PRINCE2 Foundation Training & Certification

A 3-day PRINCE2® Foundation training course 1-Year PeopleCert Membership Plus Included



Bring structure, confidence and control to your projects.

Successful projects need more than good planning. They require clear responsibilities, effective teamwork, informed decisions and a constant focus on delivering business value.

Our **3-day accredited PRINCE2® Project Management Foundation course - version 7** introduces you to one of the world's most recognised project management methods. Through practical examples, interactive exercises and expert guidance, you will discover how to organise, manage and control projects from initiation to closure.

Whether you're starting your project management career or looking to strengthen your existing skills, this course combines **practical project management knowledge with comprehensive preparation for the official PeopleCert Foundation certification**.

Everything is included: 3 days of training in one of our premium locations, official digital course materials, PRINCE2 handbook, PeopleCert PRINCE2 Foundation exam, Take2 retake option and 1 year access to all benefits of PeopleCert Membership Plus.

COURSE & LEARNING OBJECTIVES

By the end of this PRINCE2 Foundation training, participants will be able to:

- **Understand the PRINCE2 Project Management method**, including its 7 principles, 7 practices, 7 processes and the central role of people.
- **Define project roles, responsibilities and governance structures** to support effective decision-making and accountability.
- **Establish and maintain a strong business case**, ensuring that projects remain aligned with business objectives and expected benefits.
- **Plan, monitor and control projects** using stages, product-based planning, tolerances and progress reporting.
- **Identify and manage risks, issues and changes** while maintaining quality and project performance.
- **Engage stakeholders and support effective teamwork**, incorporating the people and change management aspects of PRINCE2 7.
- **Understand how to tailor PRINCE2** to different project environments, including agile and hybrid delivery approaches.
- **Prepare for the official PRINCE2 Foundation exam** through practical exercises, quizzes and mock examinations.

WHY CHOOSE B2B LEARNING FOR YOUR PRINCE2 CERTIFICATION?

Expert trainers, practical learning and complete certification support.

At B2B Learning, we believe that PRINCE2 training should prepare you for more than an exam. Our experienced trainers help you understand the methodology, connect it to real project situations and develop a solid foundation for your professional practice.

- **Accredited training:** Learn with experienced PRINCE2 trainers using official PeopleCert materials.
- **Interactive learning:** Combine theory with practical examples, case studies, exercises and knowledge checks.
- **Thorough exam preparation:** Build your confidence through revision activities, practice questions and mock exams.
- **Complete training package:** Official handbook, certification exam, Take2 retake option and one-year PeopleCert Plus membership included.
- **Flexible learning options:** Choose from classroom or live virtual training in English, French or Dutch. If you need to train a team, we can deliver a bespoke in-company course at your premises.

Our objective: help you understand PRINCE2, achieve your certification and put your new knowledge to work.

COURSE CONTENT

Module 1: Understanding PRINCE2: The Foundations of Successful Projects

- What is a PRINCE2 project and why use this method?

- The 7 Fundamental Principles (the 'WHY' of PRINCE2)
- Overview of the structure and integrated elements
- The client/supplier context

Module 2: People, Leadership & Collaboration

- Roles and responsibilities in a PRINCE2 environment
- Leadership vs Management in projects
- Effective communication and collaboration
- Culture, diversity and skills in project teams

Module 3: Managing What Matters: The 7 PRINCE2 Practices

- **Organizing**: Structuring your project team
- **Business Case**: Justifying and maintaining the project's viability
- **Plans**: Planning effectively using the product-based approach
- **Quality**: Ensuring deliverables meet expectations
- **Risks**: Identifying, assessing and managing uncertainties
- **Issues**: Managing changes and problems
- **Progress**: Monitoring and controlling progress

Module 4: From Start to Finish: the PRINCE2 Project Lifecycle

- Starting Up a Project
- Initiating the Project
- Directing the Project
- Controlling a Stage
- Managing Product Delivery
- Managing a Stage Boundary
- Closing the Project

Module 5: Making PRINCE2 Work in Your Organisation

- Adapting PRINCE2 to different contexts (size, sector, culture)
- Integrating PRINCE2 with other methodologies (Agile, etc.)
- Practical case studies and role-plays

Module 6: Get Ready for Your PRINCE2 Foundation Certification

- Official mock exam under real exam conditions
- Detailed marking and strategic advice
- Tips and tricks to maximise your chances
- Time management and answering techniques
- Q&A and final revision

Typical schedule for your 3 days:

Day 1: 9.00 am – ±5.00 pm

Fundamentals, People, Organizing, Business Case, Plans

Evening homework: Mock exam questions (1h30)

Day 2: 9.00 am – ±5.00 pm

Quality, Risks, Impacts, Progress, Control processes

Evening homework: Mock exam questions (1h30)

Day 3: 9.00 am – ±4.30 pm

Managing Stage Boundaries, Closing a Project & Exam Preparation

WHO SHOULD ATTEND OUR PRINCE2 COURSE?

This PRINCE2 Foundation course is ideal for:

- **New project managers** wishing to structure their approach
- **Project team members** working in PRINCE2 environments
- **Consultants** wishing to add a recognised qualification to their CV
- **Professionals changing careers** into project management
- **Managers** supervising project teams

No prior knowledge of PRINCE2 is required. A basic understanding of projects is recommended.

PRINCE2 FOUNDATION EXAM – WHAT TO EXPECT

Online exam at a date and time of your choice

- Take the exam when you feel ready
- From home or your office
- Online proctoring by PeopleCert

Can't take the exam at home or in the office? Book an appointment with us to take it at our offices.

Exam details

- Duration: 60 minutes (+ 25% extra time if the exam is not in your native language)
- 60 multiple-choice questions
- 36 out of 60 required to pass = a pass mark of 60%
- Closed-book exam

If you fail the exam, a second attempt is available via **the Take2 option**. This resit exam will be taken online with remote supervision by PeopleCert (online proctored exam) at a date and time of your choice **within 6 months of your first attempt. This option is included for our scheduled courses and is optional for in-house training or e-learning courses.**

COURSE DOCUMENTATION

- **Full digital documentation**
  - Official PRINCE2 v7 Manual (eBook)
  - Official course materials with exercises and quizzes
  - Quick Reference Guide, available in electronic and **print formats as a reference tool**
  - 2 mock exams and their answer keys
- **1 year access to PeopleCert Membership Plus**
  - Access to exclusive webinars
  - Online mock exam
  - Includes the Take2 second-chance option for all your PeopleCert exams for one year
  - Additional resources and documentation
  - **Important: to benefit from the advantages on offer, you must activate your Membership before booking your exam date.**

All materials will be available in digital format. We therefore encourage participants to bring their own laptop or tablet to the course to make the most of the course materials.