

PRINCE2® Foundation

Course Outline

1. Understand key concepts relating to projects and PRINCE2

1. Recall key concepts related to project management:
 - The definition of the integrated elements of PRINCE2: principles, people, practices, processes and the project context
 - The definition of a project and project management
 - The aspects of project performance to be managed
 - The definition of delivery approaches: linear-sequential, iterative-incremental, hybrid
2. Describe key concepts related to project management:
 - The common reasons why project management is used
 - The common challenges that PRINCE2 is designed to address
 - The characteristics of a project
 - Projects in context/project environment
 - The features and benefits of PRINCE2

2. Understand how the PRINCE2 principles underpin the PRINCE2 method

1. Explain the PRINCE2 principles:
 - Ensure continued business justification
 - Learn from experience
 - Define roles, responsibilities and relationships
 - Manage by stages
 - Manage by exception
 - Focus on products
 - Tailor to suit the project
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

1. Define key concepts related to the people element:
 - Organizational ecosystem
 - Project ecosystem
 - Change management
 - Stakeholder
 - Culture
 - Collaboration and co-creation
 - Leadership
 - Management
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. 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
- 4. Explain the purpose of the management products required to support the people element of projects:
 - PID: change management approach
 - PID: communication management approach
- 5. Explain how people aspects integrate with other PRINCE2 elements

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

1. Explain the purpose of PRINCE2 management products, including:
 - PID
 - Project log
2. Explain the purpose of the 'business case' practice
3. Describe the key relationships between the 'business case' practice and the principles
4. 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
5. Define key concepts related to the 'business case' practice
 - Output
 - Outcome
 - Benefit
 - Dis-benefit
 - Business objective
6. Describe the guidance for effective management of the business case, including
 - Business case lifecycle
 - Aligning products to business objectives and tolerances
 - Establishing business justification
7. Describe the PRINCE2 technique for the 'business case' practice
8. Explain the purpose of the 'organizing' practice
9. Describe the key relationships between the 'organizing' practice and the principles
10. Explain the purpose of the key management products required to support the 'organization' practice
 - PID: project management team structure
 - PID: role descriptions
 - PID: commercial management approach
11. Define key concepts related to the 'organizing' practice:
 - Project board
 - Project team
12. Describe the guidance for effective organizing of:
 - The three project interests
 - PRINCE2 roles

- Work breakdown structure
- 13. Describe the PRINCE2 technique for the 'organizing' practice
- 14. Explain the purpose of the 'plans' practice
- 15. Describe the key relationships between the 'plans' practice and the principles
- 16. 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)
- 17. Define key concepts related to the 'plans' practice:
 - Schedule
 - Dependency
 - Project plan
 - Stage plan
 - Team plan
 - Exception plan
 - Scope
- 18. Describe the guidance for effective management of plans:
 - The planning horizon
 - Project stages
 - Product-based planning
 - Using tolerances to manage constraints
 - Delivery sustainability
- 19. Describe the PRINCE2 technique for the 'plans' practice
- 20. Explain the purpose of the 'quality' practice
- 21. Describe the key relationships between the 'quality' practice and the principles
- 22. 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
- 23. Define key concepts related to the 'quality' practice:
 - User quality expectations
 - Acceptance criteria
 - Quality specifications
 - Requirements
- 24. Describe the guidance for effective management of quality:
 - Quality planning
 - Quality control
 - Quality assurance
- 25. Describe the PRINCE2 technique for the 'quality' practice
- 26. Explain the purpose of the 'risk' practice
- 27. Describe the key relationships between the 'risk' practice and the principles
- 28. Explain the purpose of the key management products required to support the 'risk' practice
 - PID: risk management approach

- Project log: risk register
- 29. 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
- 30. 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
- 31. Describe the PRINCE2 technique for the 'risk' practice
- 32. Explain the purpose of the 'issues' practice
- 33. Describe the key relationships between the 'issues' practice and the principles
- 34. Explain the purpose of the key management products required to support the 'issues' practice
 - PID: issue management approach
 - Project log: issue register
 - Issue report
- 35. 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
- 36. Describe the guidance for effective management of issues:
 - Baselines
 - Issue resolution
 - Change control .
 - Delegating authority for changes
 - Change budget
- 37. Describe the PRINCE2 technique for the 'issues' practice
- 38. Explain the purpose of the 'progress' practice
- 39. Describe the key relationships between the 'progress' practice and the principles
- 40. 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
41. Define key concepts related to the 'progress' practice:
- Forecast
 - Exception
 - Tolerance
 - Event-driven and time-driven controls
42. 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
43. Describe the PRINCE2 technique for the 'progress' practice

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

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
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
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