



ACCREDITED BY APMG-International

# PRINCE2® Passport Self-Study

Need multiple copies for your organisation?

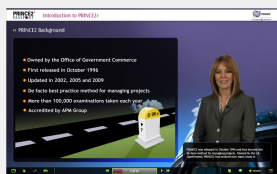
Call us on +44 (0)1202 736373 or email [info@spoce.com](mailto:info@spoce.com) for more information

Also available: Executive Briefing PRINCE2® Overview

Also relevant: APMP for PRINCE2® Practitioners

Public Exam Venues:

- Birmingham
- Bournemouth
- Dublin
- London
- Manchester
- Nottingham
- Oxford
- Southampton



Also available e-Learning CD £249 + VAT

## Passport Foundation £449 + VAT

- PRINCE2® e-Learning
- PRINCE2® Manual
- Trainer Support
- Foundation Exam

## Passport Practitioner £699 + VAT

- PRINCE2® e-Learning
- PRINCE2® Manual
- Trainer Support
- Foundation Exam
- Practitioner Exam

## Passport Plus £899 + VAT

- PRINCE2® e-Learning
- PRINCE2® Manual
- Trainer Support
- 1 day Classroom Exam Preparation
- Foundation Exam
- Practitioner Exam

► Also available: e-Learning online or on CD for £249 + VAT

**PRINCE2® Passport** is accredited by the APM Group to support self-study distance learning for the PRINCE2® Foundation and Practitioner exams. SPOCE's self-study products aim to provide you with a straightforward route to becoming a fully certificated Registered Practitioner in your own time and at your own pace. SPOCE offers options for Foundation and Practitioner levels with the added option of an additional classroom-based revision day.

## What are the benefits?

- Provides flexibility for those wishing to study at a time, pace and place convenient to them
- A flexible choice of different self-study options, including a blended-learning package combining self-study with a classroom based revision day.
- A cost-effective solution for both individuals and organisations
- People who study PRINCE2® using PRINCE2® Passport achieve a higher score in the Foundation exam
- PRINCE2® Passport is achieving higher pass rates in the Practitioner exam compared to classroom training
- Online learning gives you the freedom to access from any location

## What is included in the e-learning?

- 12 modules with associated interactive lessons
- Video presentations for each lesson
- Notes to support each lesson and references to the PRINCE2® Manual
- Module level exam simulation directly aligned to the PRINCE2 syllabus
- Online support forums and chat
- PRINCE2 Foundation and Practitioner exam simulations
- Interactive exercises to consolidate the learning
- Extensive Exam Approaches module to support the "Objective Testing" Practitioner exam
- Progress reporting facility

## What exams are included?

- **1 Day Passport Exams only:** Foundation exam am. Practitioner exam pm
- **2 Day Passport Plus Revision with Examinations:** 1 full day of revision and consolidation followed by the Foundation and Practitioner exams on Day 2.

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- Available to Individuals on public courses
- Available as a Client Event for groups
- Exam is included during this course
- Onsite accommodation is available
- Available as distance learning



PRINCE2® Passport



PRINCE2® Passport Plus



PRINCE2® is a registered Trade Mark of the Office for Government Commerce in the United Kingdom and other countries. The Best Practice logo is a Trade Mark of the Office of Government Commerce



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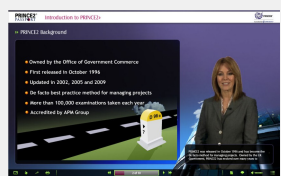
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## What content does the e-Learning cover?

### Getting Started

What is a project? Projects vs Programmes; What is Project Management? Why PRINCE2? Reasons why Projects Fail; Addressing Project Failure.

### Introduction to PRINCE2®

PRINCE2 Structure; The 7 Principles, Themes and Processes; Processes and Themes Integration; Process Model; Tailoring PRINCE2.

### Processes—SU and IP

Starting Up a Project (SU) Activities and Management Products including the Daily Log, Lessons Log, Project Brief, Project Product Description and Outline Business Case.

Initiating a Project (IP) Activities and Management Products including the Management Strategies, Business Case, Product Descriptions, Risk, Issue and Quality Registers and the PID.

### Processes—CS and MP

Controlling a Stage (CS) Activities and Management Products including the Issue Report, Checkpoint Report, Plans, Product Descriptions, Configuration Item Record, Product Status Account, Lessons Log, Highlight Report and Work Packages.

Managing Product Delivery (MP) Activities and Management Products including the Work Package, Checkpoint Reports, Quality Register and Team Plan.

### Processes—DP, SB and CP

The objectives and context of the Directing a Project (DP) process; How the DP process supports the seven PRINCE2 principles; The responsibilities within the activities of the DP process; The activities within the DP process including End Stage Assessments and Exception Assessments.

Managing a Stage Boundary (SB) Activities and Management Products including Stage Plan, End Stage Report, Exception Plan, Product Status Account, Lessons Report.

Closing a Project (CP) Activities and Management Products including End Project Report, Lessons Report, Benefits Review Plan.

### Organization Theme

Organisation Structure, Roles and Responsibilities for Project Board, Project Assurance, Change Authority, Project Manager, Team Manager, Project Support

### Business Case Theme

Outputs, Outcomes and Benefits; Types of Business Case; Benefits Review Plan; Links with the processes. Tailoring.

### Risk Theme

Risk Management Strategy; Risk Register, Appetite and Tolerances; Risk Responses; Risk Management; Risk Budget. Links with the processes. Tailoring.

### Plans Theme

Project, Stage and Team Plans; Product Based Planning; Estimating; Scheduling; Links with the processes. Tailoring.

### Quality Theme

Customer Quality Expectations and Acceptance Criteria, Quality Management Strategy; Quality Audit Trail; Project Assurance vs Quality Assurance; Quality Control, Links with the processes. Tailoring.

### Change Theme

Issue and Change Control Procedure; Types of Issues; Change Budget; Change Authority; Configuration Management Strategy. Tailoring.

### Progress Theme

Tolerances and Delegating Authority; Management Stages; Project Controls; Event-based and Time-based controls; Reviewing and Reporting Progress, Escalating Issues and Exceptions; Tailoring.

### Examination Approaches

Hints and tips on exam approach; Style of questions; Full Foundation and Practitioner exam simulation with references to the PRINCE2 Manual and interactive adaptive reasoning feedback.

**All modules include Interactive Tasks, Visualisation Mind Maps, Foundation and Practitioner Exam Simulations.**

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