

PRINCE2 TRAINING COURSES AND EXAM INFORMATION

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WHAT IS PRINCE2® ?

Introduction

PRINCE2 (Projects In Controlled Environments) is a structured method for effective project management. Originally developed by the UK Government, it is widely recognised and used in the private sector, both in the UK and internationally.

Certifications

PRINCE2 Foundation and Practitioner certificates awarded by APMG are internationally recognized

Main Features

PRINCE2 provides a flexible method for the management of all types of projects.

The method is qualified as a best practice, meaning that has a dynamic nature and is inherently subject to improvements coming from the projects' experiences on the field. The method concept centres around a process model, each process being clearly identified by its key inputs and outputs. The model structure is also enriched by components, that represent the rough material crossing the project management profession and by simple techniques providing further aids in performing project management activities.

Like many project management methods, **PRINCE2** divides a project into manageable stages, which enables an efficient control of resources and regular progress monitoring throughout the project.

Flexibility

The various roles and responsibilities for managing a project are fully identified and are adaptable to suit the size and complexity of the project, and the skills of the organisation. Fundamental principles are stated explicitly, while practical indications are effectively provided through a complete set of templates immediately adoptable, clear paths to follow are suggested together with hints and tips related to specific project context and needs. Careful consideration is given to scalability and the tailoring of the method is underlined as a key success factor. As a consequence **PRINCE2** gives value added both to young and to seasoned professionals

Usability

PRINCE2 is a public domain methodology, it means organisations do not have to pay a license fee to use PRINCE2.

PRINCE2 is a Registered Trade Mark of OGC in the United Kingdom and other countries

Points of strengths

PRINCE2 holds that assessing the continuous viability of a project is key to the decision-making process and poses as a pillar of the method having a Business Case which drives the project. Furthermore the PRINCE2 method:

- Provides greater control of resources and the ability to manage risk more effectively, with benefits for project managers, senior management and organisations
- Introduces and enforces a common language and understanding of the project
- Enables projects
 - to enforce a common, consistent approach
 - to emphasize the initial “contract” between the Project Board and the Project Manager
 - to have a controlled start, middle and end
 - to organize reviews of progress to plan and to Business Case;
 - to set a small number of key decision points;
 - to improve effectiveness of managerial control of any deviations from plan;
 - to involve stakeholders
 - to foster proper communication within the project.

PRINCE2 benefits individual projects, through

- Clear separation of different project management layers
- Detailed descriptions of roles and responsibilities
- Constant consideration on quality work embedded in the process-model
- Increased efficiency by enforcing the concept of management by exception
- Definition of appropriate levels of planning and adequate mechanism for effective control on performance and results
- Distinction of management activities from technical activities;

PRINCE2 FOUNDATION COURSE

Pre-requisites for the course

The course is addressed to those who require a general comprehension of project management. Although there are no specific pre-requisites to subscribe the course, knowledge of some basic concepts of general management or having had a minimum exposure to a project environment make the learning experience much more profitable.

Course objectives

The PRINCE2 Foundation course aims at preparing candidates for the PRINCE2 Foundation exam, covering the whole syllabus for the Foundation Level

The course is run under responsibility of Allinweb, which is a PRINCE2 ATO

The course teaches the fundamental concepts and principles of the PRINCE2 method, providing enough information to those concerned in a PRINCE2 projects for them

- To gain a satisfactory understanding of the tenets underpinning the PRINCE2 project management model
- To get a better comprehension of their role and responsibilities
- To acquire the whole glossary of terms
- To identify and define the PRINCE2 processes, components and techniques main features
- To capture the importance of having a structured project management approach and the particular benefits a project can take from the PRINCE2 method

Moreover, PRINCE2 Foundation course allows the candidates

- to understand the basic concepts of project management,
- to make a clear distinction between project and daily business of the organization
- to identify the objectives, inputs and outputs of the main processes
- to get in depth into the Controlling a Stage and Managing Product Delivery sub-processes
- to name and describe all the PRINCE2 processes and components and the relations between them, and give example of the management and quality products traded between the main processes

Duration of the course

Typically, a PRINCE2 Foundation course has a duration of 3 days requiring a full-time presence in the classroom, the course timetable may slightly vary, according to the delegates' specific needs, however it should be considered that the start time is about 9:00 a.m. and, at latest, the finish time is at 5:30 p.m.

Those who are willing to sit the PRINCE2 Foundation exam are allowed to do so within the 3rd day of the PRINCE2 Foundation course, immediately after the course programme has been completed (generally at 3.00 p.m),

PRINCE2 FOUNDATION CERTIFICATION EXAM

Responsibility for the PRINCE2 Foundation exam rests with AMPG

Foundation exam pre-requisites

Prerequisites for sitting the PRINCE2 Foundation exam at Allinweb 's offices:

- a) having attended a PRINCE2 Foundation Course organized by Allinweb
- b) having correctly marked the exam-booking related question in the "FORM-PRINCE2-001 - Delegate Enrollment Form" which indicates the delegate's intention to take the exam

Foundation Exam Features

The PRINCE2:2009 Foundation exam presents the following main characteristics:

- format: multiple-choice questions
- 1 hour duration
- 75 questions
- pass rate 35 correct answers
- closed book

All those who will pass the exam, will receive the PRINCE2 Course Foundation Certificate awarded by APMG

PRINCE2 PRACTITIONER COURSE

Pre-requisites for the course

The course is mainly addressed to project managers. Although there are no mandatory pre-requisites to subscribe the course, mastering project management concepts and having had considerable experience in a project environment, ideally in the role of project manager, make the learning experience much more profitable.

Course objectives

The PRINCE2 Practitioner course aims at preparing candidates for the PRINCE2 Practitioner exam, covering the whole syllabus for the Practitioner Level

The course is run under responsibility of Allinweb, which is a PRINCE2 ATO

The course provides detailed information on the concepts and principles of the PRINCE2 method, emphasizing the importance of their practical application to a specific scenario, as a consequence a great deal of the course is centred on making practical exercises proposed to the candidates for them to approach and solve with the trainer guidance and support.

The objectives of the PRINCE2 Practitioner course are for the candidates to:

- Master both the concepts and the philosophy underpinning the PRINCE2 project management model, in such a way to tailor the model to the specific needs of the project (i.e. complexity, size, third parties' providers) and give reasons for the choices made
- Gain insights into the PRINCE2 processes, components and techniques
- Acquire full familiarity with the project scalability implications and become able to propose adaptations of the PRINCE2 model required by any circumstances
- Exhibit the competence required for the Foundation qualification and show they can apply and tune PRINCE2
 - To describe, apply and execute all PRINCE2 processes to the extent and degree required case by case
 - To demonstrate their ability to understand and apply all relations among processes, components, techniques and management products

Duration of the course

Typically, a PRINCE2 Practitioner course has a duration of 3 days requiring a full-time presence in the classroom, the course timetable may slightly vary, according to the delegates' specific needs, however it should be considered that the start time is about 9:00 a.m. and, at latest, the finish time is at 5:30 p.m.

Those who are willing to sit the PRINCE2 Practitioner exam are advised that they may opt between 2 alternatives:

- Taking the exam the day after the end of the PRINCE2 Practitioner course,
- Taking the exam in a later moment to be defined at a mutually convenient date (generally not beyond 6/8 weeks after the course 's end)

PRINCE2 PRACTITIONER CERTIFICATION EXAM

Responsibility for the PRINCE2 Practitioner exam rests with AMPG

Practitioner exam pre-requisites

Prerequisites for sitting the PRINCE2 Practitioner exam at Allinweb 's offices:

- a) Having attended a PRINCE2 Practitioner Course organized by Allinweb
- b) Having already been achieved the Prince2 Foundation certificate
- c) Having correctly marked the exam-booking related question in the "FORM-PRINCE2-001 - Delegate Enrollment Form" which indicates the delegate's intention to take the Practitioner exam

Practitioner Exam Features

The PRINCE2:2009 Practitioner exam presents the following main characteristics:

- format: 9 questions, with a scenario background and appendices
- each of the 9 questions is worth 12 marks
- an overall score of 59 out of possible 108 is required to pass (55%)
- 2.5 hours duration
- open book examination (only the PRINCE2 manual is allowed)

All those who will pass the exam, will receive the PRINCE2 Course Practitioner Certificate awarded by APMG

REGISTERED PRACTITIONER

The Registered PRINCE2 practitioner will have certificates awarded which demonstrate their commitment to validation and surveillance of their PRINCE2 capability.

Registration entails the requirement to take re-examination a minimum of 3 years, maximum 5 years, after initial qualification to achieve re-certification.

In order to qualify as a Registered Practitioner, the candidate must confirm their request in writing either before or at the time of sitting the examination