

# PRINCE2® Foundation Course



## Course Objective

This course is designed to cover in detail the PRINCE2 Foundation syllabus, and to prepare delegates for the PRINCE2 Foundation exam.

## Delegate Profile

Individuals newly-appointed to project roles or those wishing to gain formal qualifications after previous project management experience. The course would be of benefit to those with project support office or project assurance roles, Project Board members who wish to be hands-on, and team members aspiring to a more senior role.

## Topics Covered

Themes & Process Model	Change
Principles & Concepts	Risk
Business Case	Getting Work Done
Organization	Monitoring & Reporting
Starting up a Project	Issues & Escalation
Initiating a Project	Closing a Project
Quality	
Plans	
Progress	

## Trainer Profile

All AFA PRINCE2 trainers have undergone the rigorous approvals process administered by the APM Group on behalf of the UK Cabinet Office. They are practising project managers with considerable experience in a wide range of industry sectors. The use of hybrid trainer-managers is of great benefit to delegates and ensures that illustration and anecdotes have up-to-date validity and that the training given, whilst being true to the syllabus is also pragmatic.

## Location and Duration

AFA open courses are held at approximately fortnightly intervals at a range of locations across the UK. All venues have been chosen for their modern equipment and ease of access from major road, rail and air routes. Alternatively client events can be arranged either on-site or at a suitable venue nearby. A full open course schedule can be found at <http://www.afaprojects.com/courses/search/>.

This course takes place over three days, including the optional PRINCE2 Foundation examination. Delegates should be aware that considerable evening preparation and consolidation will be required by those who wish to pass the exam.

## ProjectCoach

AFA is pleased to introduce ProjectCoach, a new premium service which is completely free of charge to AFA clients. This confidential service gives every delegate the opportunity to have a document reviewed by one of AFA's experienced consultants.

## AFA Atrium

The AFA Atrium is a secure online document repository, for use by all delegates on AFA's courses. The Atrium will provide a range of value-added resources for use by delegates before, during & after classroom training.

## Guaranteed Courses

AFA guarantees all course dates in England. We believe that delegates should not have to worry about cancelled courses or transferring dates.

## Course Arrangements and Cost

Open course places cost from £895+VAT per delegate.

Included in the cost of the course are:

- Joining instructions and pre-course preparation pack**
- Access to the AFA Atrium**
- Official publication 'Managing Successful Projects with PRINCE2'**
- Printed course material**
- Examination fee**
- Course refreshments**
- ProjectCoach Service**

Joining instructions including pre-course exercises and PRINCE2 manual are sent out approximately 2 – 3 weeks before the course start date. Typically pre-course preparation will require 2-3 hours of study.

We would be pleased to provide a quote for an in-house event, based on location and delegate numbers. Course timetables can be tailored to meet client requirements. Please contact us for further information.

## Why AFA?

AFA was established sixteen years ago as a management consultancy organisation. In 1996 AFA became one of the original group of PRINCE2 Accredited Training Organisations under the scheme administered by APM Group on behalf of the UK Cabinet Office. AFA quickly established a reputation for being able to deliver training courses that combine excellent exam pass rates with realistic and practical guidance ensuring maximum skills transfer.

AFA continues to specialise in the Best Practice methods, becoming accredited at the earliest possible opportunity to deliver training in:

- MoP™ portfolio management**
- MSP® programme management**
- M\_o\_R® risk management**
- P3O® portfolio, programme and project support offices**
- Five further training strands complete the AFA offering:
  - Change Management** – accredited by the APM Group
  - Benefits Management** – developed from experience of MSP training & implementation
  - ITIL® Service Management** – accredited by ISEB
  - APM Qualifications** – accredited by the Association of Project Management
  - MoV™ Management of Value** – accredited by the APM Group

We believe that this unique combination of expertise allows us to help organisations to maximise the benefits of their change initiatives.

## Contact Details

If you would like further information or wish to make a booking please contact Stuart Flatt at [Stuart.Flatt@AFAProjects.com](mailto:Stuart.Flatt@AFAProjects.com) or on 01362 692973, or book online at [www.AFAProjects.com](http://www.AFAProjects.com).

## Exam Information

### Foundation

- Question booklet contains 75 questions – 70 exam questions and 5 trial questions.
- Pass mark is a total of 35 or more out of a possible 70 (50%).
- 1 hour multiple choice, closed book.

### Foundation Focus

We have enhanced our courses to include a package of new material that makes it easier for you to focus on the foundation exam. This includes PRINCE2 1000 - the Big Ideas in 1000 words, the AFA PRINCE2 Model, Foundation Essentials - the comprehensive syllabus document & material signposting.

*We focus on the exam so you can focus on the method.*