

TRAINING BROCHURE

# PRINCE2<sup>®</sup> Foundation

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## Introduction

PRINCE2 (PROjects IN a CONTROLLED Environment) is a structured project management method based on the experience of thousands of projects. It is a non-patented method that has become one of the most accepted project management methods worldwide. This is because PRINCE2 is generic: the method can be applied to any project regardless of type, scope, organization, geography or culture. This basic three-day course offers a comprehensive review of the PRINCE2 project management methodology. The course focuses on the four integrated elements of the PRINCE2 methodology: principles, themes, processes, and project environment. The course ends with an exam that provides participants with a PRINCE2 certification at the basic Foundation level. This certification in turn, provides an opportunity for certification at the more advanced Practitioner level.

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## For whom?

PRINCE2 Foundation is aimed both at those new to project management and those working as project managers who wish to update their skills. It is also suitable for the various project staff who may be part of a project management team, as the team can perform better when all staff understand the project lifecycle and key project management practices. Project managers also benefit from a better understanding of how their functional responsibilities fit into the project environment.

As this course aims at a project management certification, we recommend that you have managed or participated in projects and have previously completed a practical project management course. If not, we recommend our "Project Management" course before proceeding with PRINCE2 certification.

## The aim of the course

You will obtain a PRINCE2 certification, which means that you will:

- Be able to apply the 7 guiding principles that form the basis of the PRINCE2 project management methodology.
- Understand and be able to manage the 7 different themes that describe the aspects of



project management that must be followed up continuously and in parallel throughout the project.

# PRINCE2® Foundation

- Understand the 7 different processes that a project goes through, from start-up to completion.
- Be able to use the different checklists for activities and products.
- Understand the division of responsibilities between the different roles in the project.
- Be able to adapt the methodology to the specific environment and context.

## Homework assignment

Before the course, you should have familiarized yourself with the PRINCE2 manual "Managing successful projects 2017", as well as with the self-study material and the accompanying homework assignment. You will receive the material no later than 2 weeks before the start of the course and we recommend that you spend about 20 hours on the self-study material.

## Contents

### Introduction to PRINCE2

- The applicability of PRINCE2 to any project.
- The structure of PRINCE2 principles, themes, processes, and the project environment.
- What PRINCE2 is and what it is not.
- What defines a PRINCE2 project.
- The purpose of the manual.

### Project Management with PRINCE2

- Projects, project management and project managers.
- Project variables.
- Different project contexts.
- Project management standards.
- Applying PRINCE2.

### Principles

- Why PRINCE2 is based on principles.
- The flexibility of a principle-based approach.
- The seven Prince2 principles.

### Tailoring and adopting PRINCE2

- What you can and cannot tailor.
- Who is responsible for tailoring and documenting.
- Examples of different project environments.
- Tailoring and embedding PRINCE2 in an organization.

### Introduction to PRINCE2 themes

- What themes are and why they matter.

- The seven PRINCE2 themes.
- Basic concepts about tailoring the themes.

### Business case

- Creating and maintaining the business justification.
- The relationship between outputs, outcomes, and benefits.
- Developing and managing a business case.
- PRINCE2 requirements of the business case theme.
- Investment appraisal techniques.

### Organization

- The key roles for an effective organization.
- The four levels of project management.
- The difference between PRINCE2 roles and job titles.
- The importance of stakeholders' communication.
- PRINCE2 requirements for the organization theme.
- Guidance for effective project organization.

### Quality

- What quality means in a product-focused method.
- Customer quality expectations and acceptance criteria.
- Who is responsible for quality.
- The difference between quality assurance and project assurance.
- PRINCE2 requirements for the quality theme.
- Guidance for effective quality management.
- A recommended quality review technique.

### Plans

- The role of planning in effective project management.
- Different types of plans.
- Product-based planning.
- Prioritization, estimating and scheduling.
- PRINCE2 requirements for the plans theme.
- Guidance for effective planning.

### Risk

- Uncertainty as a common aspect of project management.
- Threats and opportunities, and appropriate responses.
- PRINCE2 requirements of risk management.
- Roles and responsibilities.
- Guidance for effective risk management.
- PRINCE2 procedure for managing risks.

# PRINCE2® Foundation

## Change

- Why projects need a systemic approach.
- Types of issue and how to handle them.
- Making change control appropriate for different environments.
- Guidance for effective change control.
- A recommended issue and change control procedure.

## Progress

- Measuring progress and the achievement of objectives.
- PRINCE2's requirements for managing progress.
- Tolerances, controls, and management by exception.

## Introduction to processes

- PRINCE2 as a process-based method.
- The PRINCE2 journey.
- The seven PRINCE2 processes in an overall model.
- A key to the process and activity models.
- The structure of the process chapters.
- Tailoring the processes.

## Starting up a project

- Developing the outline business case.
- Building the project management team.
- Defining the right approach.
- Preparing the project initiation (creating the project brief and plan).
- Guidelines for tailoring products and roles.

## Directing a project

- Empowering the project board with decision-making authority.
- Providing direction and control over the life of the project.
- Communicating with the project management team and interested parties.
- Dealing with project issues.
- Authorizing project closure.
- Guidelines for tailoring roles.

## Initiating a project

- Reviewing and confirming the business justification.
- Refining the business case.
- Defining the approaches for managing risk, quality, and communication.
- Setting up the project controls.

- Setting up the first state (agreeing the PID and plan).
- Guidelines for tailoring products and roles.

## Controlling a stage

- Authorizing, receiving, and reviewing work packages.
- Reviewing the stage status.
- Using reports to manage progress.
- Managing risks and issues that may impact the plan.
- Guidelines for tailoring products and roles.

## Managing product delivery

- Defining the team manager's responsibilities.
- Producing a team plan to deliver the work package.
- Managing the execution and delivery of work package.
- Guidelines for tailoring products and roles.

## Managing a stage boundary

- Reviewing the current state.
- Planning for the next stage.
- Updating the project plan and business case.
- Reporting the stage end.
- Producing an exception report and exception plan.
- Guidelines for tailoring products and roles.

## Closing a project

- Preparing for formal closure.
- Preparing for premature closure.
- Handing over the project's products.
- Evaluating the project and recording lessons.
- Recommending project closure.
- Guidelines for tailoring products and roles.

## Considerations for organizational adoption

- Why an organization-wide method may be wanted.
- Who should be involved.
- Assessing the organization's capability.
- Building and managing the method.
- Consistency of use.
- Building and sustaining maturity.
- Examples tailoring products and embedding.

# PRINCE2® Foundation

## Program

### Day 1

08.00-17.30

- Introduction and review of the program.
- PRINCE2 – Introduction and structure.
- Starting a project.
- Organization.
- Business case.
- Initiating a project.
- Closing the project.

### Day 2

08.00-17.30

- Risk.
- Quality.
- Plans.
- Progress.
- Manage product delivery.
- Control a phase.
- Test exams.
- Closure.

### Day 3

08.00-17.00

- Managing a project.
- Managing a phase transition.
- Modification.
- Closing a project.
- Exam preparation.
- Examination.
- Closure – questions – discussion.

## Workshop

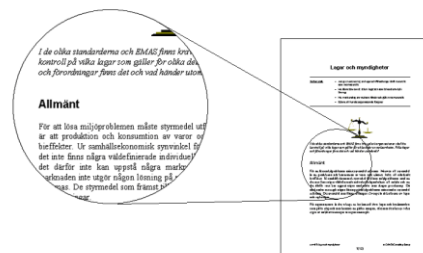
The theory sections of the course are mixed with several different workshops. These workshops are based on assignments carried out by CANEA consultants.

## Course certificate

Attendance on all days of the course results in a course certificate. After passing the exam, a certificate is obtained from APMG in the UK. APM Group (APMG) is the organization that provides accreditation and certification in PRINCE2.

## Course material

The course material consists of a binder in which the different lectures are documented in detail. It is detailed enough to be used as a reference in daily work.



*Our goal is to always offer the best training material on the market.*

## The lecturers

The course is given by lecturers with good pedagogical skills and expertise in project management. All lecturers have extensive experience in project management work and contribute with examples from real situations.

## In-house training

This course is held both as open training and as in-house training. It is very suitable to be conducted on-site at an organization that wants to adopt the PRINCE2 way of working in its own project activities.

## Course fee

The price per participant is specified in the training calendar. The price includes full course documentation, lunch, and morning & afternoon coffee.

## Our training methodology

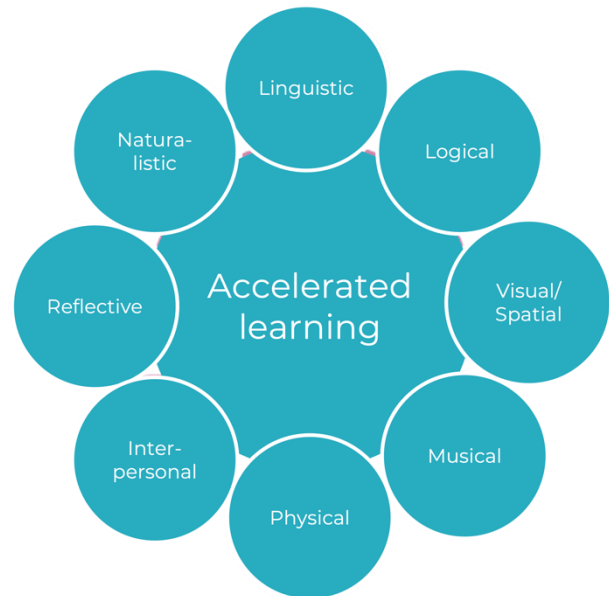
We run both open and in-house training courses. Knowledge is the basis for fact-based decisions and a prerequisite for engaging management and staff. Knowledge is part of our approach to changing behavior. Simply providing information is seldom enough to make people act differently.



*The staircase model for information transfer and processing of values and attitudes*

We complement the information with methods to address the values and attitudes of the participants. Through well-thought-out workshops, we go through all stages of the learning process. In in-house training, we often use the staircase model (see picture above) with training in the company's own operations and follow-up.

To further customize the training, company visits and consultations with our experienced consultants often precede in-house training. Part of our strength is that we can offer a complete solution for each company's training needs, from operator level to senior management. Our training courses are based on best practices from practical work in companies, where the lecturer provides many real-life examples. This is combined with a theoretical foundation.



The Accelerated Learning methodology, which involves stimulating learning with all the senses, is widely applied. The training group should consist of a maximum of 20 people, which gives the lecturer the opportunity to activate all participants in discussions. By alternating theory with activities and workshops, participants are given the opportunity to apply what they learned, which facilitates learning.

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### Contact us for more information:

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# CANEA – lasting success

There are three key factors for a successful change process: Competence to create and drive the change. IT systems that control and support it properly. And relevant know-how among your employees to maintain it over time. We are unique in bringing these three factors together in an integrated offering. This is a key reason why we have been able to deliver great results to hundreds of customers over the past 20 years.



## **CANEA Management – making your organization better**

Our experience from numerous assignments shows that there are valuable opportunities for improvement in every organization. To meet increasingly stringent requirements, it is important to develop your own operations.

We have extensive experience with what works. This is gathered in our own method library, which forms the core of our knowledge and experience management. Based on each client's situation, an adaptation is made so that both the whole and the details work.

Our consultants understand both the whole and the details of an organization's environment, function, and management. Additionally, they have well-developed analytical mindsets and the ability to motivate. Teaching skills are also a given since we place great emphasis on knowledge transfer.

## **CANEA ONE – an integrated software suite**

CANEA ONE is a comprehensive software suite for effective business management. The system enables control, implementation, monitoring and improvement of the business thanks to a fully integrated management of strategies, projects, processes, cases and documents.



### **CANEA Document**

A document management system that creates order. Ideally managing an integrated management system.



### **CANEA Workflow**

A case management system that allows you to design, deploy and monitor all types of workflows in a single solution.



### **CANEA Project**

A comprehensive and easy-to-use project, portfolio, and resource management system supporting all aspects of project activities.



### **CANEA Process**

An effective solution for modeling, communicating, collaborating, and improving business processes.



### **CANEA Strategy**

Enables strategy activation through smart features such as goal decomposition, communication, and visualization.

