

COURSEWARE

**PRINCE2® 6th Edition
Practitioner**

Courseware - English

PRINCE2® 6th Edition Practitioner
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Title	PRINCE2® 6th Edition Practitioner Courseware – English
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This material contains diagrams and text information based upon:
The Managing Successful Projects with PRINCE2® manual 2017

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About the Courseware

The Courseware was created by experts from the industry who served as the author(s) for this publication. The input for the material is based on existing publications and the experience and expertise of the author(s). The material has been revised by trainers who also have experience working with the material. Close attention was also paid to the key learning points to ensure what needs to be mastered.

The objective of the courseware is to provide maximum support to the trainer and to the student, during his or her training. The material has a modular structure and according to the author(s) has the highest success rate should the student opt for examination. The Courseware is also accredited for this reason, wherever applicable.

In order to satisfy the requirements for accreditation the material must meet certain quality standards. The structure, the use of certain terms, diagrams and references are all part of this accreditation. Additionally, the material must be made available to each student in order to obtain full accreditation. To optimally support the trainer and the participant of the training assignments, practice exams and results are provided with the material.

Direct reference to advised literature is also regularly covered in the sheets so that students can find additional information concerning a particular topic. The decision to leave out notes pages from the Courseware was to encourage students to take notes throughout the material.

Although the courseware is complete, the possibility that the trainer deviates from the structure of the sheets or chooses to not refer to all the sheets or commands does exist. The student always has the possibility to cover these topics and go through them on their own time. It is recommended to follow the structure of the courseware and publications for maximum exam preparation.

The courseware and the recommended literature are the perfect combination to learn and understand the theory.

Other publications by Van Haren Publishing

Van Haren Publishing (VHP) specializes in titles on Best Practices, methods and standards within four domains:

- IT and IT Management
- Architecture (Enterprise and IT)
- Business Management and
- Project Management

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Topics are (per domain):

IT and IT Management

ABC of ICT
ASL®
CATS CM®
CMMI®
COBIT®
e-CF
ISO/IEC 20000
ISO/IEC 27001/27002
ISPL
IT4IT®
IT-CMF™
IT Service CMM
ITIL®
MOF
MSF
SABSA
SAF
SIAM™
TRIM
VeriSM™

Enterprise Architecture

ArchiMate®
GEA®
Novius Architectuur
Methode
TOGAF®

Business Management

BABOK® Guide
BiSL® and BiSL® Next
BRMBOK™
BTF
EFQM
eSCM
IACCM
ISA-95
ISO 9000/9001
OPBOK
SixSigma
SOX
SqEME®

Project Management

A4-Projectmanagement
DSDM/Atern
ICB / NCB
ISO 21500
MINCE®
M_o_R®
MSP®
P3O®
PMBOK® Guide
Praxis®
PRINCE2®

For the latest information on VHP publications, visit our website: www.vanharen.net.

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Self-Reflection of understanding Diagram

‘What you do not measure, you cannot control.’ – Tom Peters

Fill in this diagram to self-evaluate your understanding of the material. This is an evaluation of how well you know the material and how well you understand it. In order to pass the exam successfully you should be aiming to reach the higher end of Level 3. If you really want to become a pro, then you should be aiming for Level 4. Your overall level of understanding will naturally follow the learning curve. So, it’s important to keep track of where you are at each point of the training and address any areas of difficulty.

Based on where you are within the Self-Reflection of Understanding diagram you can evaluate the progress of your own training.

<i>Level of Understanding</i>	<i>Before Training (Pre-knowledge)</i>	<i>Training Part 1 (1st Half)</i>	<i>Training Part 2 (2nd Half)</i>	<i>After studying / reading the book</i>	<i>After exercises and the Practice exam</i>
<i>Level 4 I can explain the content and apply it .</i>					
<i>Level 3 I get it! I am right where I am supposed to be.</i>					Ready for the exam!
<i>Level 2 I almost have it but could use more practice.</i>					
<i>Level 1 I am learning but don't quite get it yet.</i>					

(Self-Reflection of Understanding Diagram)

Write down the problem areas that you are still having difficulty with so that you can consolidate them yourself, or with your trainer. After you have had a look at these, then you should evaluate to see if you now have a better understanding of where you actually are on the learning curve.

Troubleshooting

Problem areas:

Topic:

Part 1

Part 2

You have gone through the book and studied.

You have answered the questions and done the practice exam.

Timetable

	Day 1
Part 1	Introduction
	Structure of the training course and the programme
	PRINCE2® Foundation sample exam results
	Overview PRINCE2® Refresh
	Principles of PRINCE2®
	<i>Lunch</i>
Part 2	Theme Business Case + Exercise BC
	Theme Organization + Exercise Organization
	Pre-project stage: Starting Up + Authorizing Initiation
	Exercise Project Brief
	Day 2
Part 1	Recap and discuss Homework, Serious Minigame Who am I?
	Initiation Stage short overview of IP
	Theme Plans + Product Based Planning technique
	Theme Quality + Quality Review Technique
	Exercise Quality Management Approach
	<i>Lunch</i>
Part 2	Exercise Product Based Planning
	Exercise Quality Review
	Theme Risk + Exercise Risk Identification Workshop
	Theme Progress

	Day 3
Part 1	Recap and discuss homework + Serious Minigame 4 times 7
	Theme Change
	Finishing Initiation Stage
	Delivery stage(s) + information between CS / MP / SB
	Exercise Project Issue escalation
	<i>Lunch</i>
Part 2	Exercise vocabulary serious minigame 'Bluff your way into P2'
	Final Delivery Stage + Directing a Project
	Tailoring PRINCE2
	Exercise improving Project Management using PRINCE2
	Exercise Evaluating PRINCE2 training
	Day 4 Exam Training Day (Optional)
Part 1	Introduction
	Set up the programme for the day,
	Structure of Practitioner Exam + different types of OTE-questions
	Review sample Practitioner Exam (homework)
	Evaluate the Practitioner Exam
	Create a Practitioner Exam Question + let others try it
	Closing Exam training
	<i>Lunch</i>
Part 2	Set up exam
	PRINCE2 Practitioner exam

PRINCE2® 6th Edition Practitioner (English)

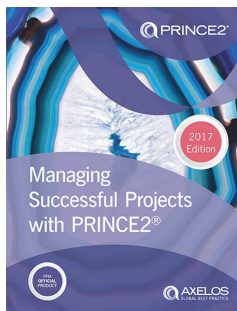
This material contains diagrams and text information based upon:
The Managing Successful Projects with PRINCE2® manual 2017

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Here is the link from the slide to the theory in the book, with the number of the chapter or the paragraph (Par.) and possibly the name of the subtitle in the book



Introduction

- Let's meet & goals
- Terms
- Programme

Programme Day 1

- Introduction
- Structure of the training course and the program
- Where do we stand?: PRINCE2® Foundation sample exam & results
- Overview PRINCE2® Refresh
- Principles of PRINCE2®
- LUNCH
- Theme Business Case + Exercise BC
- Theme Organization + Exercise Organization
- Pre-project stage: Starting Up + Authorizing Initiation
- Exercise Project Brief
- Closing day 1

Programme Day 2

- Recap and discuss Homework + Serious Minigame Who am I?
- Initiation Stage Short overview of IP
- Theme Plans + Product Based Planning technique
- Theme Quality + Quality Review Technique
- Exercise Quality Management Approach
- LUNCH
- Exercise Product Based Planning
- Exercise Quality Review
- Theme Risk + Exercise Risk Identification Workshop
- Theme Progress
- Closing day 2

Programme Day 3

- Recap and discuss homework + Serious Minigame 4 times 7
- Theme Change
- Finishing Initiation Stage
- Delivery stage(s) + information between CS / MP / SB
- Exercise Project issue escalation
- LUNCH
- Exercise vocabulary serious minigame 'Bluff your way into P2'
- Final Delivery Stage
- Directing a Project
- Tailoring PRINCE2®
- Exercise improving Project Management using PRINCE2®
- Exercise Evaluating PRINCE2® training
- Closing day 3

Programme Practitioner Exam Training (optional)

- Introduction
- Set up the programme for the day
- Structure of Practitioner Exam + different types of OTE-questions
- Review sample Practice Practitioner Exam (homework)
- Evaluate the Practitioner Exam
- Create a Practitioner Exam Question + let others try it
- Open Space Free to be filled in by the participants
- Closing Exam training
- LUNCH
- Set up exam
- **PRINCE2 PRACTITIONER EXAM**
- End

And/or:

Practitioner Examination Sample paper 1

Practitioner Examination Sample paper 2

Where do we stand?

Make and review the PRINCE2®
Foundation Examination Sample paper

Refresh Structure of PRINCE2®

Structure of the Manual (1)

- Introduction (e.g. Benefits of PRINCE2)
- Project management with PRINCE2
- 7 Principles
- Tailoring and adopting PRINCE2
- 7 Themes
- 7 Processes
- Considerations for organizational adoption
 - Tailoring and embedding
- Appendices
 - A Product description Outlines
 - B Standards alignment
 - C Roles and Responsibilities
 - D Examples Product-based planning
 - E Health Check

Structure of the Manual (2)

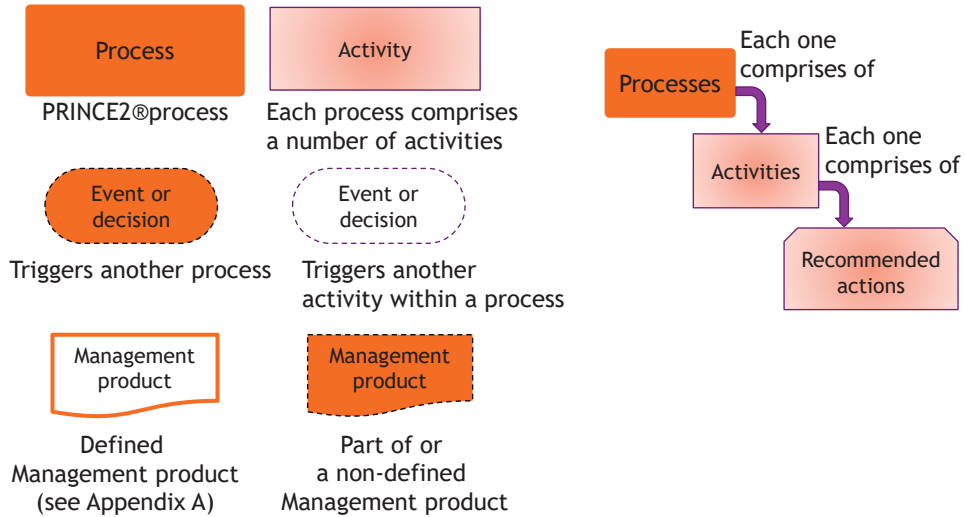
Themes

- The theme explained
- PRINCE2's requirements for the theme
- Guidance for effective use of theme
- (Techniques)

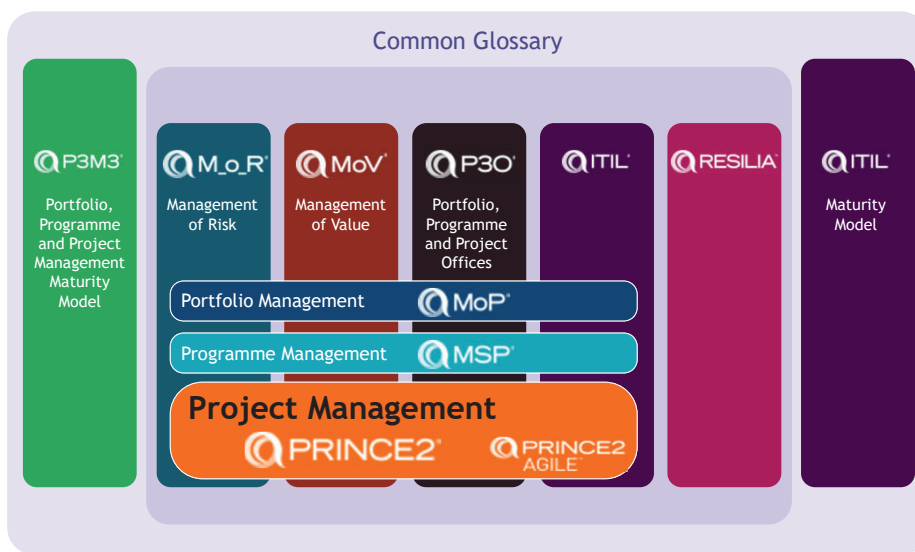
Processes

- Purpose (reason for the process)
- Objective (to be achieved by the process)
- Context
- Activities
- Tailoring guidelines

Process Diagrams



The AXELOS portfolio / Best Practices Family





Principles of PRINCE2®

Principles

1. Continued Business Justification
2. Learn from experience
3. Defined Roles and Responsibilities
4. Manage by Stages
5. Manage by Exception
6. Focus on Products
7. Tailor to suit the project (environment)

Principles

- **Continued Business Justification**

There is a **justifiable reason** for Starting Up a project

Justification is **recorded and approved**

Justification remains **valid and revalidated** during the entire project.

- **Learn from experience**

When starting a project **learn from others**, previous/external projects

During delivery seek opportunities to **improve** during the project

During closing **pass on lessons** identified to become lessons learned.

Principles

- **Defined Roles and Responsibilities**

Primary stakeholders **Business** sponsors endorse objectives and **ensure** business investment provides **value for money**, **Users** will use the project's products to **gain the expected benefits**, **Suppliers** provide **resources and expertise** required for the project.

- **Manage by Stages**

Provide review and decision points, **key decisions made before detailed work starts**, clarification of impact of external influences, delegates authority to PM for a management stage (facilitates MBE).

Principles

Manage by Exception (MBE)

Delegates authority to next level of management by setting tolerances providing very **efficient use of senior management time**.

- **Focus on Products**

Ensure **only work is done that contributes** to delivery of a product, helps to manage scope creep, reduces user dissatisfaction/acceptance by **agreeing up front what will be produced**.

Tailoring (principle) is the appropriate use of PRINCE2®

The following aspects of PRINCE2® may be tailored:

- **Processes** may be combined or adapted (e.g. by adding/combining activities).
- **Themes** can be applied using techniques that are appropriate to the project.
- **Roles** may be combined or split, provided that accountability is maintained and there are **no conflicts of interest**. See section 7.2.1.10 for restrictions.
- **Management products** may be combined or split into any number of documents or data sources. They will often take the form of formal documents, or slide decks, wall charts or data held on IT systems.
- **Terminology** may be changed to suit other standards or policies, provided it is applied consistently

Fig. 4.1

Tailoring is constrained and influenced by context

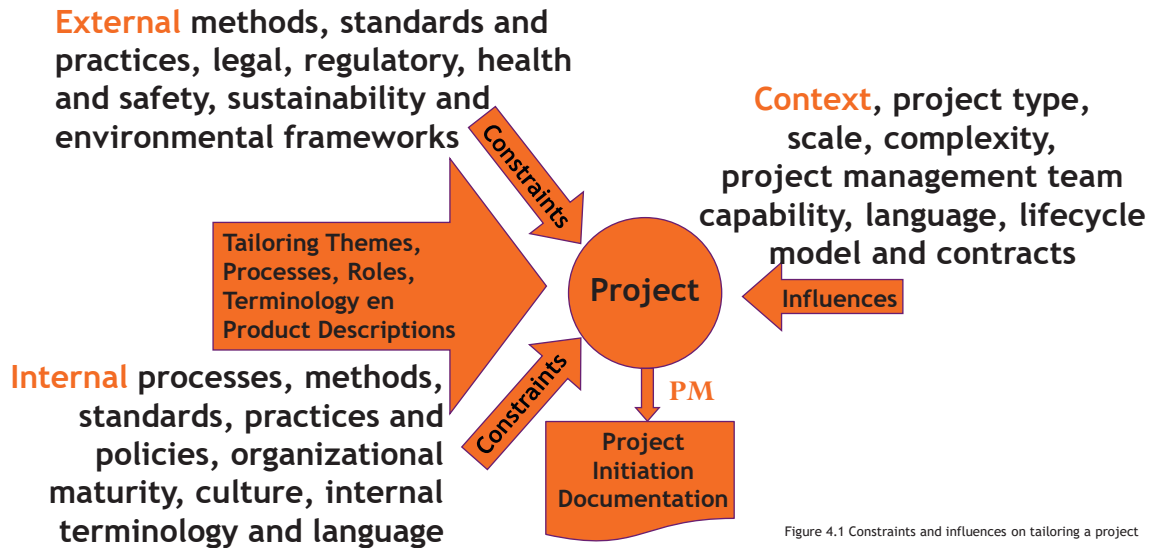


Figure 4.1 Constraints and influences on tailoring a project

Themes

1. Business Case
2. Organization
3. Quality
4. Plans
5. Risk
6. Change
7. Progress

Processes

1. Starting Up a project
2. Directing a Project
3. Initiating a Project
4. Controlling a Stage
5. Managing Product delivery
6. Managing a Stage Boundary
7. Closing a Project

Fig. 2,1

Projectmanagement

Aspects of Project performance:

- Money / Costs
- Time
- Quality
- Scope
- Benefits
- Risk

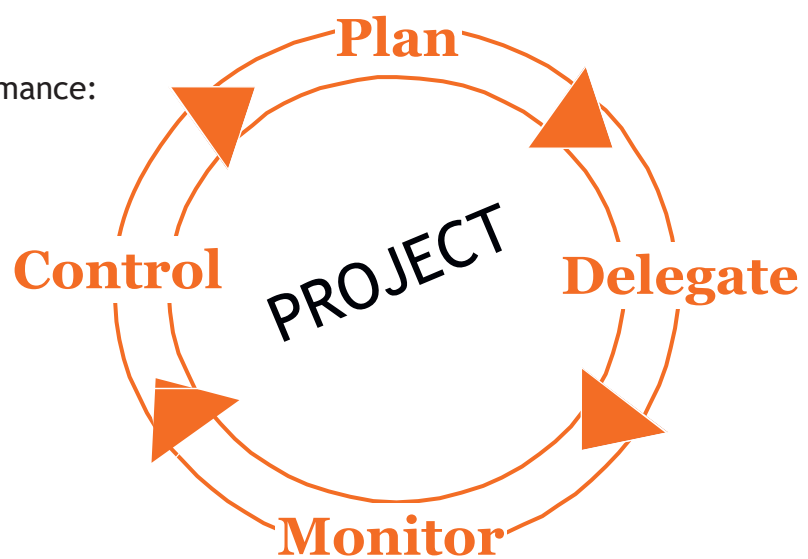


Fig. 13.1

PRINCE2® processes in time

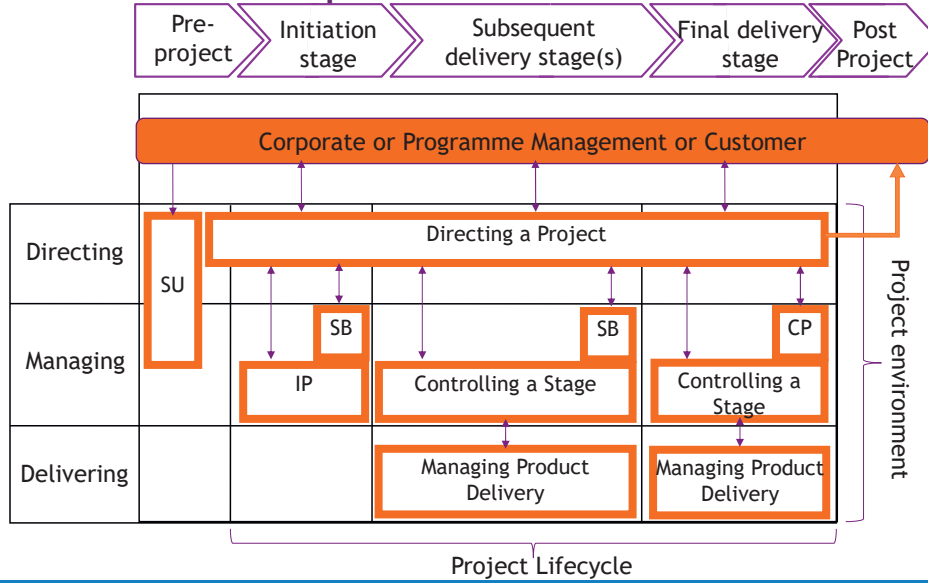
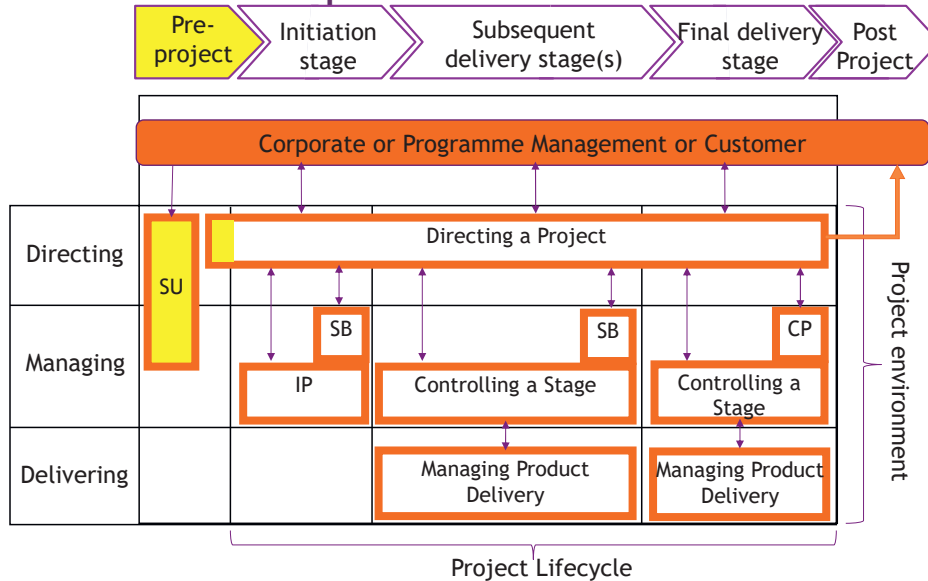


Fig. 13.1

PRINCE2® processes in time



Theme Business Case

Theme Business Case

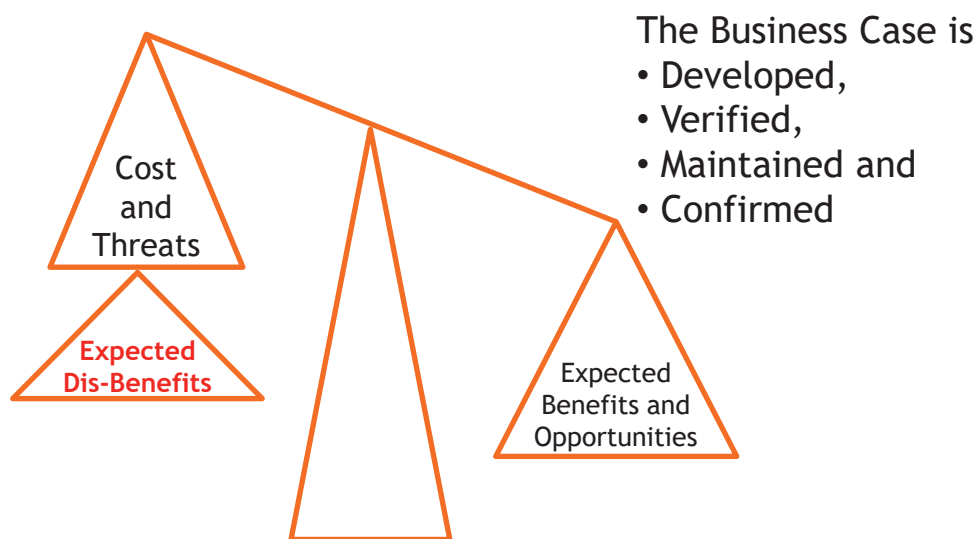


Fig. 6.1

Relationship between Output / Outcome / Benefits

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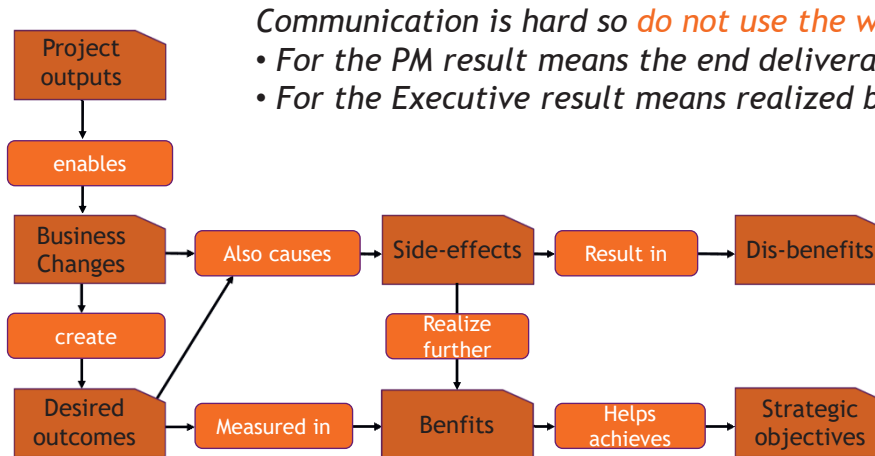
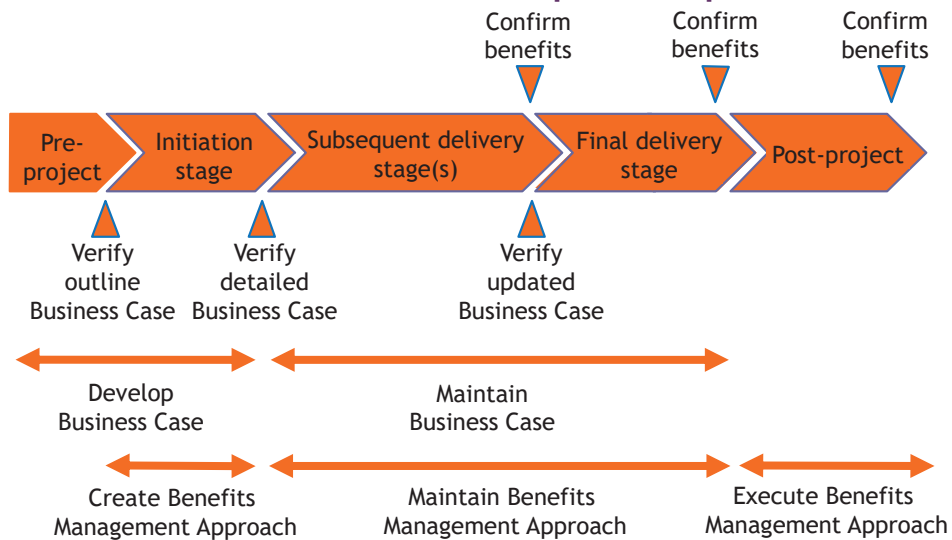


Fig. 6.2

Business Case development path



Business Case

Product description

- Executive summary
- Reasons
- Business Options
- Expected benefits
- Expected dis-benefits
- Timescale
- Costs
- Investment appraisal
- Major risks

Minimum Requirement of using the BC

To be following PRINCE2, a project must, as a minimum:

- **Create and maintain a business justification** for the project; usually a business case
(PRINCE2's continued business justification principle)
- **Review and update the business justification** in response to decisions and events that might impact desirability, viability or achievability of the project
(PRINCE2's continued business justification principle)
- Define the management actions that will be put in place to **ensure** that the project's **outcomes are achieved** and confirm that the project's **benefits are realized**
(PRINCE2's continued business justification principle)
- Define and document the **roles and responsibilities for the business case and benefits management**
(PRINCE2's defined roles and responsibilities principle).