

PRINCE2® Foundation Course

Exclusive to AFA

AFA is offering exclusive **post course support** to all direct bookings on AFA open exam courses; our **new** and **unique** product gives you the opportunity to ask our **accredited experts** up to 5 project management questions completely **free** of charge. Please contact us for further information.

Course Objective

To cover the content of the PRINCE2 Foundation syllabus and to prepare delegates to take the Foundation exam on the last afternoon of the course.

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

The following modules will be delivered:

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

Trainer Profile

All AFA PRINCE2 trainers have undergone the rigorous approvals process administered by the APM Group on behalf of the Office of Government Commerce (OGC). 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.asp?i=1>.

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.

Course Arrangements and Cost

Open course places cost from £895+VAT per delegate. Overnight accommodation can be booked on request at preferential rates.

Included in the cost of the course are:

- Joining instructions and pre-course preparation pack
- OGC publication 'Managing Successful Projects with PRINCE2'
- Printed course material
- Examination fees
- Daytime refreshments

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 a couple of hours of study. We would be pleased to provide a quote for an in-house event, based on location and delegate numbers. Please contact us for further information.

Why AFA?

AFA was established fifteen 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 Office of Government Commerce. 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:

- MSP[™] programme management
- M_o_R[®] risk management, and
- P3O[®] portfolio, programme and project support offices

AFA's ethos is to work with client organisations, retaining existing robust processes and further developing them in line with Best Practice guidance. Training events are often tailored to suit the current level of understanding within an organisation; a pathway of progression can be offered to allow understanding and skills to develop and grow.

AFA has always played a full part in the Best Practice community. AFA trainers and consultants have served on the editing and review teams for all recent updates of the guidance manuals. Several AFA trainers are examiners or assessors for one or more of the methodologies. AFA was represented on the review panel for the PRINCE2:2009 refresh and piloted the corresponding examinations. The chapter 'Tailoring PRINCE2' which forms an integral part of the PRINCE2:2009 guidance is adapted from the OGC publication, 'Tailoring PRINCE2' which was written by AFA's managing director, Alan Ferguson.