PRINCE2™ 7 Foundation with Certification

Date and duration
Training code : P2F-EN Duration : 3 days Nombre d'heures : 21 heures

Training with certification preparation
PRINCE2 ™

Body

This training program prepares participants for the **PRINCE2® Foundation** *certification. As an* **ATO accredited** *by PeopleCert, this Oo2 training fully complies with all PeopleCert requirements and is delivered by an* **accredited trainer***. Participants will receive the* **official PRINCE2® manual as well as the official PeopleCert courseware***.*

Why should you take this training?

The PRINCE2® method is one of the most widely used **project management methodologie**s in the world. It is easy to learn, understand, and apply. Many industries have adopted it, including **IT governance**, **telecommunications, banking,** construction, and logistics. Designed to meet the needs of both SMEs and large organizations, PRINCE2® is fully compatible with other project management methods and techniques.

By attending this training, you will acquire all the fundamental knowledge needed to **fully understand the principles of PRINCE2®**. You will explore in detail the 7 processes and the 7 themes of the method. Furthermore, you will learn **the techniques and tools required for its effective application** within your organization, with expert guidance on how to best integrate it into your business practices.

Expected outcomes

At the end of this 3-day program, you will take a mock exam to prepare for the **official PRINCE2® Foundation** exam included in our package. Successfully passing the exam will grant you the PRINCE2® 7 Foundation certification (more details in the certification section). Please note that the **PRINCE2® Foundation – Project Management certification** is registered under the **Répertoire Spécifique n° RS6948**, making this training eligible for the **Compte Personnel de Formation (CPF)**, with the exam being mandatory.

Oo2 is accredited by AXELOS® through PeopleCert to deliver

PRINCE2™ training. As an ATO, this status ensures that you benefit from an accredited trainer, official course materials, and official exams.

Objectifs

Learning Objectives of the **PRINCE2® Foundation** Training

- Discover and understand the fundamentals of project management and the concept of the PRINCE2® methodology.
- Understand that the 7 PRINCE2® principles form the foundation of the method.
- Explore the 7 PRINCE2® themes and the 7 processes, particularly in their application throughout a project.
- Identify the roles and responsibilities of the stakeholders involved in a PRINCE2® project.
- Apply PRINCE2® through case studies and practical exercises.
- Prepare effectively for the PRINCE2® Foundation exam and achieve certification.

Points forts

- Training delivered by a **PeopleCert-accredited ATO**
- Official PRINCE2 7 course materials and handbook included
- **Official PRINCE2 Foundation exam included**
- **Free second attempt included in case of initial failure**

Certification

At the end of the training, participants will receive a **voucher** that allows them to **schedule their PRINCE2 Foundation** exam online (available in French or English).
The exam questions cover the following areas of knowledge:

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

The exam consists of a **multiple-choice questionnaire with 60 questions**, to be completed within 1 hour, closed book.
 Un score minimum requis de 60 % (soit 36 bonnes réponses) est nécessaire pour valider l'épreuve.

For candidates using their CPF
Before taking the multiple-choice exam, candidates must first complete a practical case study based on a fictitious project management scenario, which includes:

- <u>A written assignment (2 hours):</u> the candidate must provide an analysis and a detailed action plan based on PRINCE2.
- <u>An oral defense (1 hour):</u> presented before an independent jury composed of at least 2 PRINCE2 experts.

A minimum passing score of 60% is required to validate this assessment.
Both parts of the exam (Practical Case Study + MCQ) **must be completed within 30 days after the training.**
You must pass both assessments to be certified.

Once you have successfully passed your exam, you will receive your official PRINCE2 Foundation certification.

Note:

- In case of failure, a **free second attempt is included**.
- The PRINCE2 Foundation certification is **valid for 3 years** (renewable) and is a prerequisite for the **PRINCE2 Practitioner certification**.

Modalités d'évaluation

Quiz / QCM
Practical Work
Case study
Mock exam

Pré-requis

Project management experience is recommended but not mandatory.

Public

This training is intended for the following audiences:

- Project managers and team leaders, whether certified or not
- Future project managers
- Anyone wishing to enhance their project management skills

Programme

1. Introduction Round

- Individual introductions.
- Introduction to the training framework.
- Alignment with specific objectives and challenges.
- Identification of participants' expectations and perspectives.

2. Understanding the Concept of a Project and PRINCE2

- Key elements of the PRINCE2 method (principles, themes, processes, roles, and context).
- The difference between a project and project management.
- The different performance aspects to be managed in a project.
- The difference between a linear sequential, iterative incremental, and hybrid approach.
- Reasons why project management is often used.
- Common challenges that PRINCE2 is designed to address.
- Project-specific elements.
- Projects in their context and environment.
- Advantages and specific features of the PRINCE2 method.

3. Understanding the Importance of Roles in Projects

- Definition of key elements related to the human factor:
  - organizational ecosystem.
  - 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 people-related elements:
  - the importance of change management.
  - stakeholder engagement.
  - communication.
- team effectiveness, including diversity, capabilities, and skills.
- The objective of product management to support the human factor of the project (change and communication management approach).
- People-related aspects integrated into other PRINCE2 elements.

4. Understanding the Synergy Between Principles and the PRINCE2 Method

- Presentation of PRINCE2 principles:
  - continued business justification.
  - learning from experience of previous projects.
  - defining roles and responsibilities.
  - managing by stages.
  - managing by exception.
  - focusing on products.
  - tailoring to the project environment.
- The importance of PRINCE2 principles for implementing the method, and the criteria influencing its 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 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 implementation.
- Roles and responsibilities of the following:
  - 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 project benefits and the role of stakeholders across the 4 management levels.

Quality

- Objectives of the "Quality" theme.

- Objectives of a product description, a project product description, a quality management approach, and a quality register.
- Minimum PRINCE2 requirements for 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 implementation.
- Recommended approach to planning.
- Recommended approach to product definition and analysis.
- Key factors in 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 a risk register.
- Minimum PRINCE2 requirements for implementation.
- Key risk concepts and characteristics, including:
    - risk (threat or opportunity).
    - types of recommended risk responses.
    - risk monitoring and risk execution.
    - cause, event, and effect.
    - probability, impact, and proximity of risk.
- 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, issue report, and product status account.
- Minimum PRINCE2 requirements for implementation.
- Different types of issues.
- Recommended procedures for issue and change control.

Progress

- Objective of the "Progress" theme.
- Objectives of a daily log, lessons log, lessons report, work package, end stage report, end project report, checkpoint report, and exception report.
- Minimum PRINCE2 requirements for implementation.
- Key progress concepts 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 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. Preparing for the PRINCE2 Foundation Exam (7th Edition)

- Mock exam with self-correction.
- Q&A session.
- Guidance for the official exam.