

# PRINCE2® Foundation

**In this course, you'll start by looking at principles of organising and starting up a project; then you'll work through initiating a project, assessing risk, monitoring progress, managing change right through to closing the project.**

## course outline

### IS THIS COURSE FOR YOU?

This course is ideal for anyone who needs to be involved in projects in their daily work. Roles that may find this training useful are Office Manager, Team Leader, Event Manager, Marketing Assistant, PA, Virtual Assistant or anyone working at a management level.

### ABOUT THE COURSE

Employers recognise that excellent project management skills are of vital importance in the workplace. The creation, implementation, management and delivery of a successful project cannot be underestimated. Delays or failures within a project can prove costly to a business so having someone in control of a project who has the right skillset to run, monitor and communicate a project is essential.

This project management course has been designed to follow the official, widely recognised PRINCE2 standard. PRINCE2 (Projects in Controlled Environments) is a hallmark in project management, and its principles are acknowledged as being best practice in the discipline.

You'll be introduced to the four integrated elements of PRINCE2: Principles, Themes, Processes and Techniques. You'll work through initiating a project, assessing risk, monitoring progress, managing change right through to closing a project.

### COURSE CONTENT

- Module 1 - Structural Overview
- Module 2 - Introduction to PRINCE2
- Module 3 - Principles
- Module 4 - Walkthrough
- Module 5 - Organisation
- Module 6 - Starting up a Project
- Module 7 - Business Case
- Module 8 - Initiating a Project
- Module 9 - Directing a Project
- Module 10 - Progress
- Module 11 - Plans
- Module 12 - Quality
- Module 13 - Risk
- Module 14 - Change
- Module 15 - Controlling a Stage

- Module 16 - Managing Product Delivery
- Module 17 - Managing a Stage Boundary
- Module 18 - Closing a Project
- Module 19 - Exam Preparations Videos 1-4

### AIMS AND OBJECTIVES

The course has been designed to teach you how to create, implement, manage and deliver a project using the PRINCE2 standard.

On successful completion of this course, you'll be in the ideal position to undertake the PRINCE2 Foundation Exam, which is included with the course.

### PRE-REQUISITES

There are no pre-requisites for this course.

### CAREER PATH

Project management skills are required in a number of job roles such as Event Manager, Executive Assistant (EA), Virtual Assistant (VA). These roles often require enhanced project management skills and having the Prince2 Foundation certification provides evidence of your knowledge and skill in this area.

### COURSE WORKBOOK

An optional workbook for the course may be purchased separately.

### COURSE DURATION

50 hours. This will vary from individual to individual, based on prior skills and application.



### CPD POINTS: 50

*(Awarded CPD points upon successful completion)*

### DISTRIBUTION RIGHTS

Pitman Training is a reseller of Balance Global, an authorised training partner of Axelos/PeopleCert.



Building careers  
for 180 years.