PRINCE2®
FOUNDATION:
Project Management using PRINCE2 Methodology

Prepares For the Prince2 Foundation Exam

PRINCE2® (PRojects IN Controlled Environments) is a process-based approach for project management providing an easily tailored and scalable method for the management of all types of projects. The method is the de-facto standard for project management in the UK and is practiced worldwide. The Prince2 Foundation course covers in depth the Principles, Themes and Processes and prepares candidates for the PRINCE2 Foundation exam.

CODE: ED21A29

DURATION: 35 hours

START DATE: 31/05/2021

AUDIENCE PROFILE:

PRINCE2 Foundation is aimed at project managers and aspiring project managers. It is also relevant to other key staff involved in the design, development and delivery of projects, including: Project Board members (e.g. Senior Responsible Owners), Team Managers (e.g. Product Delivery Managers), Project Assurance (e.g. Business Change Analysts), Project Support (e.g. Project and Programme Office personnel) and operational line managers/staff.

The purpose of the Foundation qualification is to confirm that a candidate has sufficient knowledge and understanding of the PRINCE2 method to be able to work effectively with, or as a member of, a project management team working within an environment supporting PRINCE2. The Foundation qualification can also be a pre-requisite for the follow-on Practitioner qualification

PREREQUISITES FOR PARTICIPATION:
Good Knowledge of computers and Internet

TRAINING LANGUAGE:

Greek

TRAINING MATERIALS:

Step by Step training materials in the English Language

METHODOLOGY:

Lecture, discussion, demonstration and practice.

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COURSE OBJECTIVES:

Upon Completion the candidates should understand the structure and key terminology of the method.

Specifically, the candidate should understand:

- The characteristics and context of a project and the benefits of adopting PRINCE2
- The purpose of the PRINCE2 roles, management products and themes
- The PRINCE2 principles
- The purpose, objectives and context of the PRINCE2 processes.

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VENUE: WEBINAR

DATES & TIMES:

MONDAY, 31/5 8.15 - 16.00

TUESDAY 1/6 8.15 - 16.00

SATURDAY, 5/6/21 8.15 - 16.00

MONDAY, 7/6/21 8.15 - 16.00

TUESDAY, 8/6/21 8.15 - 16.00

PARICIPATION COST:
The cost incudes the course notes and certificate.
In the event of classroom led training, coffee, snacks and lunch (only for full day courses) are offered complimentary.

Participation Cost
- Total Cost: €950
- HRDA Subsidy: €595
- Net Cost: €355

For Unemployed
- Please contact us

Contact us
77 77 72 52

Delivering training since 1996

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COURSE TOPICS

Introduction to PRINCE2 themes

- What are the themes?
- Applying the themes
- Format of the themes

Business Case

- Purpose
- Business Case defined
- The PRINCE2 approach to the
- Business Case
- Responsibilities

Organization

- Purpose
- Organization defined
- The PRINCE2 approach to
- Organization
- Responsibilities

Quality

- Purpose
- Quality defined
- The PRINCE2 approach to quality
- Responsibilities

Plans

- Purpose
- Plans defined
- The PRINCE2 approach to plans

- Responsibilities
- Exercise with the use of MS Project

Risk

- Purpose
- Risk defined
- The PRINCE2 approach to risk
- Responsibilities

Change

- Purpose
- Change defined
- The PRINCE2 approach to change
- Responsibilities
- Exercises with the use of MS Project

Progress

- Purpose
- Progress defined
- The PRINCE2 approach to progress
- Responsibilities

Introduction to processes

- The PRINCE2 processes
- The PRINCE2 journey
- The PRINCE2 process model
- Structure of the process chapters

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COURSE TOPICS

Starting up a Project

- Purpose
- Objective
- Context
- Activities
- Exercise wirh the use of MS Project

Directing a Project

- Purpose
- Objective
- Context
- Activities

Initiating a Project

- Purpose
- Objective
- Context
- Activities

Controlling a Stage

- Purpose
- Objective
- Context
- Activities

Managing Product Delivery

- Purpose
- Objective
- Context

- Activities

Managing a Stage Boundary

- Purpose
- Objective
- Context
- Activities

Closing a Project

- Purpose
- Objective
- Context
- Activities

Tailoring PRINCE2 to the project environment

- What is tailoring?
- General approach to tailoring
- Examples of tailoring PRINCE2
- Projects in a programme environment
- Project scale
- Commercial customer/supplier environment
- Multi-organization projects
- Project type
- Sector differences
- Project management Bodies ofKnowledge

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COURSE TOPICS

Case Study

In the case study we will study the project management of a project. The project will be relevant to the Projects that participants will manage in their work environment.

The case study involves

- Breaking down the project into phases (earth works, structure, walls, plastering, floor and ceiling finishes etc.)

- Breaking down the main tasks (frame) into smaller and detailed tasks

- Linking the tasks using the different kinds of relationships so that the project finishes as soon as possible

- Assigning the tasks to different people and groups of people

- Keeping track of the process

- Checking the critical path

Registration Form

Seminar Code: ED21A29 — Title: PRINCE2® FOUNDATION: Project Management using PRINCE2 Methodology   **Start Date: 31/05/2021**

A. Organization's details (if applicable)

Company/Organization:		Size:	□Small	□Medium	□Large
Economic Activity:		Telephone:		Fax:	
Address:		Postal Code:			
Person responsible for the registration:		Email:			
		Direct Telephone:			

B. Participant's details (1)

□Mr □Ms	Name		Surname	
Title/ Job Position:		Email:		
Job description:		Telephone/Mobile:	Fax:	
Reasons for participating in the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
□Fasting □Vegetarian □Vegan

C. Participation Cost

PARTICIPATION IN THE SEMINAR IS PREPAID (at least three days before the start of the seminar)

Please invoice □The participant   □The company   Credit Customer Number (if applicable):

□   For participants entitled the Human Resource Development Authority (HRDA) € 355

□   For participants **not entitled** the Human Resource Development Authority (HRDA) € 950

Cheques must be issued to **EDITC Ltd** and payment can be made directly through deposit to the account of the company

Account Name: EDITC LTD   **Account Number**: 115-01-068696-01
IBAN:CY19 0050 0115 0001 1501 0686 9601   **SWIFT/BIC**:HEBACY2N

D. Terms and conditions for participation on EDITC seminars

1. The company accepts registrations for participation in the seminars at least 5 working days prior to the start of the seminar. EDITC does not commit to accept any registrations received in less than 5 working days before the start of the training program.
2. Written cancellations received 5 working days before the start of the training program are accepted and in the case where a payment has been made by the client, the full amount is reimbursed to the client. Cancellations that do not meet the above term are invoiced. The client may replace the participants) provided that they meet the criteria for participation on this program.
3. The company has the right to cancel or postpone a training program up to one day before the start date of the program. All prepayments are returned to clients.
4. All registrations are strictly prepaid except credit customers. EDITC will not allow the entry of participants in the class unless their financial obligations have been settled.
5. EDITC will inform the client upon receipt of the application form. Written confirmation for the implementation of the training program will be sent within 3-5 days before the start date of the seminar. In exceptional cases written confirmation may be sent one day before the start of the program. **Participants are encouraged to contact the company in case they did not receive the confirmation.**
6. Participants with less than 75% attendance cannot be subsidized by the HRDA and in this case the participants (or their company) will have to pay the amount of the subsidy (in addition to their own payment amount).
7. In case of subsidized programs by the HRDA all the required forms of HRDA must be sent to EDITC before the start of the training program. EDITC will not allow the entry of participants in the class unless the HRDA forms have been submitted to EDITC.
8. Certificates of participation will be given to participants after the completion of the course provided that their financial obligations and obligations regarding HRDA forms are settled. Otherwise certificates will be mailed as soon as the above obligations are settled.

□**We agree with the above terms and conditions**

Signature: Date:

Stamp (in case of company):

Registration Form

B. Participant's Details (2)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:		Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

B. Participant's Details (3)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:		Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

B. Participant's Details (4)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:		Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

B. Participant's Details (5)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:		Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

☐**We agree with the above terms and conditions**

Signature: Date:

Stamp (in case of company):