

PRINCE2® 2009 Foundation pre-course Study guide

This pre-course study guide is designed to provide some worthwhile preparation before the start of the course.

Completing the actions in this pre-course study guide before the course gives you a tremendous advantage by maximizing the value of your course experience.

The PRINCE2® Foundation Course is intensive. Carrying out the preparatory work will give a head start and make the course more manageable. If you have completed the pre-course work beforehand you will take pressure off yourself during the course, you will find the course more enjoyable, and you are more likely to be successful in your examination.

Together with this guide you need the book 'Projectmanagement based on PRINCE2™ 2009 Edition'. The setup is very easy. Just execute the 30 actions on the following pages. It takes about 4 hours.

Good luck with the prework. We like to see you prepared on the course.

Het PRINCE2® Foundation program is as follows:

Selfstudy, guided by this Study Guide
and an excerpt from the book: 'Projectmanagement based on PRINCE2™
2009 Edition' (EXCERPT-PROT.pdf).

The average studytime is about 4 hours.



PRINCE2® Foundation

Two days instructor led class, with optional at the end of the class the Foundation exam

Coursecode: PRI2F

1. Introduction to Projectmanagement

Chapter 1 of the book gives an introduction to Project Management.

1. Read section 1.1 from the book
2. Before you read further, try to answer question 3
3. How is a project different from 'business as usual'?
4. Read section 1.2 from the book
5. Check your thoughts against section 1.2 from the book
6. Read the rest of chapter 1, until page 7, from the book
7. What are the six project control aspects referred to in the chapter and how might these help you to plan and control a project? 1 2 3 4 5 6

2. Introduction to PRINCE2®

This chapter introduces the PRINCE2 methodology, the structure, the relations with other OGC guidelines, the scope and the benefits.

8. Read the sections 2.1, 2.2, 2.3, 2.4 en 2.5

9. Section 2.5 describes the benefits of PRINCE2®. Which three do you like most for your own organization?

1

2

3

3. Principles

This chapter introduces the seven Principles that a typical PRINCE2 project must satisfy.

10. Read chapter 3 from the book, until page 22.

11. What is meant by a Principle? Can you relate these principles to your organisation's projects?

12. List the seven Principles from memory:

1

2

3

4

5

6

7

4. Introduction to PRINCE2 themes and Introduction to processes

'Introduction to PRINCE2 themes' describes in separated chapters those aspects of project management that have to be continuously and integrally addressed throughout the course of every project. Per theme, the goal, the conceptual framework, the PRINCE2 approach and the responsibilities are described. 'Introduction to processes' describes the different processes in the project lifecycle.

13. Read 'I Introduction to PRINCE2 themes', pages 25 - 26
14. Read 'II Introduction to processen', pages 105 - 108
15. What is the difference between a theme and a process in PRINCE2®?
16. So, PRINCE2® is a projectmanagement methodology, based on processen. What does that mean?
17. Study the two figures on the pages 106 and 107.
18. Who uses the process ' Directing a Project '?
19. What is the first process in PRINCE2®?



20. How many management stages are there in a PRINCE2® project?

21. List the processes, used by the projectmanager.

22. Which process delivers workpackages?

23. Try to draw the Processmodel (Figure II.2) from memory.

24. Read the sections 4.1, 4.2 and 4.3: Theme 'Business Case'
25. Read the sections 5.1, 5.2 and 5.3: Theme 'Organization'
26. Read the sections 6.1, 6.2 and 6.3: Theme 'Quality'
27. Read the sections 7.1, 7.2, 7.3, 7.4 and 7.5: Theme 'Planning'
28. Read the sections 8.1, 8.2 and 8.3: Theme 'Risk'
29. Read the sections 9.1 and 9.2: Theme 'Change'
30. Read the sections 10.1, 10.2 and 10.3: Theme 'Progress'