



scoll methods ltd

PRINCE2 CONVERSION

COURSE & EXAM INFORMATION



▶ Course Outline

PRINCE2 Conversion is a 2-day non-residential course with nightly homework, which develops your existing Foundation level knowledge of the PRINCE2 Project Management methodology to the point of readiness to pass the Practitioner exam and to plan and run projects under PRINCE2. You use practice exam paper exercises and in-depth classroom sessions to extend your ability to apply PRINCE2 processes and planning components and pass the exam. The **optional** 3-hour open-book case study Practitioner exam is taken at the end of the course.

We make our training highly relevant and easy to apply. Syndicate group members gain examination skills by using the techniques to handle sample exam questions and we keep class sizes small to enable individual attention.

This course has been accredited by the APMG who are the examining body for PRINCE2 and responsible for all aspects of the provision of exams including setting, marking, feedback and appeals. Scoll Methods, as an accredited training organisation, acts as their agent in providing administrative facilities.

▶ Course Syllabus

1. Starting up a Project <ul style="list-style-type: none">• Organisation responsibilities• Project Assurance responsibilities• Understanding the Business Case• Developing a Project Brief	2. Initiating a Project <ul style="list-style-type: none">• Developing the Project Quality Plan• Understanding Project Assurance• Developing and implementing Configuration Management
3. Planning and Plans <ul style="list-style-type: none">• Understanding the rules of Product-Based Planning• Building effective Product Breakdown Structures• Writing clear Product Descriptions• Rules for creating Product Flow Diagrams• Developing an activity model (Gantt chart) from the Product Flow Diagram	4. Setting Controls and Managing Risk <ul style="list-style-type: none">• Setting Stage Boundaries• Setting Tolerances• Handling Issues• Designing an Exception Procedure• Implementing Risk Management
5. Running the project <ul style="list-style-type: none">• Understanding the full process model• Understanding the controls on production teams• Developing a Work Package	6. Managing Stage Boundaries <ul style="list-style-type: none">• Responsibilities in the next Stage Plan• Writing an End Stage Report• Transition to Closing a Project• Finalising project documentation
7. Exam Practice Questions <ul style="list-style-type: none">• Designing the Project Management Team• Risk Analysis & Management• Stage boundaries• Writing the Business Case• Developing a Project Quality Plan• Developing the Product Breakdown Structure• Transforming the PBS to a PFD• Defining Stage Boundaries• Handling a real life Project Issue	



Course & Exam Fees (exclusive of VAT)

The course price includes the exam, all course materials, refreshments and lunches. It does not include the PRINCE2 manual - please bring your own along. For our current course prices and online booking discount prices, please visit our website: www.scoll.co.uk or contact our sales desk on **0800 458 9121**.



Course Materials

Course delegates are provided with copies of all the course visuals, and case study examples when on the course.

Joining instructions for public courses are sent to you two weeks before the start of the course or when you confirm your booking, along with a PRINCE2 reading guide to aid your pre-course preparation.



Pre-Requisites

You must have passed the PRINCE2 Foundation exam in order to sit the PRINCE2 Practitioner exam. Proof is required if you did not sit the exam with Scoll Methods.



Further Information

Public courses take place in our training centre in Watford, North West of London and in Victoria, London. Public course dates, location and local accommodation details are available at our web site on www.scoll.co.uk

For on-site or tailored courses, please contact our sales desk on 0800 458 9121 or email for details.



Booking Confirmation

To confirm a public course booking, please return the completed booking form with your cheque payment (payable to 'Scoll Methods Ltd'), or Credit/Debit card details.



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