

COURSEWARE

**PRINCE2® 6th Edition
Foundation**

Courseware English

2nd revised edition

PRINCE2® 6th Edition Foundation
Courseware – English - 2nd reviewed edition

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Title PRINCE2® 6th Edition Foundation
Courseware – English - 2nd reviewed edition

Authors: Douwe Brolsma & Mark Kouwenhoven

Publisher: Van Haren Publishing, 's-Hertogenbosch

ISBN Hard Copy: 978 94 018 0327 4

Edition: First edition, first print, September 2017

Second edition, first print, March 2018

Second edition, second print, September 2018

Vormgeving: Van Haren Publishing, 's-Hertogenbosch

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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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Table of contents

	<i>--- Slide number</i>	<i>--- Page number</i>
About the Courseware		5
Agenda		6
Self-Reflection		7

PRINCE2® Foundation PowerPoint slides Day 1

Introduction	(5)	9
The Structure of PRINCE2®	(11)	14
The 7 Principles of PRINCE2®	(12)	14
The 7 Processes of PRINCE2®	(13)	15
The 7 Themes of PRINCE2®	(14)	15
Principles of PRINCE2®	(15)	16
Theme Business Case	(21)	19
Theme Organisation	(27)	22
Pre-project stage: Starting Up and Initiating a Project	(36)	26
Theme Quality	(51)	34
Theme Plans and the Product Based Planning technique	(63)	40

PRINCE2® Foundation PowerPoint slides Day 2

Recap day 1	(97)	48
Theme Risk (= M_o_R®)	(80)	48
Controlling a Stage, Managing Product delivery and manage a Stage boundary	(94)	55
Theme Change	(99)	58
Theme Progress	(108)	62
Managing a Stage Boundary	(116)	66
Closing a Project	(121)	69
Directing a Project	(125)	71
Tailoring PRINCE2®	(130)	73

Assignments

Assignment 1 Business Case	79
Assignment 2 Organisation	80
Assignment 3 Project Brief	81
Assignment 4 Serious Mini-game: Recap 4 X 7	82
Assignment 5 Product Based Planning	83
Assignment 6 Risk Identification Workshop	84
Assignment 7 Request for Change	85
Assignment 8 Quality Review	86
Assignment 9: Casus Coffee display	87
Answers and explanations	89

PRINCE2®:2017 Foundation Examination

Sample Paper 1 Questions	93
Sample Paper 1 Answers	109
Sample Paper 2 Questions	127
Sample Paper 2 Answers	145

Syllabus PRINCE2®	165
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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 was 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. For this reason, the Courseware has also been accredited, 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 have been provided with the material.

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

Although the courseware is complete, the possibility that the trainer may deviate 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 strongly 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.

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Agenda

Day 1 (9.00 – 17.00)	
Part 1	Introduction
	Principles of PRINCE2®
	The Themes of PRINCE2®
	Theme Business Case
	Theme Organization
<i>Lunch</i>	
Part 2	Pre-project stage: Starting Up and Initiating a Project
	Theme Quality
	Theme Plans and the Product Based Planning technique
Day 2 (9.00 – 17.00)	
Part 1	Recap day 1
	Theme Risk (=M_o_R®)
	Controlling a Stage, Managing Product delivery and manage a Stage boundary
	Theme Change
	Theme Progress
<i>Lunch</i>	
Part 2	Managing a Stage Boundary
	Closing a Project
	Directing a Project
	Tailoring PRINCE2®

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.

PRINCE2® Foundation

This material contains diagrams and text information based upon:
PRINCE2 Guide 2009 & The Managing Successful Projects with PRINCE2® manual 2017

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Program Day 1

Introduction to PRINCE2® 6 th Edition	5
Principles of PRINCE2®	12
The Themes of PRINCE2®	14
Theme Business Case	21
Theme Organization	27
Pre-project stage: Starting Up and Initiating a Project	36
Theme Quality	51
The Theme Plans and the Product based Planning technique	63

Preparation

- Read textbook and make sample exams

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2

Program Day 2

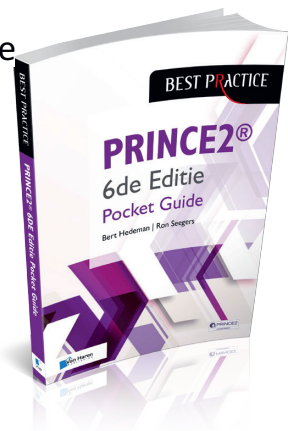
Day 2	78
Recap day 1	79
Theme Risk (= M_o_R®)	80
Controlling a Stage, Managing Product delivery and manage a Stage Boundary	94
Theme Change	939
Theme Progress	108
Managing a Stage Boundary	116
Closing a Project	121
Directing a Project	125
Tailoring PRINCE2®	130

Getting acquainted

- Introductions and learning objectives
- Way of working during the training course
- Agenda



Reference to book



Introduction to PRINCE2®

Why do we need a project?

- It's a change
- It's temporary
- It's multi disciplinary (cross-functional)
- It's unique
- It's uncertain

- *Definition: PRINCE2 project = A temporary organization that is created for the purpose of delivering one or more business products according to an agreed business case.*

Projectmanagement

Aspects of Project performance:

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

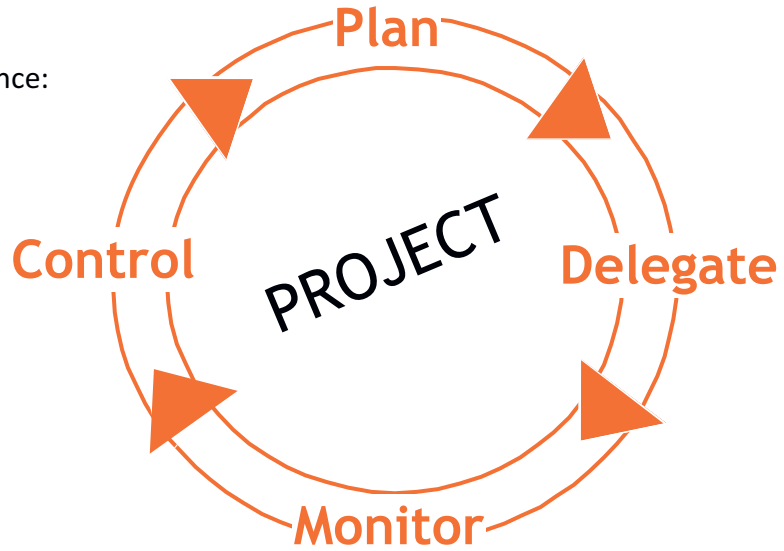
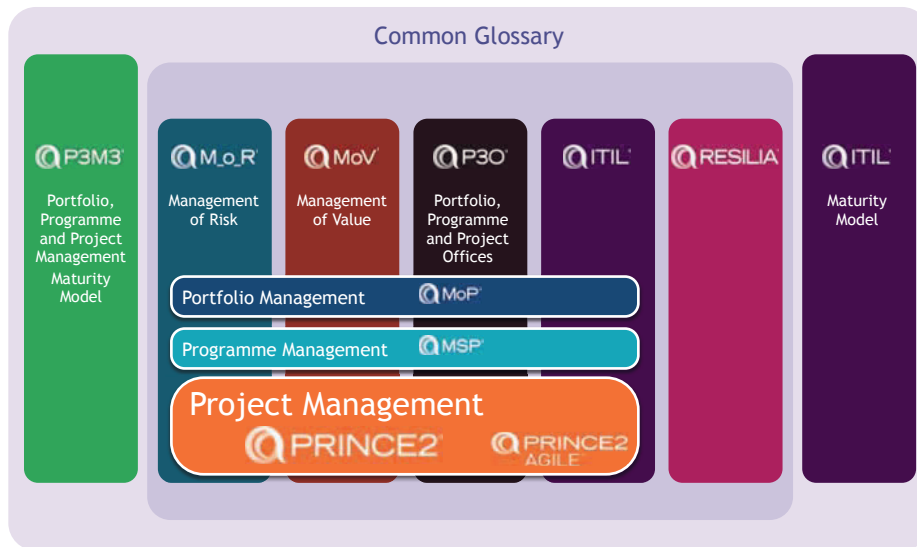


Fig 1.1

AXELOS portfolio / Best Practices Family



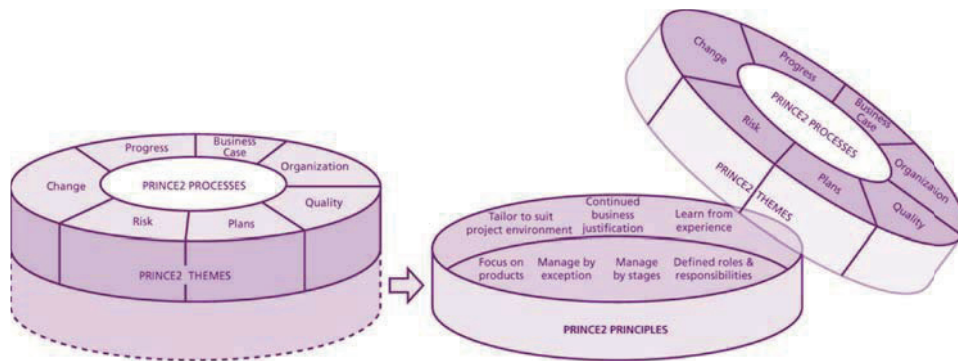
Benefits of PRINCE2

- Designed to be generic, to be applied to **any project** regardless of
 - project scale / type / organization / geography / culture
- **Separate the management of a project from project work**
- Specialist aspects of any type of project are easily integrated with the PRINCE2 method (e.g. Agile, engineering)
- PRINCE2, provides a secure **overall framework** for the project work
- **Focus on WHAT** needs to be done, **not** prescribing **HOW** everything is done.

Benefits of PRINCE2

- **Best practice and governance** for Project Management
- Provides a **dialect** (common vocabulary) for all project participants.
- Focus on the **viability** of the project in relation to its business case
- NOT seeing the completion of the project as an end in itself.
- **Stakeholders** (sponsors, resource providers) are represented in planning and decision-making
- Promotes **learning** from project experience and **continual improvement**
- Supported by a worldwide network of accredited training organizations and consultancy organizations, who can supply expert support for:
 - PRINCE2 projects
 - Organizations adopting PRINCE2

The Structure of PRINCE2



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11

The 7 Principles

1. Continued Business Justification
2. Learn from experience
3. Defined roles and Responsibilities
4. Manage by Stage
5. Manage by Exception
6. Focus on products
7. Tailor to suit the project environment

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12

The 7 Processes of PRINCE2

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**

The 7 Themes

- Business Case
- Organization
- Quality
- Plans
- Risk
- Change
- Progress

Principles of PRINCE2®

Principles

- **Continued Business Justification**

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

Justification is **documented 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**

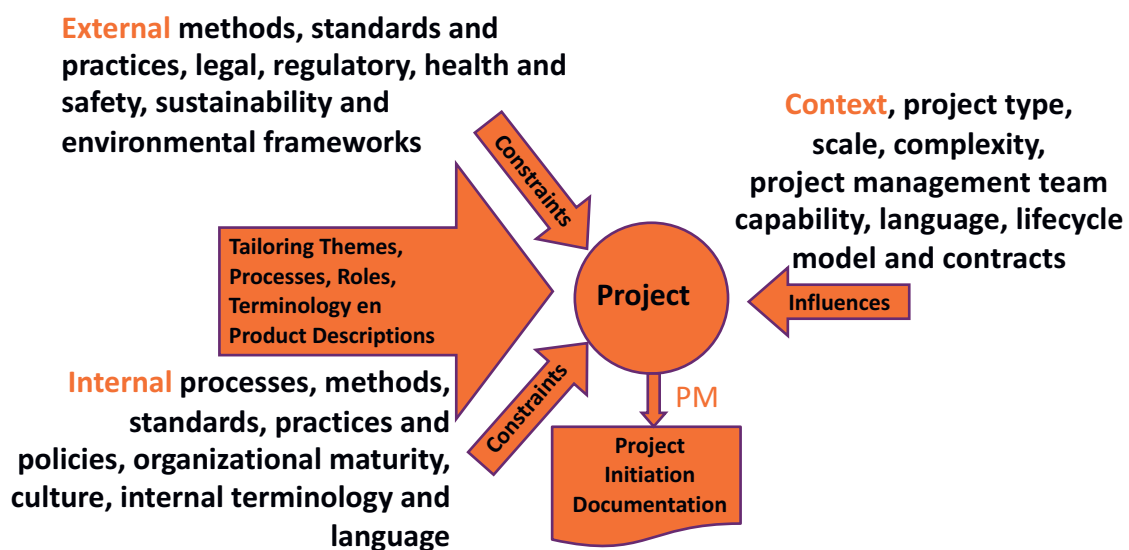
Ensure **only work is done that contributes** to delivery of a product, helps to manage scope creep, reduces user dissatisfaction/non-acceptance by **agreeing up front what will be produced**.

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**.
- **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 organizational standards or policies, provided it is applied consistently

Tailoring is constrained and influenced by context



Theme Business Case

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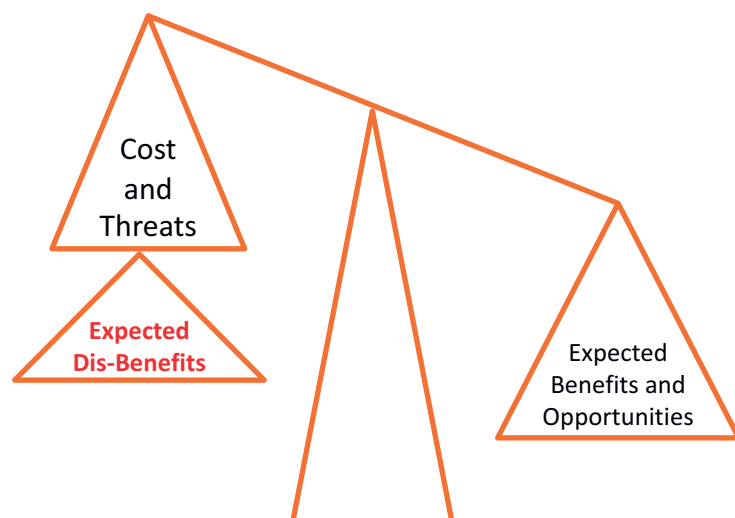
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Theme Business Case

The Business Case is

- Developed,
- Verified,
- Maintained and
- Confirmed

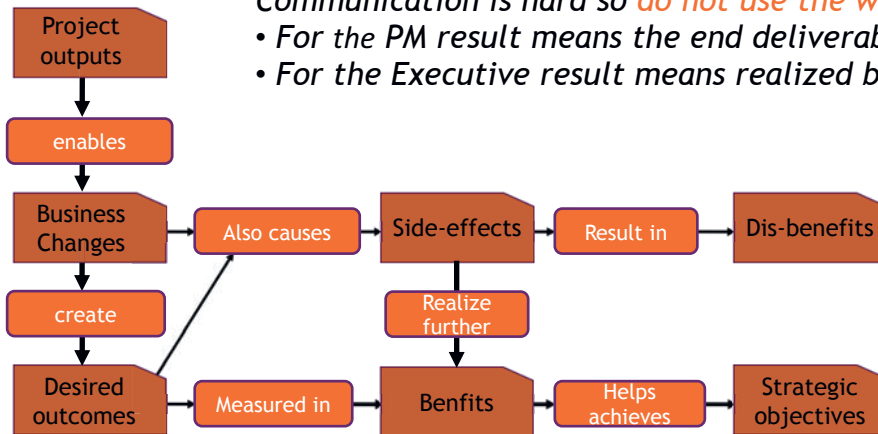


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22

Relationship between Output / Outcome / Benefits

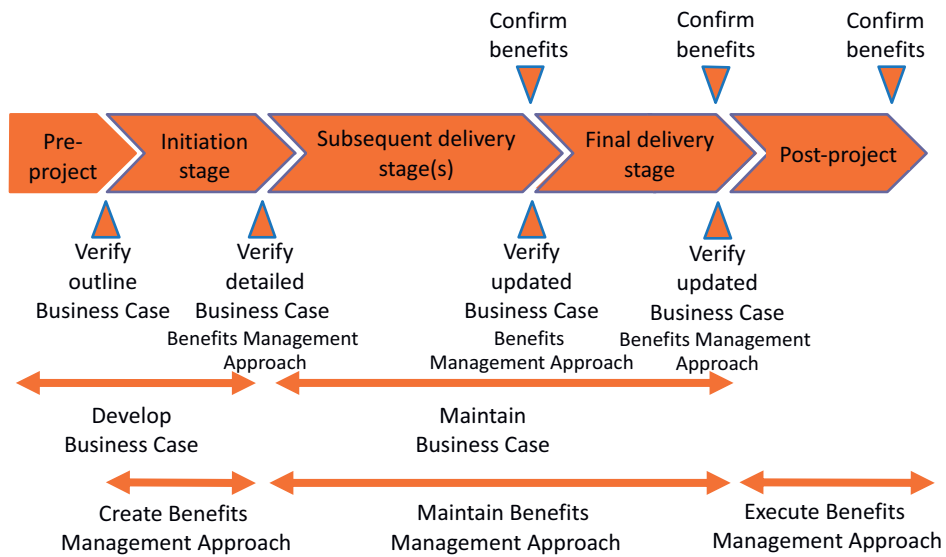
*Communication is hard so **do not use the word Result.***
 • For the PM result means the end deliverable and
 • For the Executive result means realized benefits



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Fig. 6.1

Business Case development path



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Fig. 5.1