



ACCREDITED BY APMG-International

# Foundation

Want to arrange this course for your organisation?  
We can come to you!

Call us on  
**+44 (0)1202 736373** or  
email: [info@spoce.com](mailto:info@spoce.com)  
for more information

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PRINCE2® Self-Study  
Non-examined events

Also relevant:

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Certificate in PM)  
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[www.spoce.com](http://www.spoce.com)

SPOCE's courses are competitively priced and reflect the quality of the course delivery, our long standing reputation, the comprehensive support materials and our commitment to customer support prior to, during and after the event.

This course is available on SPOCE's open public schedule, or we can come to you to run the course at your premises. Online learning is also available for individuals and groups.

Officially launched in October 1996, PRINCE2® is the method used for planning and managing projects in the public and private sectors. The method is used for a wide variety and size of projects. PRINCE2® is universally accepted as best practice project management.

## Who is the course designed for?

Organisations and individuals requiring to understand how PRINCE2® provides a controlled approach to managing projects. Suitable for project managers, team managers, project support and assurance staff, and managers from any discipline.

The PRINCE2® method is flexible and adaptable for any type and size of project, and offers an excellent management foundation for any member of staff.

## What are the course objectives?

The key objectives of this course are:

- Understand the PRINCE2® method at Foundation level
- Understand the integrated elements of PRINCE2® (principles, processes, themes and tailoring) within a work environment
- Understand the benefits and principles underlying a structured approach to project management
- Help delegates to operate effectively with colleagues and managers within a structured project management environment.

## What is the course approach?

The course is a mixture of input and practical sessions, delivered by an APM Group approved trainer with practical experience of project management.

The pre-course material includes SPOCE highly acclaimed online event preparation and the PRINCE2® Manual. Delegates should spend approximately 5-10 hours studying this pre-course material in order to be well prepared for the course.



SPOCE's flexible approach to the management of the course means that delegates can choose to continue on the course for a further two days to complete Practitioner level, or return at a later date to complete the Practitioner Exam if they so wish.

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Available to Individuals on public courses

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Exam is included during this course

Onsite accommodation is available

Also available as distance learning





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## What content does the course cover?

- Structured Approach to Managing Projects**  
 Setting the scene for a structured approach to managing all projects; project success criteria; the model of the PRINCE2® method including the integrated elements of principles, processes, themes and tailoring.
- The Process-based Approach**  
 PRINCE2® focuses on key processes needed for successful project management which must be present, but may be 'tailored' to reflect the complexity, scope and risks faced by the project. SPOCE's PRINCE2® Process Model will be used to help delegates understand and appreciate what should be done to manage each project, why it should be done and when in the project lifecycle.
- Business Case**  
 What is a Business Case; outcomes, outputs, benefits and dis-benefits; Developing, verifying and maintaining the Business Case; Confirming the benefits and the Benefits Review Plan.
- Organisation**  
 Project Management Team Structure and the Project Board, Project Assurance, Project Manager, Team Manager, Change Authority and Project Support roles & responsibilities. Stakeholder management; Communication Management Strategy.
- Plans**  
 Levels and content of Plans; Exception Plans; Product-based approach to planning - Project Product Description, Product Breakdown Structure, Product Description, Product Flow Diagram; The PRINCE2 planning steps.
- Progress**  
 Management and technical stages; Tolerance and raising exceptions; Project Board and Project Manager controls for reviewing and reporting progress; Baselines for control; Capturing and reporting lessons; Event-driven and time-driven controls.
- Change**  
 Issue and change control procedure; Configuration management procedure; Configuration Management Strategy; Baseline, Handling changes; Tracking and protecting products; Change Authority; Change budget.
- Quality**  
 Quality defined, The quality audit trial; Acceptance criteria; Quality criteria; Quality Management Strategy; Quality assurance; Quality planning; Quality control and quality review technique.
- Risk**  
 Risk and risk management; Risk Management in a project context; Risk Management Strategy; Risk management procedure; Risk budget.
- Practical Work**  
 A specially written scenario runs throughout the course. A comprehensive set of tasks help provide a practical application of the method. Many tasks are designed to help delegates understand how the method is applied within a project. There are also numerous sample exam questions for delegates to practice before sitting the official Foundation exam.

## What exams are taken on the course?

- Foundation:** 1 hour, closed book, consisting of 75 multiple-choice questions.

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