

AGENDA

PRINCE2® Foundation

Learning outcome 1 - Understand key concepts relating to projects and PRINCE2

1.1 Recall:

- the definition and characteristics of a project
- the six aspects of project performance to be managed
- the integrated elements of PRINCE2: principles, themes, processes and
- the project environment
- what makes a project a PRINCE2 project

1.2 Describe:

- the features and benefits of PRINCE2
- the customer/supplier context on which PRINCE2 is based

Learning outcome 2 - Understand how the PRINCE2 principles underpin the PRINCE2 method

2.1 Explain the PRINCE2 principles:

- continued business justification
- learn from experience
- defined roles and responsibilities
- manage by stages
- manage by exception
- focus on products
- tailor to suit the project

2.2 Explain which aspects of a project can be tailored, who is responsible, and how tailoring decisions are documented

Learning outcome 3 - Understand the PRINCE2 themes and how they are applied throughout the project

3.1.1 Explain the purpose of:

- the business case theme
- business case, benefits management approach

3.1.2 Describe PRINCE2's minimum requirements for applying the business case theme

3.1.3 Define key concepts related to business justification, and the differences between them: outputs, outcomes, benefits & disbenefits

3.2.1 Explain the purpose of:

- the organization theme
- communication management approach

3.2.2 Describe what PRINCE 2 requires, as a minimum, for applying the organization theme

3.2.3 Describe the role and responsibilities of:

- project board
- executive
- senior user
- senior supplier
- project assurance
- change authority
- project manager
- team manager
- project support including which roles can be combined

3.2.4 Explain key concepts related to organization:

- stakeholder
- the three project interests and how these are represented within the four levels of management

3.3.1 Explain the purpose of:

- the quality theme
- product description, project product description, quality management approach, quality register

3.3.2 Describe PRINCE2's minimum requirements for applying the quality theme

3.3.3 Explain key concepts related to quality, and the differences between them:

- quality planning and quality control
- project assurance and quality assurance
- customer quality expectations and acceptance criteria

3.4.1 Explain the purpose of:

- the plans theme
- project plan, stage plan, exception plan, team plan

3.4.2 Describe PRINCE2's minimum requirements for applying the plans theme

3.4.3 Recall the steps in:

- the recommended approach to planning, including
- the recommended approach to defining and analyzing the products and explain:
- the factors to consider when structuring the project into management stage

3.5.1 Explain the purpose of:

- the risk theme, including the purpose of a risk budget
- risk management approach, risk register

3.5.2 Describe PRINCE2's minimum requirements for applying the risk theme

3.5.3 Define key concepts related to risk, and the differences between them:

- a risk: threat or opportunity
- recommended risk response types
- risk owner and risk actionee

- cause, event and effect
- risk probability, risk impact and risk proximity

3.5.4 Describe the recommended risk management procedure

3.6.1 Explain the purpose of:

- the change theme, including the purpose of a change budget
- change control approach, configuration item record, issue register, issue report, product status account

3.6.2 Describe PRINCE2's minimum requirements for applying the change theme. Learning outcome 3 (continued) - Understand the PRINCE2 themes and how they are applied throughout the project

3.6.3 Describe:

- types of issue
- the recommended issue and change control procedure

3.7.1 Explain the purpose of:

- the progress theme
- the daily log, lessons log, lessons report, work package, end stage report, end project report, checkpoint report, highlight report , exception report

3.7.2 Describe PRINCE2's minimum requirements for applying the progress theme

3.7.3 Explain key concepts related to progress:

- event-driven and time-driven controls
- tolerances and exceptions, including how tolerances are set and exceptions are reported

Learning outcome 4 - Understand the PRINCE2 processes and how they are carried out throughout the project

4.1 Explain the purpose of the PRINCE2 processes:

- starting up a project, including the purpose of the project brief,

- directing a project, including the purpose of the project initiation documentation (PID),
- initiating a project,
- controlling a stage,
- managing product delivery,
- managing a stage boundary,
- closing a project.

4.2 Explain the objectives of the PRINCE2 processes (as above, excluding the PID and project brief)

4.3 Explain the context of the PRINCE2 processes (as above, excluding the PID and project brief)