



# Prince2® Foundation and Practitioner Training Exam Preparation

Prince2® is the UK Government Best Practice standard and is widely recognized and used for effective Project management methodology and tools.

17th, 18th, 19th, 24th & 26th March 2010 \* 9am - 5pm \* Prince Marco Polo Hotel, T.S.T. H.K.

## Standard Accredited PRINCE2® courses

### PRINCE2® Foundation & Practitioner Exam

**Foundation:** 3-day course covering the syllabus for the Foundation exam

**Practitioner:** 2-day course providing detailed knowledge and practical examples leading to the Foundation & Practitioner exams. The course is aimed at people who are, or will be acting as Project Managers in a PRINCE2® environment.

*(Total: 5-day course)*

**Early-bird Rate: HK\$15,800 per head (exam fee included for Foundation & Practitioner)**

**Standard Rate: HK\$17,800 per head (exam fee included for Foundation & Practitioner)**

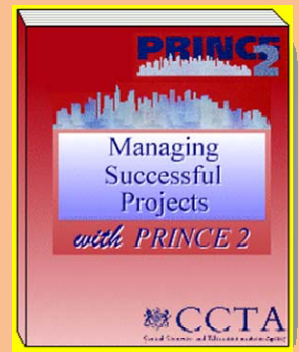
Exam Fee Breakdown: HK\$2,930 for Foundation

Exam Duration: 1 Hour

Exam Fee Breakdown: HK\$5,400 for Practitioner

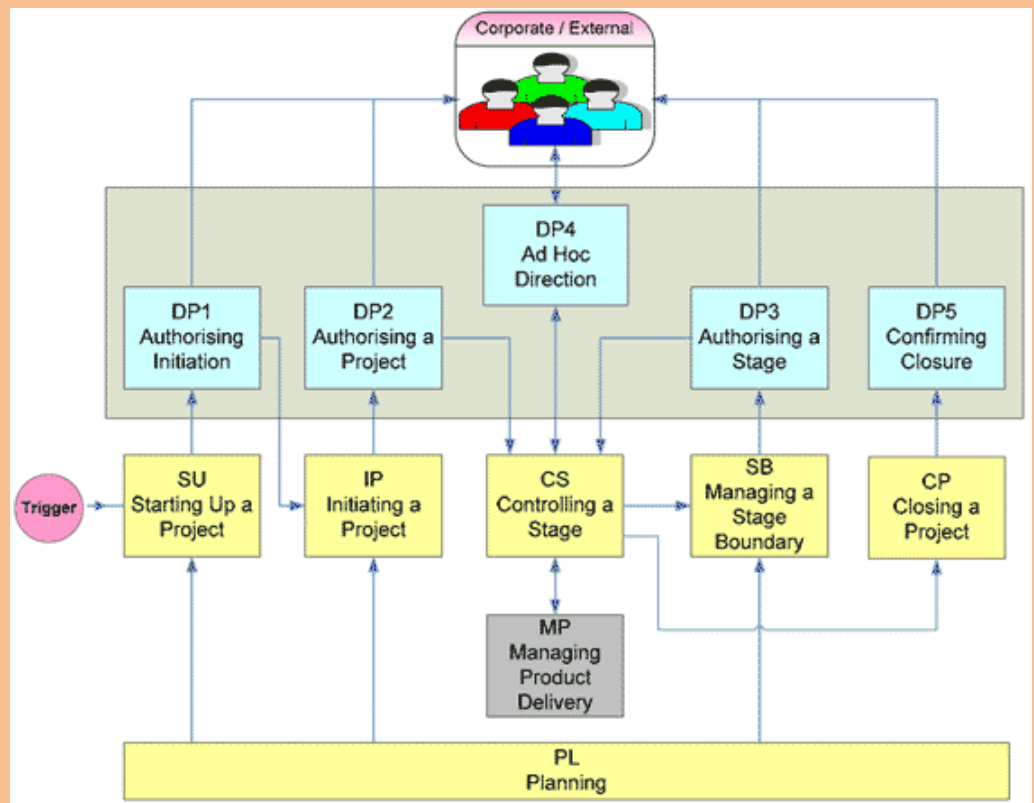
Exam Duration: 3 Hours

PRINCE2® is a structured PROJECT MANAGEMENT methodology designed to aid the organization and control of projects. Prince2® is designed to work on any type of project in any environment, and contains a set of concepts and Project Management processes enabling the Project to capture and retain a definition of the Business Benefits that are the driving force behind the Project.



Office of Government Commerce  
*Managing Successful Projects with PRINCE2®*

**Apollo**  
Consulting Group  
APMG Accredited Training Organization



Prince2® Process Map

**Apollo**  
Consulting Group

APMG Accredited Training Organization



"The PRINCE2® Cityscape logo™ is a Trade Mark of the Office of Government Commerce in the United Kingdom and other countries". PRINCE2® is a Registered Trade Mark of the Office of Government Commerce in the United Kingdom and other countries.

## Target audience

- New and experienced project staffs
- People who may go on to Foundation or Practitioner certification training.
- Consultants/Contract staff operating in a PRINCE2® environment
- Project Managers considering a career in a PRINCE2® environment

## What does the course contain?

The main body of the course consists of comprehensive details of the Prince2 principle which cover an introduction to the method, its basic concepts. It then go through each of the Processes, Components and Techniques to make up the method. Other facilities and features include a PRINCE2® Case Study – allowing you to see at first hand the practical issues involved in setting up and running a PRINCE2® project, a complete review of all required project documents templates that you can immediate use for your projects.

Our training includes an extensive exam preparation part, which will review the tools and techniques in the Prince2 processes, and the common errors made by the students. We have practical examples and methodologies to help students to remember various situations how the best practice project management techniques are applied.

One of the principle objectives of the course is to take students to a level of knowledge and understanding sufficient for them to pass the PRINCE2® Foundation and Practitioner examination.

The course includes a randomized simulation of the exam, allowing students to assess their own capability prior to taking the formal examination.

## What do we offer?

- custom developed course materials for effective learning
- Real case studies and group discussions for various scenarios
- project planning tools to aid students to practice various techniques
- On-site/on-demand training
- Tested and verified project models
- Proven educational design
- A passport to Foundation exam success
- Accredited content
- PRINCE2® templates and sample documents

## Course Format:

Through a combination of breakout sessions, group and individual work, interactive roundtable discussions and role-plays, delegates will understand the total meaning of Project Management in a Controlled Environment. This includes using their judgment and experience to act as the project board to manage project around a business case. Emphasis will be how to avoiding dealing with runaway projects using the industry proven Prince2® processes, components and techniques.

Trainer will use practical examples and case studies to reinforce and expand the scope to cover applicable concepts for project management, and for a variety of different industries.

# Pre-Course Questionnaire

In order to tailor this course precisely to your needs, the course leaders would value information on your knowledge, experience and requirements.

## Course Description:

### Prince2® Foundation and Practitioner Project Management Certification

Project Management is a strategic tool for a successful organization to better manage development and change. Best practices demonstrate that organizations that excel at project management become an agile organization that knows how to deal with and drive change.

**"A project is a wonderful device for pulling different functions of a company together - R&D, marketing, finance, production, IS, HR and focusing them on a customer's needs."**

In order to remain competitive, organizations have a growing trend to deliver more efficient and effective products and services with fewer resources. This trend is reflected in our life every day. "Project Management" is crucial for success in today's business environment. More and more managers are called upon to lead work teams in non-routine project environment.

#### What the course Will Help You Achieve:

- How to start a project right, and do the right project
- Produce a project plan to ensure successful delivery and stakeholder satisfaction
- Plan and run projects using best practices in a 6-step project management process
- Implement risk management techniques and mitigation strategies
- Estimate and schedule task work and duration with confidence
- Implement monitoring tools and controls to keep you fully in command of the project
- Recognize and practice the leadership skills needed to run a motivated team

#### Why you need trained project managers:

The expectations of companies and their clients constantly grow in step with project complexity. Every phase in a project contains pitfalls that must be anticipated so appropriate measures can be taken. The project manager's experience, coupled with a mastery of project management tools and techniques, is key to the success of a project. We also combine this with a coaching service to help your employees put this new knowledge to use and create practical benefits for your organization.

Through a multimedia-enhanced simulation, you manage an extensive and comprehensive project. You use computer- and paper-based tools and templates to actively plan, control and close the project. Experiential activities include:

- Understand why projects fail and how proper project management can improve project successes
- Defining and agreeing on clear project goals and measurable deliverables
- Brainstorming the work breakdown structure
- Estimating task duration and work

- Determining task dependencies and the project schedule
- Practical approach to achieve quality goals in a project
- Developing risk management plans
- Producing the implementation plan
- Managing and responding to changes
- Evaluating motivation and team-building issues

## Prince2® Foundation & Exam

### Course outline:

PRINCE2® Foundation is a 3-day course with nightly homework, which covers the method and syllabus for the PRINCE2® Foundation exam.

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.

#### What You Will Learn PRINCE2® Introduction

- PRINCE2® and the Big Picture
- 8 components of planning
- 8 processes for managing products
- 3 essential project management techniques

#### Organization

- The project management team
- Defining responsibilities for Project Board, Project Manager, Team Managers, and Program and Project Support

#### Starting up a Project

- Purpose of a Project Brief
- The essential Business Case

#### Initiating a Project

- The scope of Project Initiation
- Purpose of a PID

#### Quality Management

## Prince2® Practitioner & Exam

### Course outline:

PRINCE2® Practitioner is a 5-day course with nightly homework, which covers the OGC's PRINCE2® Project Management methodology and syllabi for both PRINCE2® Foundation and Practitioner exams.

We help you to apply PRINCE® to your current project environment during the course so you will gain practical skills by using the techniques to handle real issues.

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.

#### What You Will Learn PRINCE2® Introduction

- PRINCE2® and the Big Picture
- 8 components of planning
- 8 processes for managing products
- PRINCE2® and the product life-cycle
- Organization
- The project management team
- Defining responsibilities for Project Board, Project Manager, Team Managers, and Program and Project Support

#### Starting up a Project

- Writing a Project Brief
- The essential Business Case

#### Initiating a Project

- 70% of success is in the planning
- Compiling a Project Initiation Document

#### Quality Management

- Defining Customer expectations
- Writing a Quality Plan

- Understanding Customer expectations
- Purpose of a Quality Plan
- Quality reviews

### Planning

- Why Product-Based planning?
- Understanding Product-Based Plans

### Controls and Stages

- Project controls
- Project Board controls
- Defining your level of authority

### Risk Management

- The importance of Risk Management
- The sources and types of risk

### Directing a Project

- Taking authority and responsibility
- Steering through problems

### Managing a Project

- Controlling a stage
- Managing product delivery
- Managing stage boundaries

### Change Management

- Why Change Control?
- Configuration Management

### Closing a Project

- Benefits of obtaining a formal project sign-off
- Why Post-Project Review Plans?

### Class exercises

- Review of PRINCE2® project documents
- Sample Foundation exam questions

### Pre-Requisites

- There are no pre-requisites for delegates to attend the course.

- Quality review technique

### Planning

- Product Breakdown Structure
- Product-Based planning
- Transforming products into activities

### Controls and Stages

- Project controls
- Project Board controls
- Defining your level of authority

### Risk Management

- Business and project risk analysis
- Risk management approaches
- Allocating risk ownership

### Directing a Project

- Taking authority and responsibility
- Steering through problems

### Managing a Project

- Controlling a stage
- Managing product delivery
- Managing stage boundaries

### Change Management

- Why Change Control?
- Configuration Management

### Closing a Project

- Benefits of obtaining a formal project sign-off
- Why Post-Project Review Plans?

### Live Case Study

- Using PRINCE2® techniques for real projects
- Producing example templates

### Pre-Requisites

- There are no pre-requisites for delegates to attend the course.

## The Facilitator:

Francis is a Principal of HBC. He is PMP®, P. Eng, MBA, RCDD. He has over 30 years of experience specializing in project management and procurement management. A certified trainer for the Project Management Institute and the European Institute of Procurement Management (EIPM) programs. He is strong in PMI® project management framework and the Prince2™ project management methodology training and implementation. He is also a PhD candidate in strategic portfolio program management. Francis is also a trainer for Prince2, ITIL and P3O under UK's OGC (Office Government Commerce). Francis has years of experience in project management and business development training, has a solid background and extensive work done in business planning, cost management and the implementation of project management office (PMO) for large corporations.



### Registration Form:

Name :	Title / Dept :	
Company :	Nature of Business :	
Phone :	Fax :	Email :

### Admission Fee:

Lunch, refreshment, training materials and exam fee included	Early Bird (if register before 3 Mar 2010)	Standard
<b>Fee</b>	<input type="checkbox"/> HK\$15,800	<input type="checkbox"/> HK\$17,800

(Please mark the appropriate box above)

### Payment method:

- Crossed cheque payment of HK\$\_\_\_\_\_ made payable to the “HBC Limited” and send to Suite 901, 9/F., Cheung’s Building, 1 Wing Lok Street, Sheung Wan, Hong Kong.

Please refer to our website for cancellation policy and registration terms and conditions. [www.hbc.hk](http://www.hbc.hk)

**HBC is sensitive to data privacy. If you do not wish to receive faxes from us, please fax back at 30158918 and write “Unsubscribe”**