Course Title: PRINCE2® Foundation (7th Edition)	**Course Duration**: 3.0 Days
Exam: Included	**Exam Type**: Proctored Exam
Qualification: PRINCE2® Foundation (7th Edition) Certificate	

Course Syllabus

Our PRINCE2® Foundation (7th Edition) online training course will cover the following topics:

Understand key concepts relating to projects and PRINCE2®

1. Recall key concepts related to project management.

A. The definition of the integrated elements of PRINCE2®: principles, people, practices, processes and the project context.

B. The definition of a project and project management.

C. The aspects of project performance to be managed.

D. The definition of delivery approaches: linear-sequential iterative-incremental, hybrid.

1.2 Describe key concepts related to project management.

A. The common reasons why project management is used.

B. The common challenges that PRINCE2® is designed to address.

C. The characteristics of a project.

D. Projects in context/project environment.

E. The features and benefits of PRINCE2®.

2. Understand how the PRINCE2® principles underpin the PRINCE2® method.

2.1 Explain the PRINCE2® principles.

- Ensure continued business justification.
- Learn from experience.
- Define roles, responsibilities and relationships.
- Manage by exception.
- Manage by stages.
- Focus on products.
- Tailor to suit the project.

2.2 Explain how and why the principles provide the basis of applying PRINCE2®, and which factors influence the way the PRINCE2® method can be tailored and applied, who is responsible, and how tailoring decisions are documented.

3. Understand the importance of people in successful projects.

3.1 Define key concepts related to the people element:

- Organisational ecosystem.
- Project ecosystem.
- Change management.
- Stakeholder.
- Culture.
- Collaboration and co-creation.
- Leadership.

3.2 Explain the difference between concepts related to the people element:

- People within the project and people affected by the project.
- Leadership and management.

3.3 Explain key concepts related to the people element:

- Change management and why it is important.
- Stakeholder engagement.
- Communication.
- Effective teams, including diversity, capability and competence.

3.4 Explain the purpose of the management products required to support the people element of projects:

- PID: change management approach.
- PID: communication management approach.

3.5 Explain how people aspects integrate with other PRINCE2® elements.

4. Understand the PRINCE2® practices and how they are applied throughout the project.

4.1 Explain the purpose of PRINCE2® management products, including:

- PID.
- Project log.

4.1.1 Explain the purpose of the ‘business case’ practice.

4.1.2 Describe the key relationships between the ‘business case’ practice and the principles.

4.1.3 Explain the purpose of the key management products required to support the ‘business case’ practice:

- Project brief
- Business case
- PID: Benefits management approach
- PID: Sustainability management approach

4.1.4 Define key concepts related to the ‘business case’ practice:

- Output
- Outcome
- Benefit
- Dis-benefit
- Business objective

4.1.5 Describe the guidance for effective management of the business case, including:

- Business case lifecycle.
- Aligning products to business objectives and tolerances.
- Establishing business justification.

4.1.6 Describe the PRINCE2® technique for the 'business case' practice.

4.2.1 Explain the purpose of the 'organising' practice.

4.2.2 Describe the key relationships between the 'organising' practice and the principles.

4.2.3 Explain the purpose of the key management products required to support the 'organisation' practice:

- PID: Project management team structure
- PID: Role descriptions
- PID: Commercial management approach

4.2.4 Define key concepts related to the 'organising' practice:

- Project board.
- Project team.

4.2.5 Describe the guidance for effective organising of:

- The three project interests.
- PRINCE2® roles.
- Work breakdown structure.

4.2.6 Describe the PRINCE2® technique for the 'organising' practice.

4.3.1 Explain the purpose of the 'plans' practice.

4.3.2 Describe the key relationships between the 'plans' practice and the principles.

4.3.3 Explain the purpose of the key management products required to support the 'plans' practice:

- Work package description.
- Project product description.
- Plan (including project, stage, team & exception plan)

4.3.4 Define key concepts related to the 'plans' practice:

- Schedule.
- Dependency.
- Project plan.
- Stage plan.
- Team plan.
- Exception plan.
- Scope.

4.3.5 Describe the guidance for effective management of plans:

- The planning horizon.
- Project stages.
- Product-based planning.

- Using tolerances to manage constraints.
- Delivery sustainability.

4.3.6 Describe the PRINCE2® technique for the 'plans' practice.

4.4.1 Explain the purpose of the 'quality' practice.

4.4.2 Describe the key relationships between the 'quality' practice and the principles.

4.4.3 Explain the purpose of the key management products required to support the 'quality' practice:

- Product description.
- PID: Quality management approach.
- Project log: quality register.
- Project log: product register.

4.4.4 Define key concepts related to the 'quality' practice:

- User quality expectations.
- Acceptance criteria.
- Quality specifications.
- Requirements.

4.4.5 Describe the guidance for effective management of quality:

- Quality planning.
- Quality control.
- Quality assurance.

4.4.6 Describe the PRINCE2® technique for the 'quality' practice.

4.5.1 Explain the purpose of the 'risk' practice.

4.5.2 Describe the key relationships between the 'risk' practice and the principles.

4.5.3 Explain the purpose of the key management products required to support the 'risk' practice:

- PID: Risk management approach.
- Project log: Risk register.

4.5.4 Define key concepts related to the 'risk' practice:

- A risk: threat or opportunity based on uncertainty.
- Risk appetite.
- Risk tolerance.
- Risk cause, event and effect.
- Risk exposure.
- Risk owner and risk action owner.
- Risk probability.
- Risk impact.

4.5.5 Describe the guidance for effective management of risk:

- Risk planning.
- Risk analysis.

- Risk control.
- Risk culture.
- Understand decision bias.
- Recommended risk response types.
- Use of data.

4.5.6 Describe the PRINCE2® technique for the 'risk' practice.

4.6.1 Explain the purpose of the 'issues' practice.

4.6.2 Describe the key relationships between the 'issues' practice and the principles.

4.6.3 Explain the purpose of the key management products required to support the 'issues' practice:

- PID: Issue management approach.
- Project log: Issue register.
- Issue report.

4.6.4 Define key concepts related to the 'issues' practice:

- Issue (including types of issue: change, problem/concern, business opportunity, request for change, off-specification)
- Project baseline.
- Change control.

4.6.5 Describe the guidance for effective management of issues:

- Baselines.
- Issue resolution.
- Change control.
- Delegating authority for changes.
- Change budget.

4.6.6 Describe the PRINCE2® technique for the 'issues' practice.

4.7.1 Explain the purpose of the 'progress' practice.

4.7.2 Describe the key relationships between the 'progress' practice and the principles.

4.7.3 Explain the purpose of the key management products required to support the 'progress' practice:

- Checkpoint report.
- Highlight report.
- End stage report.
- End project report.
- Lessons report.
- Exception report.
- Project log: Daily log.
- Project log: Lessons log.
- PID: Digital and data management approach.

4.7.4 Define key concepts related to the 'progress' practice:

- Forecast.
- Exception.
- Tolerance.

- Event-driven and time-driven controls.

4.7.5 Describe the guidance for effective management of progress:

- Tolerances for progress control.
- Types of control.
- Reviewing progress and lessons.
- Reporting progress and lessons.
- Forecasting.
- Escalating.
- Use of data and systems in progress management.

4.7.6 Describe the PRINCE2® technique for the 'progress' practice.

5. Understand thePRINCE2® processes and how they are carried out throughout the project.

5.1 Explain the purpose 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.

5.2 Explain the objectives 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.

5.3 Explain the 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.

Course Overview

PRINCE2® was first launched in 1996, and has had six editions, the last update being in 2017. PRINCE2® 7 Edition seeks to respond to a number of changes that have taken place in our world and in the discipline of project management since then.

The digital revolution, the speed of change, the rise of Agile ways of working, and the increased volatility and uncertainty of all aspects of life mean that project management must evolve to meet these demands.

When updating guidance there can be a tendency to simply add new material to the existing content, resulting in more rather than better guidance.

Instead, the decision was taken to go back to basics and challenge every aspect of PRINCE2® to ensure that its inclusion was required and contributed to the guidance being fit for purpose now and for some years to come.

Our three-day PRINCE2® Foundation (7th Edition) training course will teach you the key concepts relating to projects and PRINCE2®.

Our PRINCE2® training courses are based on the 7th Edition of PRINCE2®:

- PRINCE2® Foundation (7th Edition)
- PRINCE2® Practitioner (7th Edition)
- PRINCE2® Foundation & Practitioner (7th Edition)

Course Learning Outcomes

What's New In PRINCE2® 7?

Integration Of People - People are central to successful projects and now they are integrated into the PRINCE2® method.

Project Performance - Sustainability has been added as a seventh aspect of project performance to reflect modern organisational needs.

Digital & Data - To meet the evolving needs of project management professionals the addition of a digital and data management approach.

What's Improved In PRINCE2® 7?

Improved Flexibility - Rules have been reduced and chapters streamlined while maintaining core elements of PRINCE2®. Showcasing the true value of the method to all projects across all sectors.

PRINCE2 For All - Simplifications in language and content throughout the official book to widen the addressable market.

Fully Tailorable Enabling Agility - Tailoring is addressed throughout the whole method demonstrated using scenarios. Allowing PMs to move quickly and easily in response to change or challenge.

Evolving To Changes In The PM Space - Meeting new needs and requirements for ever changing profession.

Our PRINCE2® Foundation (7th Edition) training course will consist of five sections with the following structure:

1. Understand key concepts relating to projects and PRINCE2®.

2. Understand how the PRINCE2® principles underpin the PRINCE2® method.

3. Understand the importance of people in successful projects.

4. Understand the PRINCE2® practices and how they are applied throughout the project.

5. Understand the PRINCE2® processes and how they are carried out throughout the project.

Audience

Our PRINCE2® Foundation (7th Edition) training course is intended for project managers and aspiring project managers. It is also relevant to other key staff involved in the design, development and delivery of projects, including: project board members (e.g. senior responsible owners), team managers (e.g. product delivery managers), project assurance (e.g. business change analysts), project support (e.g. Project and Programme Office personnel), and operational line managers / staff.

Entry-Level Requirements

There are no entry-level requirements for our PRINCE2® Foundation (7th Edition) training course.

The PRINCE2® Foundation (7th Edition) certificate is is a prerequisite for the PRINCE2® Practitioner (7th Edition) examination.

Recommended Reading

It is recommended that you read the PRINCE2® Official Core Guidance (eBook Format) before you attend our PRINCE2® Foundation (7th Edition) training course. We also recommend reading the PRINCE2® 7th Edition Glossary before attending the course.

What's Included

Our PRINCE2® Foundation (7th Edition) training course includes:

- Course Materials
- Sample Papers
- PRINCE2® Official Core Guidance (eBook Format)
- PRINCE2® Foundation (7th Edition) Exam Voucher

Exam Information

PRINCE2® Foundation (7th Edition) Examination:

- Duration: 60 Minutes
- Format: 60 Multiple-Choice Questions
- Closed-Book Exam: Yes
- Pass Mark: 36/60 Or 60%
- Level Of Thinking: Blooms Levels 1 & 2

Read the PeopleCert Official Guidance for Windows Devices and MacOS Devices for a step-by-step guide on how to take your online proctored examination.

Your Identification Document (ID):

On the day of your exam, your Proctor will verify your ID. You are responsible for ensuring the ID used to register and take your exam is valid and acceptable. On your exam day, if you do not present valid and acceptable ID, or the First/Middle Name(s) and Last Name of your ID do not exactly match the name you used to register for your exam, you will not be allowed to test and will not be entitled to a refund. You will, however, be able to re-book your exam following the standard exam booking process. Your ID must:

- Be current and valid – ID containing dates that have expired are not allowed.
- Be an original, not a photocopy.

- Include a recognisable photo of you.
- Match the information you gave when you booked your online exam.
- Be a government-issued national/state/province identity card that is recognized by the country in which you are a citizen or permanent resident.
- Contain your Birthdate/Year.
- Contain your First/Middle Name(s) and Last Name in English (Latin) characters.

Please Note: Electronic IDs will not be accepted.

From 01 January 2023: All PeopleCert certifications will need to be renewed after three years. You can do this by retaking the examination before the renewal date, collecting professional development points via MyAXELOS or taking further certifications before the renewal date. If you make the decision to not renew your certification, you will not be removed from the Successful Candidate Register (SCR). You will remain on the Successful Candidate Register (SCR), however it will be flagged that your certification is not up to date.

What's Next

Our PRINCE2® Practitioner (7th Edition) training course will teach you how to:

1. Understand how to apply the PRINCE2® principles in context.

2. Understand how to apply effective people management in successful projects.

3. Understand how to apply and tailor relevant aspects of PRINCE2® practices in context.

4. Understand how to apply (and tailor) relevant aspects of PRINCE2® processes in context.

Additional Information

PRINCE2® 7 has been designed with these broad principles in mind:

- To ensure that PRINCE2® remains adaptable and flexible and can be used in a wide range of organizations and environments. To do this PRINCE2® must provide a ‘common universal language’ so that there is a common understanding of why a project is being undertaken, what it is trying to achieve, and what it is aiming to deliver.
- To provide guidance that retains and strengthens all the aspects of PRINCE2® that remain valid, while adding new complementary content in a way that maintains and builds on the integrity of the integrated framework.
- To not ‘replicate’ guidance that is provided in other methods such as Managing Successful Programmes (MSP) and Management of Risk (M_o_R 4), but instead to offer additional value to anyone involved in a project.
- To emphasise how PRINCE2® is designed to be applied and tailored appropriately according to the project environment and the project requirements.
- To enable project teams to recognise the many ways that outputs can be delivered, including iterative (Agile), linear and hybrid approaches