project Board, Project Assurance, Project Manager, Team Manager, Change Authority and Project Support roles & responsibilities. Stakeholder management; Communication Management Strategy.

5. Plans

Levels and content of Plans; Exception Plans; Product-based approach to planning – Project Product Description, Product Breakdown Structure, Product Description, Product Flow Diagram; the PRINCE2 planning steps.

6. Progress

Management and Technical Stages. Tolerance and Raising Exceptions. Project Board and Project Manager Controls for Reviewing and Reporting Progress; Baselines for Control; Capturing and Reporting Lessons; Event-driven and time-driven controls.

7. Change

Issue and Change Control procedure; Configuration Management procedure; Configuration Management Strategy; Baseline, Handling changes; Tracking and protecting products; Change Authority; Change Budget.

8. Quality

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

9. Risk

Risk and Risk Management; Risk Management in Projects; Risk Management Strategy; Risk Management Procedure; Risk Budget.

Practical Work

A specially written scenario runs throughout the course from start to finish. A comprehensive set of tasks help provide a practical application of the method. Many tasks are designed to help delegates link the four integrated elements of PRINCE2® - Principles, Processes, Themes and Tailoring. There are also sample exam questions for delegates to practice on before sitting the Foundation exam.