



With IT Academy Romania, certified by AMPG International

**PRINCE2® Course including the
Foundation and Practitioner Exams**

Course: We will be delivering a 5-day PRINCE2® Course including the Foundation and Practitioner Exams.

Pre-Course Preparation: In order to prepare for the training, we suggest that you take the time to read Chapters 1, 2, 3, and 12 of the manual (for PRINCE2 Foundation)

We have also included the PRINCE2 1000 document, which summaries the big ideas in PRINCE2 in 1000 words. It is written in an informal style and aims to summarise underlying concepts from first principles and without jargon. It would be worthwhile for you to read this before you attend the course.

For Practitioner students it would also be worthwhile for you to become familiar with the layout of the manual – we recommend that you attach a tag with a meaningful label to the first page of each chapter, to ease access to each topic (not in the chapter page but in first written page).

Agenda: Attached you will find the course agenda. The course will start daily from 9.00 to 17.00. We are waiting for you starting with 8.45

Day One	Day Two	Day Three
Course Administration Introductions and Course Objectives What is a Project? – Practical	Examination – Queries and Answers (Q & A)	Examination – Q & A
Why do Projects fail? – Practical The need for a method	Components & Processes – Practical	Change Control
PRINCE2 Brief Overview Components & Process Model	Quality in Projects	Management of Risk
Key Concepts	Product Descriptions – Practical	Applying Configuration Management, Change Control & Risk
Business Case & Foundation Exam Briefing Applying Business Case – Airfield	Plans and Planning (PL) including Product Based Planning	Managing Product Delivery (MP)
Organisation Directing a Project (DP) Overview Roles & Responsibilities	Quality Reviews	Controlling a Stage (CS)
Applying “Organisation” – Project Gold	Controlled Progress & Stages	Controlled Close/Closing a Project
Controlled Start	Configuration Management & Filing	Preparation for Foundation Exam
Practitioner Exam Briefing	Homework: Exam Preparation – Foundation Sample Paper 2 and Practitioner Questions	Foundation Exam
Homework: Exam Preparation – Foundation Sample Paper 1 and Practitioner Questions		Homework: Practitioner Questions

Day Four
Examination – Q & A
Starting Up (SU) and Initiating a Project (IP)
Applying PRINCE2 in different scenarios – Airfield
Handling Exception Situations & Managing Stage Boundaries (SB)
Product Based Planning
Product Breakdown Structure (PBS)
Product Flow Diagram (PFD)
Scaling & Healthchecks
Applying PRINCE2 in different scenarios – APMG Sample Scenario
Homework:
APMG Scenario continued

Day Five
Discussion around APMG Sample Scenario
Final Exam Briefing
Practitioners Exam
Course Close
Final Administration

Examination Structure and Preparation: As your course includes an examination please see below some brief information about the format of the exam paper and preparation required;

Foundation:

The Foundation paper consists of 75 multiple-choice questions - 70 exam questions and 5 trial questions - to be answered in 60 minutes. This is a closed-book examination. Preparation for the exam is straightforward, some consolidation and exam practice will be required each evening. Each of the 70 questions is worth 1 mark, but the trial questions are not scored. The use of trial questions enables new questions to be trialled without affecting candidates' marks. The pass mark is 35. You are expected to answer all 75 questions. There will be no indication of which questions are exam questions and which are trial. There will only ever be one answer to each question. If more than one answer is given in the answer sheet the response line will be void and will attract no marks. Marks are not subtracted for incorrect answers. This exam will take place most probable on Wednesday, in afternoon.

Practitioner:

The Practitioner paper will contain 8 objectively marked questions (advanced multiple-choice) to be answered in 150 minutes. Each of the 8 questions contains 10 question lines, each of which attracts 1 mark. The pass mark is 44 (55%). You are expected to answer all questions and part-questions. This is an open-book examination. Candidates are permitted to make use ONLY of the Management Successful Projects (PRINCE2® Manual). This exam will take place most probable on Friday, in afternoon. You have to pass the Foundation exam in order to be accepted in Practitioner exam.

Exam extra time:

The Extra time is now only given to candidates who are completing the exam in a language that is not their mother tongue and are sitting the exam in a country where that language (the language the exam is in) is not a business language in the country. For ITIL®, extra time is 15 minutes for the full Foundation Examination, 25 minutes for the Intermediate examination. This time is to be used for answering questions only. For other methods, such as PRINCE2®, M_o_R®, MSP®, P3O®, extra time is 15 minutes for the Foundation, 40 minutes for the Practitioner and 45 minutes for the Advanced Practitioner. This time is to be used for answering questions in both papers. Not all online exam benefit from extra time option