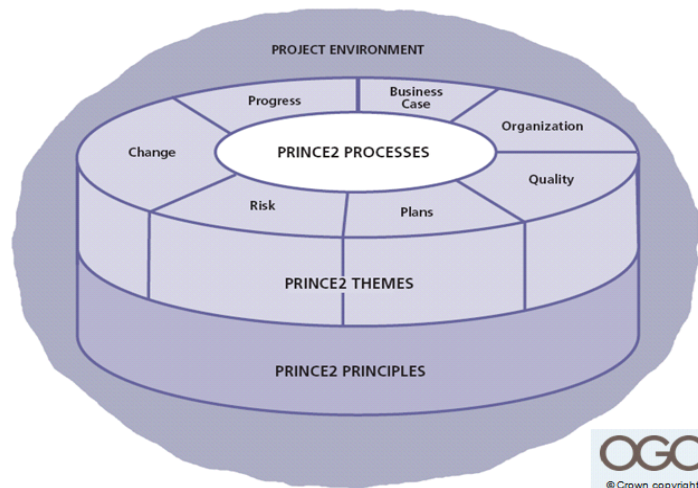


# PRINCE2®

## Foundation & Practitioner course

Dates:

See website for dates and locations  
[www.unicom.co.uk/prince2](http://www.unicom.co.uk/prince2)



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Organised by:



# PRINCE2® Foundation & Practitioner Course

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## Introduction

One of the most highly regarded and broadly accepted qualifications, PRINCE2®, (Projects in Controlled Environments) is a structured project management method covering the organisation, management and control of projects. PRINCE2® is widely used in both the public and private sectors and has become the UK's de facto standard for generic project management, not just for IT projects. It is increasingly being adopted around the world. In June 2009, the Office of Government Commerce (OGC) officially launched a refreshed version of PRINCE2®.

There are two levels to the qualification:

The **Foundation** is the first qualification that is required to become a PRINCE2 Practitioner. This level is aimed at enabling the candidate to act as an informed member of the team using the PRINCE2 method. For this they need to show that they understand the principles and terminologies of the method. The **Foundation Exam Format** is an hour of multiple choice questions (Closed book). 35 out of 70 correct answers are required to pass. Candidates must pass the Foundation exam before proceeding to the Practitioner level.

The **Practitioner** Level aims to measure whether the candidate is able to apply PRINCE2 methods to the running and managing of a project. They need to show that they are able to tune PRINCE2 to different project circumstances and understand the relationship between processes, components and techniques.

The **Practitioner Exam** is a “Scenario based” examination lasting three hours. This is an open – book format and the minimum pass mark is now 55%.

*It is possible to take the Foundation Level only.*

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## Course Material

**Extensive pre-course material is supplied electronically.** This covers the difference between line management and Project Management and is followed by an overview of the PRINCE2 method. Self-test material is included. In order to make the candidate fully conversant with the processes, deliverables, roles and the management dimensions of a project, Dr Ian Procter, the trainer, has developed a series of tests on the topics and also a mock foundation examination. Delegates will have on-line access to this material throughout the course. This exercise helps the delegates to look up the OGC Manual for the problems, as indicated in the test. A range of new on-line Practitioner material is available to help delegates with the new format of the Practitioner examination. Sample examination questions are introduced at an appropriate time. The Foundation examination takes place on the Thursday afternoon and the Practitioner exam can be taken on the Friday immediately following the course.

Following the course, delegates will be able to organise, plan and control projects quickly and effectively in accordance with the PRINCE2® Methodology. Senior management will be able to make decisions on project initiation and continuation on the basis of hard facts provided in a structured format.

**In 2009, the PRINCE2 method was substantially revised. This course follows the 2009 revisions:**

- ◆ Clarification of the 7 Principles of PRINCE2 Project Management.
- ◆ The 8 Components were changed to 7 Themes (Change Control & Configuration Management were merged).
- ◆ 7 Processes instead of 8 (Planning was merged into Plans Theme). Each process contains Activities.
- ◆ The 3 Techniques were merged into the respective themes.
- ◆ The 36 Management Products shrank to 27.
- ◆ New section was created on Tailoring PRINCE2, and embedding it into the organisation.
- ◆ The manual was reduced to under 400 pages.

## Comments from participants

"Presenter is incredible. I have never attended a course where the presenter was so well informed about the topic, and at the same time he presents the material in such a great way!" **Siemens AG**

"Excellent links to real world examples and grounded in solid practical thinking" **AWE plc.**

"Pace of course was spot on." **Xafinity Ltd**

"Just to say I received your letter of confirmation re passing my Practitioner exam and to say a big THANK YOU for tutoring us through the material. I think we were all rather worried and overwhelmed to start but your excellent notes and tutoring got us there - phew!" **Humango Intl**

"Tough, intense, but really, really good. Ian really knew his stuff and his communication skills were excellent" **Marks & Spencer**

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## 1st Delegate

Dr/Mr/Ms/Mrs.....First Name.....  
Surname.....  
Position.....  
Head of Department.....

## 2nd Delegate

Dr/Mr/Ms/Mrs.....First Name.....  
Surname.....  
Position.....  
Head of Department.....

## Contact Details

Organisation.....  
Address.....  
Post Code.....  
Tel.....Mobile.....  
Fax.....  
Email.....

### INVOICE TOTAL

I enclose a cheque made payable to UNICOM Seminars

Please charge my:        

Card No.

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Expiry   Date:   /

Purchase Order

Please invoice (include invoice address)

F.A.O.....

Organisation.....

Address.....

Post Code.....

Tel.....Mobile.....

Signature.....

Please book me on this event

## PRINCE2® FOUNDATION & PRACTITIONER COURSE

**Registration Fee:** 5 days:

**£1150 + £237 (exam fees) + VAT**

### Registration Details:

The registration fee for the training course or the event covers the following: attendance, copy of the documentation and materials, examinations where applicable and light refreshments. Accommodation is not included unless otherwise specified.

Joining instructions will be sent to you approximately one week before the event (if for any reason these are not received, please contact UNICOM).

### PAYMENT TERMS:

Payment is required in advance of the event or at the latest, paid at the event. All invoices carry a 10% surcharge, which is payable if the fee remains unpaid on the day of the event and 30 days thereafter; should the invoice remain unpaid beyond 30 days and up to 45 days the surcharge increases to 15% and if unpaid after 45 days the surcharge increases to 20%. For credit card payments a 2.5% fee amount is charged or for American Express cards the fee is 3% of the total amount.

### CANCELLATION AND SUBSTITUTION TERMS:

What happens if I have to cancel? If you confirm your **CANCELLATION** in writing up to fifteen (15) working days before the event or training start date and if the invoice has already been paid you will receive a refund less a 10% + VAT service charge; if the invoice has not been paid at that point you the a credit note for the existing invoice will be raised and a new invoice raised for the 10% +VAT service charge – the service charge invoice is due for payment by the original event / training start date. Regrettably, no refunds can be made for cancellations received less than 15 working days prior to the event and the invoice will remain due. **SUBSTITUTIONS** are welcome at any time – there is no fee for sending a substitute delegate on any event or training. If it is more than 15 working days but less than 5 working days before the course or training start date, you may **TRANSFER** your registration to a future date within a 6 month period. If it is less than 15 working days to the event /training start date you can still **TRANSFER** your booking to a future event future date within 6 months but an additional transfer fee of £125+VAT per person per event day will be charged (e.g. the transfer fee for a 2 day training is £250+VAT), invoices for transfer fees are due for payment within 7 days of the invoice date invoice.

As we cannot guarantee that exactly the same event or training will be available, the transfer will be open to any other UNICOM event taking place within six months from the date of the original event. **TRANSFERS** are not accepted less than five (5) working days before the event or training unless there are exceptional circumstances and the acceptance of the transfer is at the discretion of UNICOM.

Where a transfer has been made and a future date selected, the standard cancellation terms and conditions apply to the transferred booking just as if it were a new booking.

UNICOM reserves the right to amend the event / training content programme if necessary and cannot guarantee repeats of the same event or training. All transfers and cancellations must be made in writing either by email or letter and are only valid when confirmed by email or on writing by UNICOM. Transfers and cancellations are not accepted by telephone.

### INDEMNITY:

Should for any reason outside the control of UNICOM Seminars Ltd, the venue or the presenters change, or the event be cancelled due to but not exclusively to industrial action, adverse weather conditions, an act of terrorism, presenter illness or other reasons beyond its control UNICOM Seminars Ltd will make reasonable endeavour to reschedule, but the client hereby indemnifies and holds UNICOM Seminars Ltd harmless from and against any and all costs, damages and expenses, including attorneys fees, which are incurred by the client as a consequence beyond the attendance fee due to UNICOM. The construction validity and performance of this Agreement shall be governed by all aspects by the laws of England to the exclusive jurisdiction of whose court the Parties hereby agree to submit.



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