the project management training company

Fact Sheet



PRINCE2® CERTIFICATION PREPARATION

Virtual Instructor-led Certification Preparation Training

Live sessions: 8x half-day

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THE PRINCE2® CERTIFICATION PREPARATION COURSE

In collaboration with Hemsley Fraser – an U.K. based training organization – STS offers PRINCE2 Certification preparation. The objective of such a preparation training is 1) to introduce the certification candidates to the project management methods of PRINCE2 and 2) to prepare them for the certification.

ABOUT PRINCE2

The PRINCE2 project management methodology is widely employed by many of the UK's leading private and public sector organizations, but also applied on a global level. PRINCE2 is a process-based method for effective project management and will give you the fundamental skills you need to become a successful project manager. It stands for **PR**ojects **IN C**ontrolled **E**nvironments and is used and recognized all over the world.

The certification is split into two different qualification levels – Foundation and Practitioner. The Foundation level is an introduction to the PRINCE2 principles, themes, and processes. It teaches you how to consistently deliver projects on time and within budget, manage risk and mitigate perceived problems. The Practitioner level then teaches you how to apply and tailor PRINCE2 appropriately to address the needs and problems of a specific project scenario.

TARGET GROUP – PRINCE2 FOUNDATION

The PRINCE2 Foundation Certification Preparation is suitable for people requiring a solid grounding in the PRINCE2 project management methodology, and who do not require the depth of the Practitioner program. To make the most of the course, delegates should ideally have some experience of basic project management principles. Typical delegates are new project managers or have been working in a project support role.

The PRINCE2 Foundation examination will expect candidates to:

- Demonstrate sufficient recall and understanding of the PRINCE2 project management method, to be awarded the PRINCE2 Foundation qualification.

The PRINCE2 Foundation qualification is a prerequisite for the PRINCE2 Practitioner Examination.

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COURSE OVERVIEW

This intensive 8 half-day accredited course provides participants with a thorough knowledge of the processes and themes of PRINCE2. It is a flexible method that guides you through the essentials for managing successful projects, regardless of type or scale. Built upon seven principles, themes, and processes, PRINCE2 can be tailored to meet your specific requirements.

All delegates will receive a copy of the PRINCE2 manual 'Managing Successful Projects with PRINCE2'.

This course is fully accredited by PeopleCert, the organization responsible for developing, enhancing and promoting the PRINCE2 best practice methodology globally.

COURSE OUTLINE

Pre-Course Activity

To prepare for this intensive course, a sound understanding of project management is required. To assist you with your preparation for the Foundation exam, Hemsley Fraser has devised a study plan. The course entails a significant amount of pre-course work and evening work during the course. Our advice is to do as much pre-work as possible (approximately 20 hours of study time), to give you the best chance of success.

The pre-course work involves:

- Reading the PRINCE2 manual and supporting summaries. This should be read before the course and used during your classroom training to support your continued learning of PRINCE2.

  Watching a summary video and accessing our online Foundation exam simulator and sample Practitioner exam paper.

Course Content

The course will cover the following topics:

1. Introduction to the PRINCE2 methodology
   - Define the characteristics of a project
   - Six aspects of project performance

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- Integrated elements of PRINCE2
- Understand the key concepts relating to projects and PRINCE2

2. The Seven PRINCE2® Principles are:
   - Continued business justification
   - Learn from experience
   - Defined roles and responsibilities
   - Manage by stages
   - Manage by exception
   - Focus on products
   - Tailor to suit the project environment

3. The PRINCE2 Process Model – Covering the Seven Processes
   For each of the seven processes, it will cover the:
   - Purpose
   - Objectives
   - Context
   - Key outputs of each process
   - Which themes are used within each process

4. The Seven Processes are:
   - Starting up a project
   - Initiating a project
   - Directing a project
   - Controlling a stage
   - Managing a stage boundary
   - Managing product delivery
   - Closing a project

5. The Seven PRINCE2 Themes - For each of the seven themes it will cover:
   - An explanation of its the purpose
   - The minimum requirements that apply to each theme
   - Purpose and the key management products for each theme
   - Applying PRINCE2 to each Theme

   The Seven Themes are:
   - Business case, Organisation, Quality, Plans, Risk, Change and Progress

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6. Tailoring
   - Tailoring / embedding PRINCE2 to meet the needs of organisations and project environments
   - The guidance on tailoring the principles, themes, process, terminology and management products.
7. Examinations
   - The PRINCE2 Foundation examination
   - The PRINCE2 Practitioner examination

Dates and Registration

8 x 3 hours over four consecutive days.

Check out our website for all dates.

Exam voucher included so that you can book the exam on a date of your choice. The voucher is valid for 12 months to allow more revision time and study support.

Please register directly here.

Training Material

The following course material will also be provided to the participants during the kick-off. The material will be distributed during the classroom training.

- **The PRINCE2 manual - Managing Successful Projects with PRINCE2 Edition**
  This book is the basis of the PRINCE2 methodology and, hence, also for the exam.
- **Material**
  The material includes all slides presented by the trainer.

TERMS AND CONDITIONS

- All prices are in Swiss Francs (CHF).
- VAT applies for delivery in Switzerland and depending on national VAT legislation.
- Payment Terms: advance payment before the course begins.
- Payment by credit card subject to additional fee.
- Rescheduling/Cancelation until 4 weeks before course begin free of charge, administration fee may apply for cancelation within 4 weeks of course begin.

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