

COURSEWARE

**PRINCE2® 2017 Edition
Practitioner**

Courseware - English

PRINCE2® 2017 Editie Practitioner
Courseware - English

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Title: PRINCE2® 2017 Editie Practitioner Courseware - English

Authors: Douwe Brolsma & Mark Kouwenhoven

Publishe: Van Haren Publishing, Zaltbommel

ISBN Hard copy: 978 94 018 0225 3

Edition: First edition, first print, September 2017

Vormgeving: Van Haren Publishing, Zaltbommel

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This material contains diagrams and tekst information based upon:
The Managing Successful Projects with PRINCE2® manual 2017

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Agenda

Part of Day	Day 1	Day 2	Day 3	Exam Training Day (Optional)	
1	Introduction	Recap and discuss Homework Serious Minigame Who am I?	Recap and discuss homework + Serious Minigame 4 times 7	Introduction	
	Structure of the training course and the program	Initiation Stage Short overview of IP	Theme Change	Set up the programme for the day Structure of Practitioner Exam + different types of OTE-questions	
	PRINCE2® Foundation sample exam results	Theme Plans + Product Based Planning technique	Finishing Initiation Stage	Review sample Practitioner Exam (homework) + Evaluate the Practitioner Exam	
	Overview PRINCE2® Refresh	Theme Quality + Quality Review Technique	Delivery stage(s) + information between CS / MP / SB	Create a Practitioner Exam Question + let others try it	
	Principles of PRINCE2®	Exercise Quality Management Strategy	Exercise Project issue escalation	Open Space Free to be filled in by the participants + Closing Exam training	
	Lunch	Lunch	Lunch	Lunch	
	2	Theme Business Case + Exercise BC	Exercise Product Based Planning	Exercise vocabulary serious minigame 'Bluff your way into P2'	Set up exam
		Theme Organization + Exercise Organization	Exercise Quality Review	Final Delivery Stage + Directing a Project	
		Pre-project stage: Starting Up + Authorizing Initiation	Theme Risk + Exercise Risk Identification Workshop	Tailoring PRINCE2	PRINCE2 Practitioner exam
		Exercise Project Brief	Theme Progress	Exercise improving Project Management using PRINCE2	
Closing day 1		Closing day 2	Exercise Evaluating PRINCE2 training Closing day 3	Closing day 4	



PRINCE2® 2017 Practitioner

This material contains diagrams and text information based upon:
PRINCE2®Guide 2009 & The Managing Successful Projects with PRINCE2® manual 2017

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Here is the link from the slide to the theory in the book, with the number of the chapter or the paragraph (Par.) and possibly the name of the subtitle in the book



Introduction

- Let's meet & goals
- Terms
- Programme

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Programme Day 1

- Introduction
- Structure of the training course and the program
- Where do we stand?: PRINCE2® Foundation sample exam & results
- Overview PRINCE2® Refresh
- Principles of PRINCE2®
- LUNCH
- Theme Business Case + Exercise BC
- Theme Organization + Exercise Organization
- Pre-project stage: Starting Up + Authorizing Initiation
- Exercise Project Brief
- Closing day 1

Programme Day 2

- Recap and discuss Homework Serious Minigame Who am I?
- Initiation Stage Short overview of IP
- Theme Plans + Product Based Planning technique
- Theme Quality + Quality Review Technique
- Exercise Quality Management Strategy
- LUNCH
- Exercise Product Based Planning
- Exercise Quality Review
- Theme Risk + Exercise Risk Identification Workshop
- Theme Progress
- Closing day 2

Programme Day 3


- Recap and discuss homework + Serious Minigame 4 times 7
- Theme Change
- Finishing Initiation Stage
- Delivery stage(s) + information between CS / MP / SB
- Exercise Project issue escalation
- LUNCH
- Exercise vocabulary serious minigame 'Bluff your way into P2'
- Final Delivery Stage
- Directing a Project
- Tailoring PRINCE2®
- Exercise improving Project Management using PRINCE2
- exercise Evaluating PRINCE2® training
- Closing day 3

Programme Practitioner Exam Training (optional)

- Introduction
- Set up the programme for the day
- Structure of Practitioner Exam + different types of OTE-questions
- Review sample Practice Practitioner Exam (homework)
- Evaluate the Practitioner Exam
- Create a Practitioner Exam Question + let others try it
- Open Space Free to be filled in by the participants
- Closing Exam training
- LUNCH
- Set up exam
- **PRINCE2 PRACTITIONER EXAM**
- end

And/or:

2017 Practitioner Examination Sample paper 1
2017 Practitioner Examination Sample paper 2
2009 Practitioner Examination FX02




Where do we stand?

Make and review the PRINCE2®:2017
Foundation Examination Sample paper

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Refresh Structure of PRINCE2®

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Structure of the Manual (1)

- Introduction (e.g. Benefits of PRINCE2)
- Project management with PRINCE2
- 7 Principles
- Tailoring and adopting PRINCE2
- 7 Themes
- 7 Processes
- Considerations for organizational adoption
 - Tailoring and embedding
- Appendices
 - A Product description Outlines
 - B Standards alignment
 - C Roles and Responsibilities
 - D Examples Product-based planning
 - E Health Check

Structure of the Manual (2)

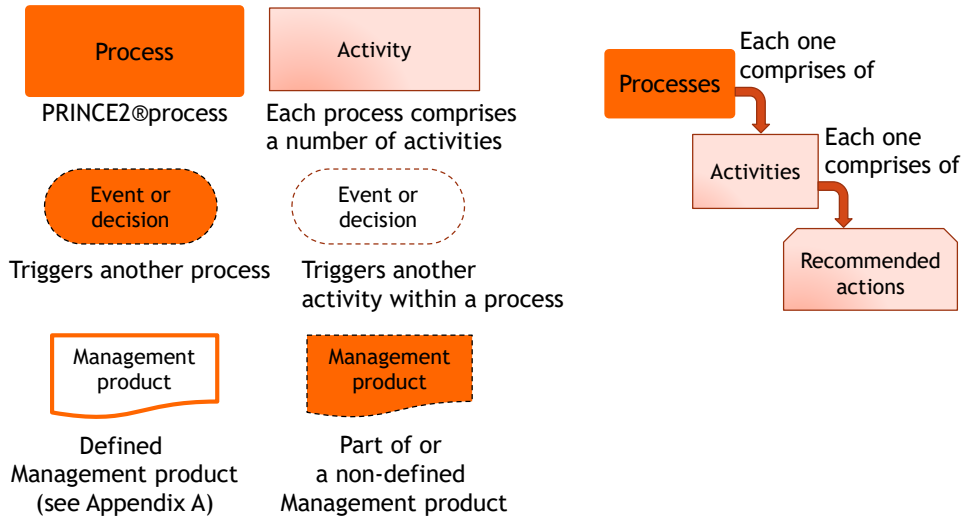
Themes

- The theme explained
- PRINCE2's requirements for the theme
- Guidance for effective use of theme
- (Techniques)

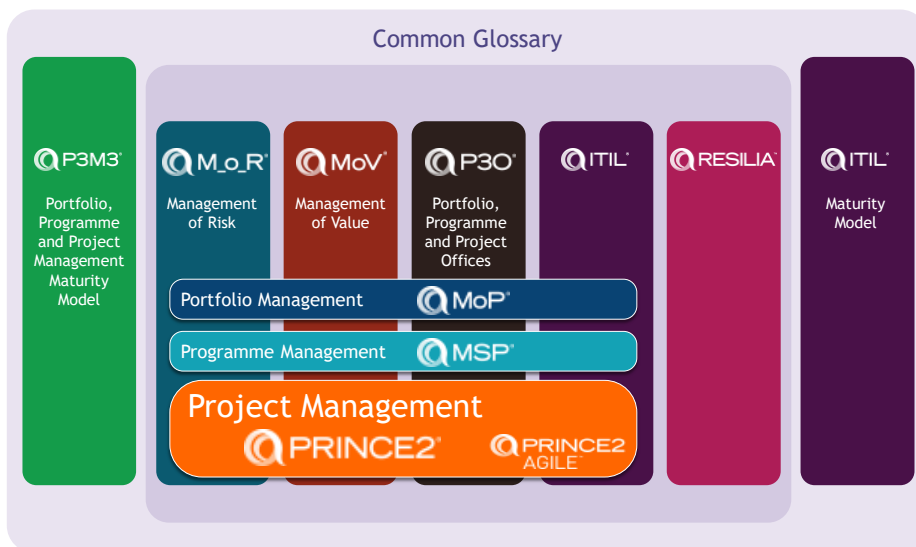
Processes


- Purpose (reason for the process)
- Objective (to be achieved by the process)
- Context
- Activities
- Tailoring guidelines

Process Diagrams



The AXELOS portfolio / Best Practices Family





Principles of PRINCE2®

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Principles

1. Continued Business Justification
2. Learn from experience
3. Defined Roles and Responsibilities
4. Manage by Stage
5. Manage by Exception
6. Focus on Products
7. Tailor to suit the project environment

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Tailoring is concerned with the appropriate use of PRINCE2

The following aspects of PRINCE2® may be tailored:

- **Processes** may be combined or adapted (e.g. by adding or combining activities).
- **Themes** can be applied using techniques that are appropriate to the project.
- **Roles** may be combined or split, provided that accountability is maintained and there are **no conflicts of interest**. See section 7.2.1.10 for restrictions.
- **Management products** may be combined or split into any number of documents or data sources. They will often take the form of formal documents, or slide decks, wall charts or data held on IT systems.
- **Terminology** may be changed to suit other standards or policies, provided it is applied consistently

Tailoring is constrained and influenced by context

External methods, standards and practices, legal, regulatory, health and safety, sustainability and environmental frameworks

Internal processes, methods, standards, practices and policies, organizational maturity, culture, internal terminology and language

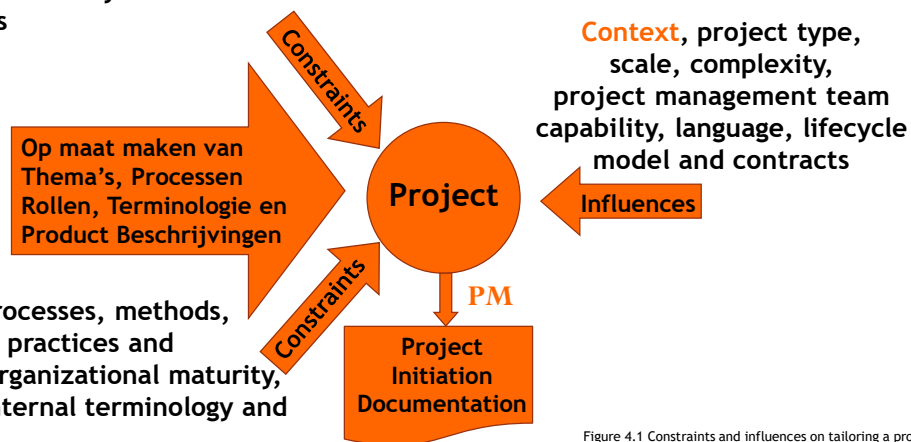


Figure 4.1 Constraints and influences on tailoring a project

Themes

1. Business Case
2. Organization
3. Quality
4. Plans
5. Risk
6. Change
7. Progress

Processes

1. Starting Up a project
2. Initiating a Project
3. Directing a Project
4. Controlling a Stage
5. Managing Product delivery
6. managing Stage Boundaries
7. Closing a Project

Fig. 2,1

Deming Circle for Projectmanagers

- Aspects of Project performance:
- Money / Costs
 - Time
 - Scope
 - Quality
 - Risk
 - Benefits

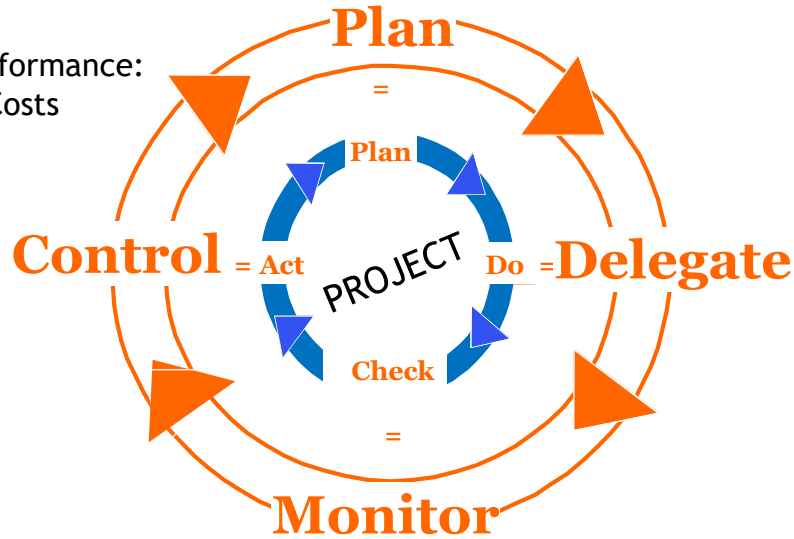


Fig. 13.1

PRINCE2® processes in time

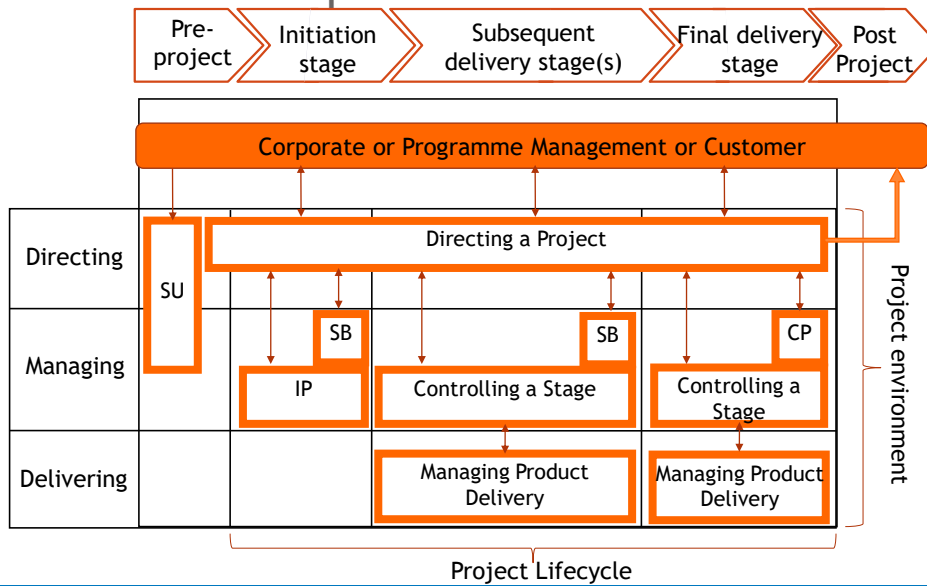
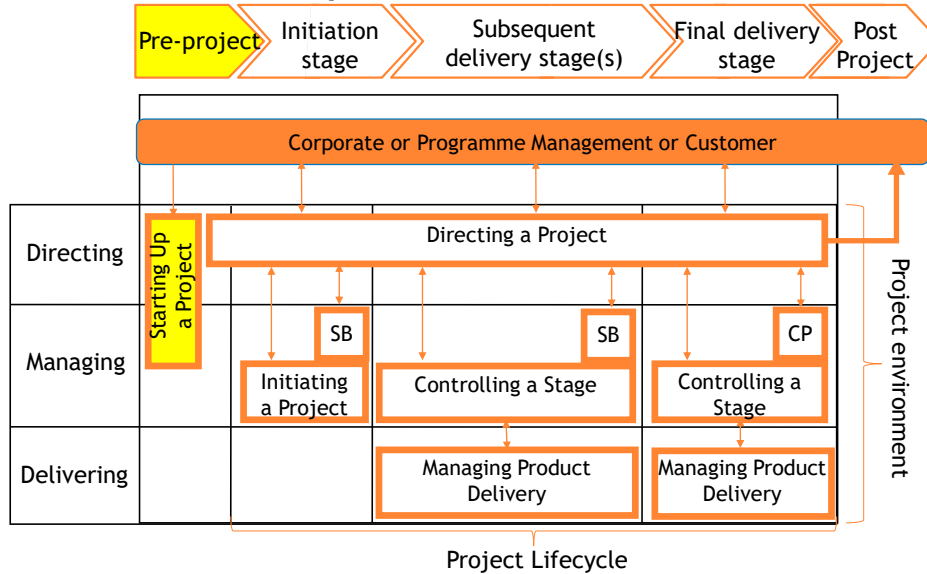


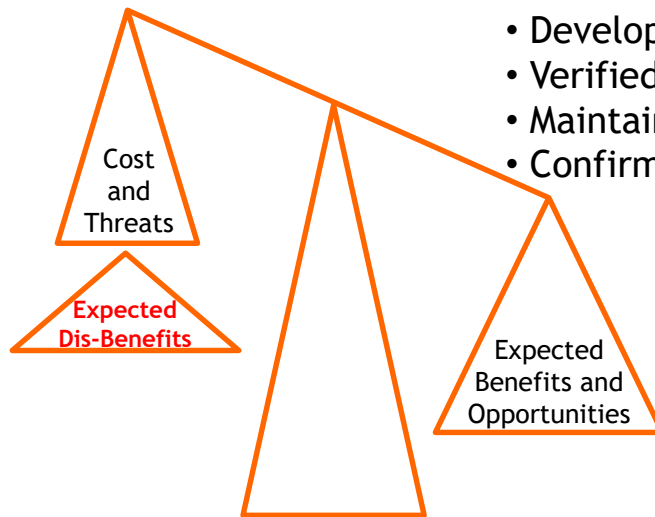
Fig. 13.1

PRINCE2® processes in time



Theme Business Case

Theme Business Case

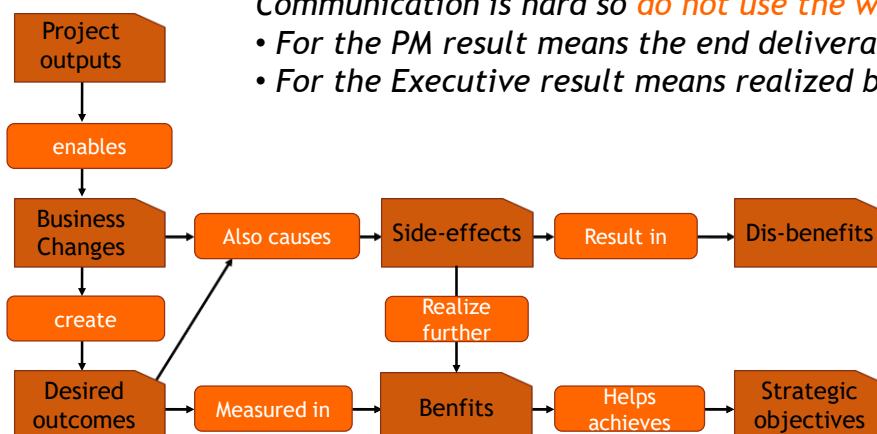


The Business Case is

- Developed,
- Verified,
- Maintained and
- Confirmed

Relationship between Output / Outcome / Benefits

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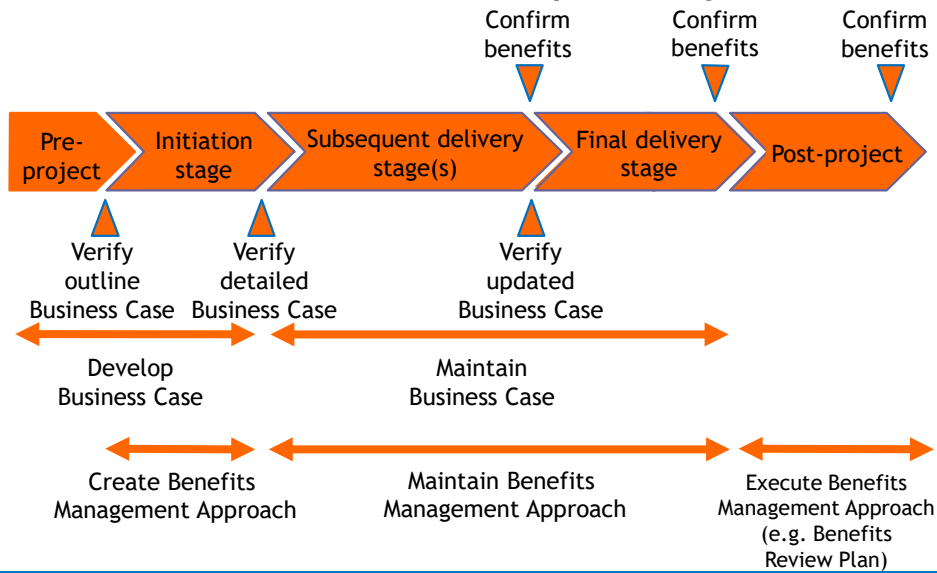


Communication is hard so *do not use the word Result.*

- For the PM result means the end deliverable and
- For the Executive result means realized benefits

Fig. 6.2

Business Case development path



App. A2

Business Case

Product description

- Executive summary
- Reasons
- Business Options
- Expected benefits
- Expected dis-benefits
- Timescale
- Costs
- Investment appraisal
- Major risks

Minimum Requirement of using the BC

To be following PRINCE2, a project must, as a minimum:

- **Create and maintain a business justification** for the project; usually a business case
(PRINCE2's continued business justification principle)
- **Review and update the business justification** in response to decisions and events that might impact desirability, viability or achievability of the project
(PRINCE2's continued business justification principle)
- Define the management actions that will be put in place to **ensure** that the project's **outcomes are achieved** and confirm that the project's **benefits are realized**
(PRINCE2's continued business justification principle)
- Define and document the **roles and responsibilities for the business case and benefits management**
(PRINCE2's defined roles and responsibilities principle).

PRINCE2® requires two products

- **Business case** Provides the costs, benefits, expected dis-benefits, risks and timescales against which viability is justified and continuing viability is tested.
- It is acceptable to use an alternative document such as a corporate business plan to replace the business case for part of the project lifecycle.
- **Benefits management approach** Defines the management actions that will be put in place to ensure that the project's outcomes are achieved and confirm that the project's benefits are realized.

App A1

Benefits management approach

Product description

- **Scope** of the benefits management approach
 - what benefits are to be managed and measured
- **Who is accountable** for the expected benefits
- What **management actions** are required in order **to ensure** that the **project's outcomes are achieved**
- **How to measure** achievement of expected benefits, **and** **When** they can be measured
- **What resources** are needed
- **Baseline measures** from which the improvements will be calculated
- How the **performance** of the project's product will be **reviewed**.



Theme Organization