



Foundation & Practitioner

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.

Who is it for?

Organisations and individuals requiring a controlled approach to managing projects. SPOCE offers a range of classroom based courses suitable for project managers, team managers, project support and assurance staff, and managers from any discipline.

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

What are the course objectives?

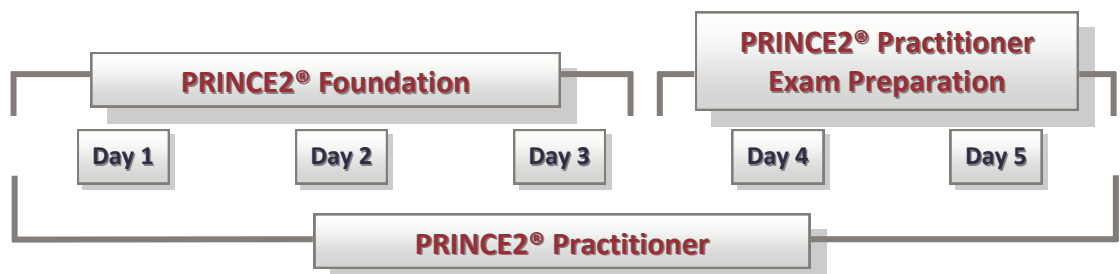
The key objectives of this course are:

- Understand the PRINCE2 method at the Foundation and, where chosen, the Practitioner levels.
- Understand how to apply 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.

What is the approach of the course?

The course is a mixture of input and practical sessions, delivered by an APM Group approved trainer with practical experience of project management.

A pre-event preparation pack including reading and specially written software will be sent to everyone attending this event. Delegates should spend between 10-20 hours studying this pre-course material in order to be well prepared for the course.



SPOCE's flexible approach to the management of the course means that delegates can attend the whole 5 day Practitioner event or attend the 3 day Foundation event only and return at a later date to complete the Practitioner Exam if they so wish.

Want to arrange this course for your organisation? We can also come to your offices! Call us on +44 (0)1202 736373 for more information and prices

Also available for you to book for your organisation:

PRINCE2® 1 Day Overview

PRINCE2® Project Board Briefing

Venues:

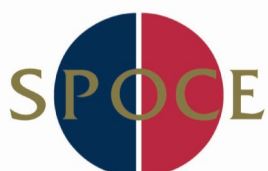
Bournemouth
Bristol
Cambridge
Chester
Darlington
London
Nottingham
Stirling
Worcester

Prices:

3 day Foundation
£950 + VAT

5 day Practitioner
£1,295 + VAT

2 day Exam Prep
£595 + VAT





What Content Do the Courses Cover?

- 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.
- 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.
- Business Case**
 - What is a Business Case; Outcomes, Outputs, Benefits and Dis-benefits; Developing, Verifying and Maintaining the Business Case; Contents of the Business Case; Confirming the benefits and the Benefits Review Plan; Business Case Responsibilities.
- Organisation**
 - 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; Organization Responsibilities.
- 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; Plans Responsibilities.
- 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; Progress Responsibilities.
- Change**
 - Issue and Change Control procedure; Configuration Management procedure; Configuration Management Strategy; Baseline, handling changes to, tracking and protecting products. Change Authority and Change Budget; Change Responsibilities.
- 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 tasks 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".

Examinations

- Foundation:** 1 hour, closed book exam consisting of 75 multiple-choice questions
 - Practitioner:** 2½ hours, open book (PRINCE2® manual only) consisting of 9 scenario based objective test questions
- To maintain your Practitioner Qualification you will need to sit and pass a Re-Registration exam within 5 years of passing your original examination
- Practitioner Re-Registration:** open book (PRINCE2® manual only) consisting of 3 scenario-based objective test questions.

PRINCE2® is a Trade Mark of the Office for Government Commerce. The Best Practice logo is a Trade Mark of the Office of Government Commerce

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Also available:

MSP™
Foundation & Practitioner

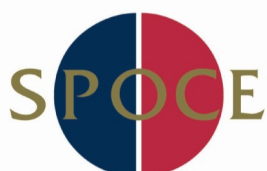
M_o_R®
Foundation & Practitioner

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£1,295 + VAT

2 day Exam Prep
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