



in association with



PRINCE2[®]

Achieving Practitioner Certification

5-day Training Program leading to the
APMG Foundation Level and Practitioner Level
Certificates in PRINCE2[®]

Special Features

When you attend this
program you receive:

- Internationally accredited training course
- Intensive exam preparation
- Foundation Certificate Exam
- Practitioner Certificate Exam
- Official PRINCE2 Handbook

This 5-day course provides participants with a thorough coverage of all aspects of the PRINCE2[®] project management methodology and its practical application. The course focuses on the eight core Components and Processes of PRINCE2[®] at the most detailed level, including all sub-processes and techniques. Exercises are based on a real life case study to ensure that participants fully understand the practical application of the theory.

The course culminates in the Practitioner Level Certificate Exam.

Refer Website Schedule for Current Dates

PRINCE2[®] Achieving Practitioner Certification

The PRINCE2[®] Practitioner Certificate course is a comprehensive five-day program that provides participants with an extended theoretical and practical knowledge of PRINCE2, the non-proprietary best practice model that ensures project delivery is on time, on budget and of high quality. This course educates participants in all aspects of the PRINCE2 methodology, including its practical application. It covers the eight core Components and Processes of PRINCE2 at the most detailed level including all sub-processes and techniques. Exercises are based on a real life case study to ensure that participants learn the practical application of PRINCE2 theory.

The course prepares participants for the APMG globally-recognised PRINCE2 Practitioner Certificate. Through practice exams, workshops and overnight study, you gain the knowledge and skills required to first of all take the Foundation Exam, given on Day 4 of the course, and then the PRINCE2 Practitioner Exam, held approximately two weeks after the course.

Learning Outcomes

The objective of this course is for each participant to be able to:

- Know how to deliver projects on time, within budget and to defined quality requirements
- Apply PRINCE2 theory into practice
- Effectively control the start, progress and closure of a project
- Integrate the PRINCE2 components and processes into a project
- Establish a project organisation with the appropriate stakeholders
- Apply planning processes that ensure alignment with project business case and quality requirements
- Manage the progress of a project using the appropriate control mechanisms
- Achieve globally-recognised project management certification
- Provide a pathway to becoming a certified PRINCE2 Consultant and Trainer

Who Should Attend

This course is designed for:

- Project Managers who need to manage projects in complex and dynamic environments
- Anyone who requires a detailed understanding of a project management methodology
- Project management professionals who are looking to obtain a recognised qualification in PRINCE2
- Anybody who wants to obtain PRINCE2 Consultant or PRINCE2 Trainer certification

What is PRINCE2

PRINCE2 is a structured project management methodology developed by the Office of Government Commerce (OGC), UK. PRINCE2 is a proven project management methodology with recognised professional certification. PRINCE2 offers a clearly defined project management methodology that provides techniques to manage a project from start to finish. It is a process-based approach for project management, providing an easily tailored and scaleable method for the management of all types of projects.

PRINCE2 was developed as a non-proprietary 'best practice' project management methodology and with growing popularity, is evolving into an international de facto standard. See back page for more information.

Learning Method

This course is instructor led with limited class size. Participants undertake practical activities to ensure understanding of concepts and terminology.

Lucid IT

This course is presented by ALC Training Pty Ltd in association with Lucid IT Pty Ltd, a leading provider of professional management, consulting and educational services specialising in "best practice" methodologies such as PRINCE2 and ITIL. Lucid IT brings to bear extensive and impressive project management experience in both the corporate and government sectors. Lucid IT trainers are consultants who have many years of project management experience and apply PRINCE2 best practices on a day-by-day basis in assignments with customers.

In House Training

This course is available for private presentation, either on your own premises or "off-site". There are many advantages to in-house training. Please contact Tim Haslett for a quotation or to discuss your requirements. Telephone 1300 767 592 or email tim@alctraining.com.au

Why Use a Project Management Method?

Project failures are all too common - some make the headlines, the vast majority are either forgotten or are swept under the carpet. Either way, there is always a cost. Sometimes this cost is critical. In many if not most cases it could have been readily avoided.

Projects underperform when those who commission it, those who manage it and those who work on it have different ideas about how things should be organised and when the different aspects of the project should be completed. A project management method is a way of ensuring that all key players are operating with the same rules and guidelines. Without a project management method, projects will rarely be completed on time and within acceptable cost - this is especially true of large projects. A good project management method will guide the project through a controlled, well-managed, visible set of activities to achieve the desired results.

There are many project management methods available. Ultimately all are based on common sense and sound management procedures. PRINCE2[®] is one of the most widely adopted project management methods in the world today.

COURSE CONTENTS

1 Introduction to PRINCE2 and Project Management

- Characteristics of project management
- Project and product life cycles
- History of PRINCE2
- Overview of methodology
- Building a business case
- Unique selling points
- Project Management structure

2 The Eight Components of PRINCE2

- Project Organisation
 - Establish the Project Organisation with the necessary stakeholders
- Change Control
 - Ensure that changes within the project are closely controlled
- Configuration Management
 - Tracking the components of a final product and their versions for release is covered under configuration management
- Quality Control
 - Establishing a Quality Approach to ensure the customers quality expectations are met
- Risk Management
 - Ensure that risks are identified, evaluated and suitable management as well as action is taken
- Plans
 - Creating a consist approach to all levels of planning with a project
- Business Case
 - Defining the business case which justifies the start up and continuation of the project
- Controls
 - Establish the control mechanisms to keep the project on track based on the risk, size and complexity of the project

3 The Eight Processes of PRINCE2

- Starting a project
 - This process ensures that the project is started in a controlled fashion
 - Establish the project organisation and gain approval for detailed project planning
- Initiating a project
 - Establish the project foundations
 - Ensure the control mechanisms are in place and the Project Plan is approved
- Planning a project

- The planning process will ensure that all planning aspects of the project, at all levels, are consistent and of appropriate detail
- Controlling a stage
 - The project manager ensures that the project stays on track
 - Issue and Risk Management
 - Assessing progress and taking corrective action where necessary
 - Reporting to the Project Board
- Managing Stage Boundaries
 - Ensure that at the end of each stage achievements are reviewed and plans created for the next stage
 - Gain approval for moving to the next stage
- Managing Product Delivery
 - Ensures that the team members 'doing the work' have a defined process for accepting, reporting on progress, creating and delivery of products
- Directing a project
 - The process that describes how the Project Board (Often called a Steering Committee) interacts with a PRINCE2 project
 - Decision points and responsibilities are defined
- Closing a Project
 - A defined approach for closing a project
 - Official signoff, handover and identification of follow on actions

4 Foundation and Practitioner Certificate Examinations

The PRINCE2 Practitioner course is tailored to meet the requirements of the PRINCE2 Practitioner Certificate qualification as defined by the international examination organisation APMG (www.apmgroup.co.uk). The course prepares participants for two exams.

The PRINCE2 Foundation Certificate is a mandatory pre-requisite to undertake the Practitioners exam. The Foundation Certificate exam is held on Day 4 of the course. It is a closed book exam with a 50% pass mark and comprises 75 multiple choice questions in a one hour period.

The PRINCE2 Practitioner exam is held on Day 5 of the program, approximately two weeks after the course to allow participants the necessary study and preparation time. This last day comprises a half-day review and exam preparation followed by a 3-hour exam, comprising 9 questions in open book format with a 50% pass mark.

What is PRINCE2?[®]

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PRINCE2 was developed as a non-proprietary 'best practice' project management methodology and with growing popularity, is evolving into an international de facto standard. The method describes how a project is divided into manageable stages enabling efficient control of resources, regular progress monitoring and decision points throughout the project. The various roles and responsibilities for managing a project are fully described and are adaptable to suit the size and complexity of the project, and the skills of the organisation.

A PRINCE2 project is driven by the project's business case which describes the organisation's justification, commitment and rationale for the deliverables or outcomes. The business case is regularly reviewed during the project to ensure the business objectives, which often change during the lifecycle of the project, are still being met.

Using a standard 'best practice' approach, PRINCE2 ensures that a quality solution can be delivered and enables projects to have:

- A controlled and organised start, middle and end
- Regular reviews of progress against plan and against the Business Case
- Flexible decision points
- Automatic management control of any deviations from the plan
- The involvement of management and stakeholders at the right time and place
- Good communication channels between the project, project management, and the rest of the organisation

Who is using PRINCE2? Who is using PRINCE2? Globally thousands of organisations have adopted PRINCE2 and the same trend can be seen in Australia at all levels of government as well as the private sector.

Benefits of using PRINCE2 Organisations who use PRINCE2 gain many benefits including:

- Active involvement of the necessary stakeholders to ensure that deliverables meet the business requirements
- A proven method for managing the start, continuation and closure of the project
- Increased chance of success due to better project controls and risk management
- Increased efficiencies in communication and overall management of projects

For more information on PRINCE2 refer to www.alctraining.com.au or www.ogc.gov.uk

HOW TO REGISTER

-  Register Online
www.alctraining.com.au
-  Send your details by email
seminars@alctraining.com.au
-  Fax the Enrolment Form below to:
Fax: (02) 9388 9100
-  Any queries please call Customer Service
Tel: 1300 767 592
-  Post the completed Enrolment Form to:
ALC Training Pty Ltd
 PO Box 2229, Bondi Junction NSW 1355

COURSE DETAILS

FEES: (per delegate) **A\$**
 PRINCE2 Certification - 5 day program **2580 + gst**
 4 day course including Foundation Certificate Exam +
 1 day Review and Practitioner Certificate Exam

VENUE: The course will be held at a high quality centrally-located hotel. Full details will be on your confirmation letter and can also be found on our web site.

COURSE INFORMATION: The course is held from 9.00am to 5.00pm and registration is from 8.30am. Fees include lunch, refreshments and all course materials.

TERMS and GUARANTEE: To ensure your admission to the course, fees are payable in advance. To guarantee your satisfaction we offer a money-back or full credit policy. Details will be on your confirmation letter and our website. Cancellations with full refund will be accepted up to 5 working days before the course. After that time no refunds can be given, but substitutions may be sent at any time.

ENROLMENT FORM - PRINCE2 Certification



ALC Training Pty Ltd is an independent Australian company dedicated to the provision of top quality training and professional services for business and government. ALC has no affiliations with any vendor of hardware or software and is therefore able to provide totally unbiased education, advice and support.

	NAME	POSITION	CITY / DATE
1	Mr/Mrs/Miss/Ms		
	Email		
2	Mr/Mrs/Miss/Ms		
	Email		

TRACK CODE: A B C D R

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Address: _____

Postcode: _____ Phone: () _____ Fax: () _____

1. Cheque payable to *ALC Training Pty Ltd* 2. Purchase Order No.: _____

3. Charge to: Master Card Visa Amex Diners Cardholder Name: _____

Card No.: _____

Exp Date: ____ / ____

Signature: 

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	Phone		Phone
	Email		Email