

# COURSE OUTLINE



## Prince2 Foundation and Practitioner

### Why choose MTC for your Prince2 Training and Certification

- MTC's pass rates are well above the national average, with fantastic delegate feedback.
- Restricted class sizes to keep trainer to delegate ratios at an appropriate level, in order to maximise your chances of exam success.
- MTC's exam retake policy, allows delegates to retake the Foundation and Practitioner exam at no additional charge. Delegates can also chose re-sit their course in full or in part, at no additional cost.
- Prince2 pre-course reading is issued in advance, at the point of course confirmation, it requires 12-20 hours to complete, and includes the APMG manual.
- Prince2 colour printed training materials, which are well structured and cross reference the Prince2 APMG manual.
- Valuable Prince2 software and tools.
- Post course support and advice.
- Lunch and refreshments are provided within the course cost. No need to leave the training venue at lunch time. We fell this helps the group to bond, and helps create a team atmosphere.
- Training is delivered from our dedicated training facilities based on the outskirts of Sunderland, easily accessed from both the A19 and A1.
- Free on site parking.

### Overview

This course will provide delegates with a complete and practical understanding of how to apply the PRINCE2™ methodology in any number of different scenarios. It includes the preparation for, and the sitting of, the examination leading to the PRINCE2™ Practitioner Certificate, which is highly prized among employers and project managers alike.

The course objectives include the practical implementation of the method and attention is paid as to how the method can be varied to suit many different types of project. Care is also taken to show delegates how to ensure the administration of the method is at a level appropriate to the project.

### Duration

5 Days

### Exam

Prince2 Foundation and Practitioner Exams

### Target Audience

# COURSE OUTLINE



Project Managers, Project Consultants, Team Managers, Project Planners, Project Estimators, Project Support Staff, Project Assurance Staff or anyone with an interest in the practical management of a PRINCE2™ project.

## Pre-Requisites

There are no pre-requisites in terms of project management experience. Prior to the course, each delegate will be sent the PRINCE2™ pre course reading, in order that they become familiar with the PRINCE2™ concepts. The PRINCE2™ Managing Successful Projects with PRINCE2™ manual and the approved PRINCE2™ course ware will be issued on the day of the course.

It is essential to the successful delivery of this course that the pre-course work is completed. A large proportion of this pre-course work may be omitted where the delegate has achieved the Foundation Certificate.

## Additional Information

For those wishing to consolidate the Foundation concepts, the choice is between sitting the 5-day Practitioner course, or one of the two variants of the Conversion course. Where delegates have had a significant amount of time since attending the Foundation course, or require a full refresher, or attended the older versions of the Foundation (prior to the 6th of July 2009), then the 5 day Practitioner may prove to be the wiser investment.

For those preparing for the Practitioner examination, where a quick reminder of the method and practise in the exam technique is all that is required, then the 2 day Conversion course is available. The 2 day Conversion course is also suitable for delegates re-sitting the examination or renewing their qualifications. Where clients feel that something in between these two extremes is more appropriate, the 3 day Conversion course is available for Closed Courses only.

PRINCE2 has been designed as a project management method for use on any type of project. However, it does not cover the use of very many techniques, so we are pleased to offer a course that picks up where PRINCE2 stops - Project Planning and Control Techniques (PPCT). This course offers a practical, hands-on approach to a number of different techniques in everyday use.

PRINCE2 does not cover the use of any supporting tools, therefore we have adapted the Project Planning and Control Techniques course to include the use of the latest version of Microsoft Project.

The Foundation examination has had to undergo some significant changes, mainly in the style and format of the questions. The syllabus has been designed to match recognised standards in education.

## Course Contents

### Day 1

- Introduction to Principles, Themes and Processes
- Overview of Processes
- Business Case Theme
- Organisation Theme
- Starting Up a Project
- Directing a Project

# COURSE OUTLINE



## Day 2

- Review of Day 1
- Initiating a Project
- Risk Theme
- Quality Theme
- Change Theme
- Controlling a Stage
- Managing Product Delivery
- Managing a Stage Boundary
- Plans Theme

## Day 3

- Review of Day 2
- Progress Theme
- Closing a Project
- Revision and exam

## Day 4

- PRINCE2 Review, if appropriate
- Practitioner Exam technique / structure
- Practise examination questions
- Summary, Exam technique & Strategy

## Day 5

### AM

- PRINCE2 Review, if appropriate
- Practitioner Exam technique / structure
- Practise examination questions
- Summary, Exam technique & Strategy

### PM

#### Exam

- 2.5 hour
- Objective Test
- 108 possible marks
- 55% pass mark
- Open book (PRINCE2 manual only)

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Delegates should be aware that some evening study will be required on all four days, in order to assist in the successful completion of the examinations.