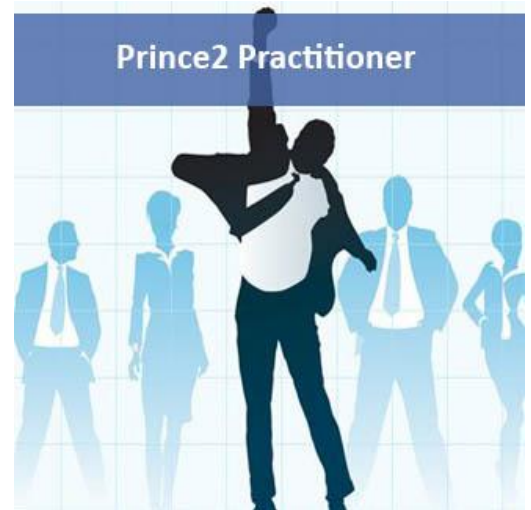


P2P-101-PRINCE2 Practitioner Course outline

Overview

Prince2 (Project IN Controlled Environments) is a project management methodology designed to ensure that a project meet its objectives, within constraints and delivers stated benefits. The Practitioner is the second of two PRINCE2 examinations that you are required to pass to become a registered PRINCE2 Practitioner. This examination measures whether a candidate would be able to apply PRINCE2 to the running and managing of a project within an environment supporting PRINCE2. To this end, candidates need to exhibit the knowledge required for the Foundation qualification, and show that they can apply and tailor PRINCE2 appropriately to address the needs and problems of a specific project scenario.



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:

The key objectives of this PRINCE2 Practitioner course are:

- Understand the PRINCE2 method at Foundation and Practitioner levels
- Understand the integrated elements of PRINCE2 (principles, processes, themes & tailoring) in a work environment
- Understand the benefits and principles underlying a structured approach to project management
- Help delegates to operate effectively with colleagues and managers when managing projects in a structured project management environment
- Prepare people who intend to pass the Prince2 Practitioner test

Structure:

18 hours to be carried out over 3 days including presentation, workshop, valuable supporting documents, soft & hard templates for Prince2 Practitioner

Content:

A brief description of the sessions is as follows:

Day 01

✓ Introduction to PRINCE2/ PRINCE2 Practitioner

- Introduction to PRINCE2
- Breakdown of the course
- Benefits of this course
- Principles of PRINCE2

✓ Business Case

- ♦ Key management products (the business case and the correct approach to benefits management)
- ♦ The recommended roles and responsibilities defined in the Theme
The outputs, outcomes, benefits and dis-benefits

✓ Organization

- ♦ The key management products (of the communication management approach)
The recommended roles and responsibilities within the Theme
- ♦ The recommended project management team structure

✓ Quality

- ♦ Key management products, including the product description, project product description, quality management approach and quality register
- ♦ The recommended roles and responsibilities within the Theme
- ♦ The key activities of quality planning, quality control and quality assurance

✓ Plans

- ♦ The key management products, including the project plan, stage plan, exception plan and team plan
- ♦ The recommended roles and responsibilities within the Theme
- ♦ The recommended approach to planning, including the recommended approach for defining and analyzing the products

Day 02

✓ Risk

- ♦ The key management products, including the risk management approach and risk register
- ♦ The recommended roles and responsibilities within the Theme
- ♦ The recommended risk management procedure

✓ Change

- ♦ The key management products, including the change control approach, the configuration item record, the issue register, the issue report and the product status account
- ♦ The recommended roles and responsibilities within the Theme
- ♦ The recommended issue and change control procedure, including types of issue

✓ Progress

- ♦ Key management products, including the checkpoint report, daily log, end project report, end-stage report, exception report, highlight report, lessons log and work package
- ♦ The recommended roles and responsibilities of the Progress Theme
- ♦ Tolerances and raising exceptions

✓ The Process Model

This module covers the PRINCE2 Process Model and how the seven PRINCE2 Processes interact in practice.

✓ Starting Up a Project

- ♦ Appoint the executive and the project manager
- ♦ Capture previous lessons
- ♦ Design and appoint the project management team
- ♦ Prepare the outline business case
- ♦ Select the project approach and assemble the project brief
- ♦ Plan the initiation management stage, demonstrating an understanding of the recommended roles and responsibilities within the Process, as well as how the Themes may be applied

✓ Directing a Project

- ♦ Authorize initiation
- ♦ Authorize the project
- ♦ Authorize a stage or exception plan
- ♦ Give ad hoc direction

- ♦ Authorize project closure, demonstrating an understanding of the recommended roles and responsibilities within the Process, as well as how the PRINCE2 Themes may be applied

Day 03

✓ Initiating a project

- ♦ Agreeing on the tailoring requirements
- ♦ Prepare the risk management approach
- ♦ Prepare the change control approach
- ♦ Prepare the quality management approach
- ♦ Prepare the communication management approach
- ♦ Set up the project controls
- ♦ Create the project plan
- ♦ Refine the business case
- ♦ Assemble the project initiation document (students should be able to demonstrate their understanding of the recommended roles and responsibilities within the Process, as well as how the Themes may be applied)

✓ Controlling a Stage

- ♦ Authorizing work packages
- ♦ Reviewing work package status
- ♦ Receiving completed work packages
- ♦ The module will also cover monitoring and reporting activities, including:
- ♦ Reviewing the management stage status
- ♦ Reacting to report highlights, including issues
- ♦ Capturing and examining issues and risks
- ♦ Escalating issues and risks
- ♦ Taking corrective action and demonstrating an understanding of the recommended roles and responsibilities within the Process, as well as how the Themes may be applied

✓ Manage Product Delivery

- ♦ Accept a work package
- ♦ Execute a work package
- ♦ Deliver a work package, demonstrating an understanding of the recommended roles and responsibilities within the Process and how the themes may be applied

✓ Managing a Stage Boundary

- ♦ Plan the next management stage
- ♦ Update the project plan
- ♦ Update the business case
- ♦ Report management stage end
- ♦ Produce an exception plan, demonstrating an understanding of the recommended roles and responsibilities within the Process, as well as how the Themes may be applied

✓ Closing a project

- ♦ Prepare planned closure
- ♦ Prepare premature closure
- ♦ Hand over products
- ♦ Evaluate the project
- ♦ Recommend project closure, demonstrating an understanding of the recommended roles and responsibilities within the Process, as well as how the Themes may be applied