

## PRINCE2™ 7 Foundation + Practitioner with Certification

Date and duration
<p>Training code : P2FP-EN  Duration : 5 days  Nombre d'heures : 35 heures</p>
Training with certification
PRINCE2™
Body
<p>The PRINCE2™ method is one of the most widely used <b>project management methodologies</b> in the world. It is easy to learn, understand, and implement. Many industries have adopted it, including <b>IT governance, telecommunications, banking</b>, construction, and logistics. Designed to meet the needs of both SMEs and large organizations, PRINCE2 is compatible with other project management methods and techniques.</p> <p>By attending this training, you will acquire all the essential foundations to <b>fully understand the principles of PRINCE2™ 7</b>. You will explore the processes and themes in detail, then develop advanced skills for <b>applying them as a PRINCE2™ Practitioner</b>. Furthermore, you will learn the techniques and tools required for the effective integration of PRINCE2 within your organization.</p> <p>At the end of this 5-day program, you will take a practice exam to prepare for the <b>two official PRINCE2™ V7 exams</b>, both included in our offer. Successfully passing these exams will allow you to obtain the PRINCE2™ Foundation and PRINCE2™ Practitioner certifications (more information available in the "Certification" section).</p>
 <p><b>ACCREDITED TRAINING ORGANISATION</b></p> <p>by PeopleCert</p> <p><i>Oo2 is accredited by AXELOS® through PeopleCert to deliver PRINCE2™ training. The ATO (Accredited Training Organization) status guarantees training delivered with an accredited instructor, official course materials, and official exams.</i></p>
Objectifs
<ul style="list-style-type: none"> <li>• Discover and understand the basics of project management and the concept of the PRINCE2™ method.</li> <li>• Understand that the PRINCE2 principles form the foundation of the PRINCE2 methodology.</li> <li>• Identify and understand the elements that make people play a crucial role in the success of a project.</li> <li>• Explore the PRINCE2 themes and processes, particularly in their application throughout a project.</li> <li>• Apply the 7 principles, 7 themes, and 7 processes of PRINCE2 according to the environment and the type of project.</li> <li>• Learn how to effectively manage a team to ensure project success.</li> </ul>

- Successfully pass the PRINCE2™ Foundation and Practitioner 7th Edition exams and obtain your double certification.

#### Points forts

- Training delivered by an Accredited Training Organization (ATO)
- The official PRINCE2 7 manual included
- The PRINCE2 Foundation + Practitioner 7th Edition exams included, with the option to retake them free of charge in case of an initial failure

#### Certification

At the end of your training, you will receive a voucher that will allow you to **schedule the PRINCE2™ Foundation and Practitioner exams**, available online at any time.

### PRINCE2™ 7 Foundation Exam Information

This exam, available in multiple languages (including French), consists of a **60-question multiple-choice test**. You will have a maximum of 1 hour to complete it, and you must **achieve at least 36 correct answers** (closed book) in order to pass.

The questions cover the following areas of knowledge:

- Key concepts related to projects and PRINCE2
- PRINCE2 principles that form the foundation of the method
- PRINCE2 practices and how they are applied throughout the project
- PRINCE2 processes and how they are applied throughout the project

### PRINCE2™ 7 Practitioner Exam Information

This exam, also available in multiple languages (including French), consists of a **70-question multiple-choice test** based on a project scenario. You will have a maximum of 2 hours and 30 minutes, and you must **achieve at least 42 correct answers** (\*open book) to pass.

*\*Only the official PRINCE2 7 manual "Managing Successful Projects" is allowed.*

The questions cover the following areas of knowledge:

- Applying the 7 PRINCE2 principles in context
- Managing people
- Applying and tailoring the 7 PRINCE2 themes in context
- Applying and tailoring the 7 PRINCE2 processes in context

After successfully completing these two exams, you will be awarded the **PRINCE2™ Foundation and PRINCE2™ Practitioner certifications**. Both are valid for 3 years from the date of issue and require renewal thereafter.

**Note:** Our offer includes the possibility to retake the exams at no additional cost in case of failure on the first attempt.



#### Modalités d'évaluation

Case study  
Mock exam

#### Pré-requis

Attending this training requires the following prerequisite:

- Having prior professional experience, whether short-term or long-term, in project management.

Public

*This training is intended for the following participants:*

- Project management professionals responsible for managing multidisciplinary teams and overseeing complex projects, etc.
- Managers
- Consultants
- Project managers

Programme

## **1. Introduction Round**

- Individual introductions.
- Exploring the expectations and objectives of each participant.
- Introduction to the training framework.
- Alignment with specific goals and challenges.
- Identifying individual expectations and perspectives of participants.

## **2. Understanding the Concept of a Project and the PRINCE2 Framework**

- The key elements of the PRINCE2 method (principles, themes, processes, roles, and context).
- The difference between a project and project management.
- The various performance elements to be managed in a project.
- The difference between a sequential linear approach, an iterative incremental approach, and a hybrid approach.
- The reasons why project management is widely used.
- The common challenges PRINCE2 is designed to address.
- The defining characteristics of a project.
- Projects within their context and environment.
- The advantages and specificities of the PRINCE2 method.

## **3. Grasping the Importance of Roles in Projects**

- Defining the key elements related to the human factor:
  - The organizational ecosystem.
  - The project ecosystem.
  - Change management.
  - Stakeholders.
  - Culture.
  - Collaboration and co-creation.
  - Leadership and management.
- The difference between people involved in a project and those affected by it.
- Presentation of key elements related to people:
  - Change management and its importance.
  - Stakeholder engagement.

- Communication.
- Team effectiveness, including diversity, capabilities, and skills.
- The purpose of product management in supporting the human element of the project (change and communication management).
- The aspects related to people that integrate with other PRINCE2 elements.

## 4. Understanding the Synergy Between PRINCE2 Principles and the Method

- Presentation of the PRINCE2 principles:
  - Continued business justification.
  - Learning from experience.
  - Defined roles and responsibilities.
  - Managing by stages.
  - Managing by exception.
  - Focus on products.
  - Tailoring to the project environment.
- The importance of PRINCE2 principles in the implementation of the method and the criteria influencing their tailoring and application.

## 5. Understanding the 7 PRINCE2 Themes Throughout a Project

### Business Case

- Objectives of the Business Case theme and the benefits management approach.
- Minimum PRINCE2 requirements for its implementation.
- Key concepts of continued business justification, deliverables, outcomes, benefits, and dis-benefits.

### Organization

- Objectives of the Organization theme and the communication management approach.
- Minimum PRINCE2 requirements for its implementation.
- Roles and responsibilities of:
  - Project Board.
  - Executive.
  - Senior User.
  - Senior Supplier.
  - Project Assurance members.
  - Change Authority.
  - Project Manager.
  - Team Manager.
  - Project Support.
- Key concepts related to stakeholder organization.
- The 3 benefits of a project and the position of stakeholders across the 4 management levels.

### Quality

- Objectives of the Quality theme.
- Objectives of a product description, project product description, quality management approach, and quality register.
- Minimum PRINCE2 requirements for its implementation.
- Key concepts of quality and its characteristics for:
  - Quality planning and quality control.
  - Project assurance and quality assurance.
  - Customer quality requirements and acceptance criteria.

## Plans

- Objective of the Plans theme.
- Objectives of a project plan, stage plan, exception plan, and team plan.
- Minimum PRINCE2 requirements for its implementation.
- Recommended approach to planning.
- Recommended approach to product-based planning and analysis.
- Key factors for structuring the project into management stages.

## Risk

- Objective of the Risk theme, including the purpose of a risk budget.
- Objectives of a risk management approach and risk register.
- Minimum PRINCE2 requirements for its implementation.
- Key concepts of risk and its characteristics, including:
  - Risk (threat or opportunity).
  - Recommended risk responses.
  - Risk monitoring and execution.
  - Cause, event, and effect.
  - Probability, impact, and proximity.
- Recommended risk management procedure.

## Change

- Objective of the Change theme, including the change budget.
- Objectives of a change control approach, configuration item record, issue register, impact assessment report, and product status account.
- Minimum PRINCE2 requirements for its implementation.
- Types of issues.
- Recommended issue and change control procedures.

## Progress

- Objective of the Progress theme.
- Objectives of a project log, lessons log, lessons report, work package, end stage report, end project report, checkpoint report, and exception report.
- Minimum PRINCE2 requirements for its implementation.
- Key concepts of progress, including:
  - Event-driven and time-driven controls.
  - Tolerances and exceptions, including defining tolerances and reporting exceptions.

## 6. Understanding the 7 PRINCE2 Processes Throughout a Project

- Presentation of the objectives and context of the PRINCE2 processes:
  - Starting up a Project.
  - Directing a Project.
  - Initiating a Project.
  - Controlling a Stage.
  - Managing Product Delivery.
  - Managing a Stage Boundary.
  - Closing a Project.

## 7. Applying the 7 PRINCE2 Principles in Context

- Understanding how to tailor a project according to:

- Continued business justification.
- Learning from experience.
- Defining roles and responsibilities.
- Managing by stages.
- Managing by exception.
- Focus on products.
- Tailoring to the project environment.

## 8. Implementing Effective People Management

- Assessing the relevance of leadership and team management as effective approaches.
- Assessing the relevance of leadership and change management within a project and for people as an effective approach.
- Establishing the approach for communications and the people involved in the PRINCE2 project.
- Setting up the key management products required to support the “people” element of projects (communication and change management).

## 9. Applying and Tailoring the 7 PRINCE2 Themes in Context

- Understanding the following for the Business Case, Change, Organization, Plans, Progress, Quality, and Risk themes:
  - The key management products.
  - The areas of focus of the key roles associated with the themes.
  - Effective management and related techniques.
- Analyzing the effectiveness and application of the 7 themes in relation to their objectives, taking into account PRINCE2 principles, effective management and its associated techniques, as well as adaptation to the project environment and context.

## 10. Applying and Tailoring the 7 PRINCE2 Processes in Context

- Understanding the following for the processes of Starting up, Directing, Initiating, Controlling a Stage, Managing Product Delivery, Managing a Stage Boundary, and Closing a Project:
  - The activities, inputs, and outputs.
  - The recommended roles and responsibilities.
  - How each process should be applied.
- Analyzing the activities, roles, and responsibilities of the 7 processes to evaluate their effectiveness and tailoring according to the needs of the organization and the environment, as well as the purpose and objectives of each process.

## 11. Preparing for the PRINCE2 7th Edition Exams

- Taking a mock exam with self-correction.
- Q&A session.
- Tips and guidance for passing the two official exams.

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