

# PRINCE2 Foundation

3 Days (21 Hours) | Exam and Take2 option included



PRINCE2 is a method for managing projects in a structured way and provides an easily adaptable and scalable method for managing all types and sizes of projects. It enables project managers to identify stakeholders and their responsibilities.

During B2B Learning's accredited 3-day PRINCE2 v7 Foundation course, based on the latest version of the method, learners will:

- Understand the key concepts, common language, principles, themes and processes of PRINCE2 v7
- Learn how to apply the methodology to enable successful project management
- Be prepared to take the PRINCE2® 7 Foundation exam



Our price includes the official training materials and PRINCE2 manual in digital format, the exam voucher with Take2 option, lunches and coffee breaks.

## COURSE & LEARNING OBJECTIVES

By the end of this 3-day PRINCE2 v7 training, participants will:

- Discover the **key features and benefits** associated with projects and PRINCE2
- Gain an understanding of the PRINCE2 version 7 method, and how and where it can be applied and tailored
- Explore and **understand the purpose, objectives, and context** of the PRINCE2 practices and processes and how they work together during the various stages to deliver a successful project
- Learn to **deliver projects in a timely manner**, within budget and with expected functionality and quality
- Be able to explain who the stakeholders in the organizational and project ecosystems are
- Discuss the concepts and importance of **communication and change management** in successful PRINCE2 projects
- Prepare for the PRINCE2 7 Foundation certification exam and **take their exam at the end of the 3<sup>rd</sup> training day**

This training will be given by means of **presentations** to explain the theory, **exercises** based on a case study to practice the newly acquired concepts, **quizzes**, and **sample exams** to prepare for the exam. There will also be room for discussions and interactions.

**Homework:** you will need to **set aside one or two hours of study time each evening after the course**. This will ensure that you are well prepared for the exam.

## COURSE CONTENT

**This 3 day course starts at 09:00 and finishes at ± 17:00.**

The timetable below should be used as a guide. The trainer will make adjustments as necessary.

### Day 1

Module 1 – Course Introduction

Module 2 – Overview of PRINCE2 Project Management

*Coffee Break*

Module 3 – People

*Lunch Break*

Module 4 – Organizing

*Coffee Break*

Module 5 – Starting up a project and initiating a project

## Day 2

Module 5 – Starting up a project and initiating a project continued

Module 6 – Business Case

Coffee Break

Module 7 – Plans

Lunch Break

Module 8 – Quality

Module 9 – Risk

Coffee Break

Module 10 – Controlling a stage and managing product delivery

Homework – Answering questions of the mock exam

## Day 3

Module 11 – Managing a stage boundary

Module 12 – Issues

Coffee Break

Module 13 – Progress

Module 14 – Closing a project

Lunch Break

Module 15 – Directing a project

Module 16 – Course review and official mock exam

**Short break and taking the official exam in class at around 3.30 pm**

## WHO SHOULD ATTEND?

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This course is designed for project managers and aspiring project managers from all backgrounds and industries. You will also benefit from this course if you are involved in the development and delivery of projects, for example: project team members, project support staff, project board members, operational line managers & staff, ... However, this is also a great course for anyone who wants to know what PRINCE2 v7 is all about.

## PREREQUISITES

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Although PRINCE2 knowledge is not required, participants should have a basic understanding of project management.

## ABOUT THE EXAMINATION

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PRINCE2 Foundation introduces the PRINCE2 methodology. The Foundation qualification is also a prerequisite for the Practitioner qualification. **The purpose of the exam is to assess whether students have sufficient knowledge and understanding of PRINCE2** as described in the syllabus. During the course will receive two sample Foundation papers to practice on. This will help students build confidence in their knowledge of PRINCE2 and allow them to become familiar with the style and structure of the exam.

**The exam will be held on the last afternoon of the course at ± 15h30.** Participants must bring their own PC to take the exam online under the supervision of their trainer. Participants who prefer to take their exam later at a date and time of their choice must inform us before the start of the course. We will then provide them with an online remote proctored exam

voucher.

- 60-minute duration (+ 25% extra time or 15 minutes for non-native English speakers)
- Closed book exam
- 60 multiple-choice questions
- You will need 36 out of 60 correct answers to pass or 60%
- Take2 option included in the price for our open/calendar courses; optional for incompany training and e-Learning

Should you fail the exam on your first attempt, the Take2 option becomes available. This means that you can take an online proctored PRINCE2 v7 Foundation exam free of charge. **You will take your re-sit after the training**, at a date and time of your choice.

## COURSE MATERIAL

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**Learners will receive their training materials in digital format, including:**

- The PRINCE2 quick reference guide
- The official PRINCE2 v7 Learner Workbook (OTM)
- The PRINCE2 v7 Official Book in eBook format

These materials will be available in digital format. **We therefore invite participants to bring their PC or tablet to the course, to make the most of the digital material.**

Each participant will also receive **a paper version of the Quick Reference Guide**. For those who wish to purchase the manual and/or the official course material in hard copy, these will be available at an additional cost during the course.

The Learner Workbook has been designed to support you during your PRINCE2® 7 Foundation training and to help you prepare for the exam. It was developed to reinforce learning and add value to your learning experience and includes:

- Copies of the slides with notes for further explanation
- Activities, exercises, and quizzes
- Two sample exam papers and rationales
- Valuable resources that will enhance learning

The Official Book is also important to use during your training as it provides detailed information on the modules covered in the Learner Workbook. The Syllabus at the end of the Workbook will help you to identify the sections of the Official Book referred to throughout the material.

## TESTIMONIALS

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*"It's easier to remember everything if you can follow it in a course, with a well educated trainer."*

**INFRA4ALL**

*"Provided all necessary knowledge and skills to achieve PRINCE2 Foundation certification."*

**CEVA LOGISTICS**