

Management of Projects featuring PRINCE2

WORKSHOP CONTENT

Day 1

- Introduction to project management:
 - Defining a project
 - Project management pitfalls
- World class project management principles:
 - Project structure
 - Project objectives and deliverables
 - Organising the project
 - Planning the project
 - Completing the project
- Project planning and resources:
 - Milestone and activity plans
 - Estimating resource requirements
- Risk and contingency planning:
 - Risk matrix and contingency plans
 - Critical success factors

Day 2

- Project control:
 - Quality, cost and time
 - Monitoring project progress
 - Communication
 - Software tools
- Project review and completion
- Programme management:
 - Role of project manager
 - Role of project teams
 - Stakeholder management
- Review of PRINCE2 components:
 - Organisation
 - Business case
 - Plans
 - Controls
 - The management of risk
 - Quality in a project environment
 - Configuration management
 - Change management

Open Enrolment or Company-Specific

Duration: 2 days

Your objective

To manage projects and implement changes successfully and on-time - and accomplish this through the use of proven principles; by involving your people; and by avoiding the common pitfalls which cause projects to fail.

You should attend this workshop because:

- You are involved in managing projects within your organisation.
- You want to introduce a clear methodology within your business to ensure that all projects are managed consistently.

Why should the management of projects concern you?

You probably realise that increasing the success of your organisation can only be achieved by undertaking real changes. Improvement ideas are great... but it is the **implementation** of ideas that will provide real benefits to your organisation. And, with the growth of competition through e-commerce and the increasing reliance on technology for critical business operations, good project management skills are now key to successfully implementing business improvements.

PRINCE2 (P**R**ojects IN C**O**nrolled E**N**vironments) is a structured method for effective project management that can be used in your organisation. It is a de facto standard used extensively by the UK Government and the private sector, both in the UK and internationally and will help you immensely in achieving your objective to successfully manage projects and implement changes.

What will you learn?

This workshop will show you how all your projects (from process and customer service improvements to new product/service launches) can be successfully completed, on-time, using good project management skills and the PRINCE2 methodology.

It will teach you that successful project management involves the management of people, resources and the overall project; and is **not** simply using project management software to draw up a project plan.

The workshop, supported by case studies, will also provide you with template forms and tools to use when managing your projects; teach you ways to manage risk and plan for contingencies; and demonstrate techniques for gaining support and commitment from your colleagues.

If you are interested in becoming certified as a PRINCE2 Practitioner, this workshop can be supplemented with the online PRINCE2 Foundation Course and an exam taken at the Isle of Man International Business School (see page 24 for further details).

"I now have the confidence to plan and make significant changes throughout the company."

PRINCE2 Foundation Certificate



Your objective

You are working in a project-oriented role and would like to become a qualified PRINCE2 Practitioner in order to demonstrate that you know how to apply the PRINCE2 (PProjects IN Controlled Environments) methodology and can thereby successfully manage projects and implement changes in your organisation.

PRINCE2 Foundation Certificate

After attending IBS Consulting's 2-day Management of Projects workshop (or having completed the Project Management module of an Executive MBA programme at The IBS), you can opt to take the PRINCE2 Foundation Course online, which prepares you for the PRINCE2 Foundation Exam.

This exam aims to assess whether you understand the principles and terminology of the PRINCE2 methodology and whether you would be able to act as an informed member of a project management team using the PRINCE2 method.

Specifically, you must be able to:

- Describe the purpose and major content of all roles, the eight components, the eight

processes/sub-processes and the techniques of PRINCE2.

- State which management products are inputs to, and outputs from the eight processes.
- State the main purpose and key contents of the major management products.
- State the relationships between processes, deliverables, roles and the management dimensions of a project.

The Foundation Exam is a multiple-choice paper that is 1 hour in duration. There are 75 questions and you need to achieve 38 correct answers or more to pass.

The date of the exam, to be held at The IBS, will be arranged to suit as many candidates as possible.

The second examination, the PRINCE2 Practitioner Exam, may also be offered at the Isle of Man International Business School in the future, subject to demand.

PRINCE2 Foundation Course online

The PRINCE2 Foundation Course is an online training course designed to take you to a level of knowledge and understanding sufficient for you to pass the PRINCE2 Foundation Examination.

The main body of the course consists of six lessons, which cover an introduction to the method and its basic concepts, and which then go through each of the processes, components and techniques that make up the PRINCE2 methodology.

The course includes a simulation of the exam, allowing you to assess your own capability prior to taking the actual examination. Similar and previous questions help you to ensure that you understand what PRINCE2 is, and with a pass rate of 70-80%, the mock exam ensures you will pass the real, paper-based, PRINCE2 Foundation Exam.

The other facilities and features of the online course include: a PRINCE2 case study, which allows you to 'walk through' the practical issues involved in setting up and running a PRINCE2 project; a bibliography; FAQ database; and a keyword and module index to the whole course.

About PRINCE2

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