P2F-101-PRINCE2 FOUNDATION Course outline

Overview

Structured project management means managing the project in a logical, organized way, following defined steps. A structured project management method is the written description of this logical, organized approach, PRINCE2 (Projects IN Controlled Environments) is a structured project management method.

So, PRINCE2 is a structured methodology for managing projects. It helps you work out who should be involved and what they will be responsible for. It gives you a set of processes to work through and explains what information you should be gathering along the way. But PRINCE2 doesn't do the work for you; it cannot guarantee your projects to be successful.

Good projects, which deliver quality results, on-time and within budget are dependent on the capability of people involved from Project Board down to individual team members.

Objectives

The key objectives of this course are:
- 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.

Who should attend:

This seminar is useful for organizations and individuals looking to understand how PRINCE2 provides a controlled approach to managing projects.

Attendants may include:

- Project Managers
- General Managers
- Team Managers
- Project Support Staff
- Assurance staff
- Operational managers
- Project Management Consultants

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- People who intend to take the Prine2 Foundation examination test

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.

Structure:
around 18 hours to be distributed over 3 Days, including presentation, workshop, valuable supporting documents, soft & hard templates for Prince2 Foundation

Content:
A brief description of the sessions is as follows:

Day 01

✓ **Introduction to PRINCE2/ PRINCE2 Foundation**
- Introduction to PRINCE2
- Breakdown of the course
- Benefits of this course
- Benefits of PRINCE2
- Principles
- Themes
- Processes
- The Project Environment

✓ **The Key concepts of PRINCE2**
- The definitions and characteristics of a 'project'
- The 6 aspects of project performance to be managed
- What makes a project a 'PRINCE2 project'
-

✓ **PRINCE2 principles**

- Continued Business Justification
- Learn from Experience
- Defined Roles and Responsibilities
- Manage by Stages
- Manage by Exception
- Focus on Products
- Tailor to Suit the Project

✓ **Processes**
- Starting up a Project (including the purpose of the 'project brief')
- Directing a Project (including the purpose of the 'project initiation documentation (PID)')
- √Initiating a Project
- Controlling a Stage
- Managing Product Delivery
- Managing a Stage Boundary
- Closing a Project

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✓ PRINCE2 Themes

- **Business Case**

  defining the key concepts related to business justification, as well as the differences between them, including:

  - Outputs
  - Outcomes
  - Benefits
  - Dis-benefits

- **Organization**

  - Project board
  - Executive
  - Senior user
  - Senior supplier
  - Project assurance
  - Change authority
  - Project manager
  - Team manager
  - Project support

- **Quality**

  - The product description
  - The project product description
  - The quality management approach
  - The quality registers

  Describe PRINCE2's minimum requirements for applying the Quality Theme.Explainig the key concepts related to Quality, along with the differences between them:

  - Quality planning and quality control
  - Project assurance and quality assurance
  - Customer quality expectations and acceptance criteria

- **Plans**

  - The project plan
  - The stage plan
  - The exception plan
  - The team plan

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- **Risk**

  - A risk budget
  - The risk management approach
  - A risk register
  - Risks as 'Threats' or 'Opportunities'
  - Recommended risk response types
  - Risk owners
  - Risk actionees
  - Causes, events and effects
  - Risk probability
  - Risk impact
  - Risk proximity

- **Change**

  - Change budget
  - Change control approach
  - Configuration item record
  - Issue register
  - Issue report
  - Product status account

- **Progress**

  - The daily log
  - Lessons log
  - Lessons report
  - Work package
  - End-stage report
  - End project report
  - Checkpoint report
  - Highlight report
  - Exception report

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