



# scoll methods ltd PRINCE2 FOUNDATION COURSE & EXAM INFORMATION



## ▶ Course Outline

PRINCE2 Foundation is a 3-day non-residential course with nightly homework, which covers the method and syllabus for the PRINCE2 Foundation exam. The **optional** Foundation exam is a 1 hour, 75 questions, multiple choice paper in which you must get 50% or 38 questions correct in order to pass. The paper is taken at the end of the training and marked straight away so that you know your mark before leaving the course.

We make our training highly relevant and easy to apply using live case studies taken straight out of course delegates' experience. Syndicate group members gain practical skills by using the techniques to handle real issues 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

<b>1. PRINCE 2 Introduction</b> <ul style="list-style-type: none"><li>• PRINCE and the Big Picture</li><li>• 8 components of planning</li><li>• 8 processes for managing projects</li></ul>	<b>2. Organisation</b> <ul style="list-style-type: none"><li>• The project management team</li><li>• Responsibilities of:-<ul style="list-style-type: none"><li>• The Project Board</li><li>• The Project Manager</li><li>• Team Managers</li><li>• Project support</li></ul></li></ul>
<b>3. Starting up a Project</b> <ul style="list-style-type: none"><li>• Purpose of a Project Brief</li><li>• The essential Business Case</li></ul>	<b>4. Initiating a Project</b> <ul style="list-style-type: none"><li>• The scope of Project Initiation</li><li>• Purpose of a PID</li></ul>
<b>5. Quality Management</b> <ul style="list-style-type: none"><li>• Understanding Customer expectations</li><li>• Purpose of a Quality Plan</li><li>• Quality reviews</li></ul>	<b>6. Planning</b> <ul style="list-style-type: none"><li>• Why Product-Based Planning?</li><li>• Understanding Product-Based Plans</li></ul>
<b>7. Controls and Stages</b> <ul style="list-style-type: none"><li>• Project controls</li><li>• Project Board controls</li><li>• Defining your level of authority</li></ul>	<b>8. Risk Management</b> <ul style="list-style-type: none"><li>• The importance of Risk Management</li><li>• The sources and types of risk</li></ul>
<b>9. Directing a Project</b> <ul style="list-style-type: none"><li>• Taking authority and responsibility</li><li>• Steering through problems</li></ul>	<b>10. Managing a Project</b> <ul style="list-style-type: none"><li>• Controlling a stage</li><li>• Managing product delivery</li><li>• Managing stage boundaries</li></ul>
<b>11. Change Management</b> <ul style="list-style-type: none"><li>• Why Change Control?</li><li>• Configuration Management</li></ul>	<b>12. Closing a Project</b> <ul style="list-style-type: none"><li>• Benefits of obtaining a formal project sign-off</li><li>• Why Post-Project Review Plans</li></ul>
<b>13. Class Exercises</b> <ul style="list-style-type: none"><li>• Review of PRINCE2 project documents</li></ul>	<b>14. Exam Preparation</b> <ul style="list-style-type: none"><li>• Sample Foundation Exam questions</li></ul>

## **Course & Exam Fees (exclusive of VAT)**

The course price includes the course manual, exam, all other course materials, refreshments and lunches. For our current course prices and online booking discount prices, please visit our website: [www.scoll.co.uk](http://www.scoll.co.uk), or contact our sales desk.

## **Course Materials**

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

The PRINCE2 manual, which is provided as part of the delegate materials, along with a synopsis and reading guide, will be sent to you as soon as your payment arrangements have been agreed. Please ensure you have noted on your booking form, the address to which you want your course book sent.

Joining instructions for **public courses** are sent to you two weeks before the start of the course or when you confirm your booking, whichever is later.

## **Pre-Requisites**

There are no pre-requisites for delegates to attend the course, but experience of working within a project is highly beneficial.

## **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](http://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.

## **scoll methods Contact Details**

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