

PRINCE2® 2017 Practitioner Exam – Candidate Guidance

1. Introduction

The PRINCE2® 2017 Practitioner exam aims to enable you to demonstrate that you have sufficient understanding of how to apply and tailor the PRINCE2 project management method, in a given context. It uses objective test questions and you will be required to choose the correct answer. In some cases, that will clearly indicate so, you will be requested to make two selections.

The validity of the PRINCE2 2017 Practitioner certificate is 3 years.

2. Structure of the exam

The examination paper consists of the below:

2.1 Scenario Booklet

- One scenario providing
 - description of the (fictional) organization,
 - business rationale for the project,
 - project objectives.
- No reference to additional information in the scenario booklet; if additional information is needed to answer a question, this is provided in the Question booklet, booklet described below
- If no additional information is provided, you should answer using only the information included in the question. In such cases the scenario provides the project's overall context and background and not the facts required to answering the question.

2.2 Question Booklet

- 68 questions in parts.
- Each set of questions, covers a different syllabus area, that will be clearly identified at the beginning of the question set (part) – i.e. PRINCIPLES.
- Each question is worth 1 mark.
- There is no negative marking
- Pass mark 55% (38 out of 68).
- You are expected to answer all questions.
- This is an open book exam; You can use the Managing Successful Projects with PRINCE2® 2017 Edition guidance.
- No other material is allowed.
- Each question is separate. Do not use information from one question to answer another question
- For some questions you will also need the Additional Information. This is indicated before the question in the Question Booklet.

2.3 Answer Sheet

- Only **one answer** per question is allowed unless it is clearly stated in the question otherwise.
- Marks are not subtracted for incorrect answers.

3. PRINCE2 syllabus areas addressed

The PRINCE2 2017 Practitioner Syllabus includes 3 learning outcomes as listed below. The PRINCE2 2017 Practitioner exam covers the following syllabus areas:

Syllabus Areas:

- Principles
- Business Case theme
- Organization theme
- Quality theme
- Plans theme
- Risk theme
- Change theme
- Progress theme
- Starting up a Project Process
- Directing a Project Process
- Initiating a Project Process
- Controlling a Stage Process
- Managing Product Delivery Process
- Managing a Stage Boundary Process
- Closing a Project Process

The questions covering the above areas cover the following **learning outcomes**:

- Learning outcome 1 - Apply the PRINCE2 principles in context
- Learning outcome 2 - Apply and tailor relevant aspects of PRINCE2 themes in context
- Learning outcome 3 - Apply (and tailor) relevant aspects of PRINCE2 processes in context

The full PRINCE2 2017 syllabus is available from AXELOS or from your Accredited Training Organization.

4. Question types

The questions are all 'multiple choice'. There is a short description of a situation, and then a question. The paper uses **two (2) different types** of questions:

4.1 Classic Multiple-Choice Questions – 'choose one from a list of possible options'.

For the 'classic' questions (1 mark), you have a question and four options (A, B,C,D). An example question regarding PRINCIPLES of PRINCE2 2017 follows:

PRINCIPLES

1) The Chief Executive Officer (CEO) of the record company requires the cost-benefit analysis of every project to be recorded in a document called a 'project rationale'. The executive is preparing the draft 'project rationale' as part of the pre-project phase.

Which **principle** is being applied, and why?

- A. 'Continued business justification', because the justification for starting the project needs to be recorded in some form of a business case.
- B. 'Continued business justification', because it is the executive who drafts the outline business case at the beginning of a project.

- C. 'Learn from experience', because it is important to consider lessons from previous projects at the beginning of a new project.
- D. 'Learn from experience', because the project management team should learn from more experienced corporate management."

The correct answer, along with the rationale is:

A. Correct. For all projects, PRINCE2 requires a justifiable reason for starting the project, which must be recorded. The format and formality of documentation may vary, depending on organizational standards, needs and circumstances. Ref 3.1 at PRINCE2 2017 guide

4.2 Matching Questions - you have 3 pieces of information and you have to choose an answer for each from a list of 5 or 6 options.

An example of matching question in regards to the BUSINESS CASE Principles follows:

BUSINESS CASE

Here are three actions related to managing business justification for the Music Album Project.

Which role (A-F) should be responsible for each action?

Choose only one role for each action. Each role can be used once, more than once, or not at all.

<p>9) Ensure that the law firm that is working on the contract between the singer and the record company will make a profit.</p> <p>10) At a benefits review of the album launch, state whether the album sales met the targets specified in the business case.</p> <p>11) Monitor monthly spend against the agreed budget on behalf of the record company.</p>	<p>A. Executive.</p> <p>B. Senior user.</p> <p>C. Senior supplier.</p> <p>D. Project manager.</p> <p>E. Team manager.</p> <p>F. Project assurance.</p>
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For this example, the correct answer, along with the rationale for each of the questions is as follows:

9) **C is the correct answer.** The law firm is an external supplier and therefore the senior supplier should be accountable for the supplier's business case.

10) **B is the correct answer.** At benefit reviews the senior user should provide statements of actual benefit achievements compared to forecast benefits.

11) **F is the correct answer.** Project assurance should monitor project finance on behalf of corporate, programme management or the customer.

5. Editorial notes

Please note that for all references to PRINCE2 themes, processes, defined management products and proper nouns title case has been used throughout the examination.

5.1 Uses of "should": "should" is used to show "obligation", when something is good or important or recommended. It is not as strong as must and is used when testing whether something should occur because it is consistent with the principles and recommended practices of PRINCE2.

5.2 Uses of "must": "must" is used when talking about something that is "necessary" or "has" to occur, something that is mandatory.

5.3 Use of 'according to PRINCE2'

The expression 'According to PRINCE2' is used to stress that the question is purely theoretical and does not require evaluation of scenario information.

6. Time management

The exam duration is **150 minutes**. You need to answer all questions and manage your time accordingly. A suggested timing **for guidance only** is to spend the first 5 minutes to read the scenario information and get familiar with the paper layout. If you then allocate 8 minutes per syllabus section (or approximately 2 minutes per question), you will have 25 minutes for additional reading that might be required for some questions. Some questions may take longer to answer due to question type and use of additional information.

Access to your own annotated PRINCE2 manual is permitted during the exam. **No additional support material** is allowed, including post-it notes (other than tabulation of the sections of the manual) and stapled sheets. You should be aware of the time constraint upon you and note that the time pressure of the exam means that the **questions have not been designed** to require the manual to answer questions. Its use is optional and as a guide, you might check the manual once or twice during the exam for a specific point but any more than that is likely to be counter-productive and is not advised.

7. Filling the answer sheet

- You can only use a soft pencil (2B, HB).
- You cannot use ink or a ballpoint pen.
- If you wish to change your answer during the examination, clearly erase your original answer and mark your new answer. If there is more than one circle marked for an answer, the question will score zero.
- Select your answer by filling in completely the circle that relates to your chosen response as shown below.
- Do **NOT** use the following wrong marks as they may be ignored.



8. Maintaining the PRINCE2 2017 Practitioner Certification

PRINCE2 2017 Practitioner certificate is valid for three years, at the end of which PRINCE2 2017 Practitioner certified professionals will need to either resit the Practitioner exam or maintain their certificate through AXELOS membership. To remain current through membership they must meet the following criteria within the three-year period:

1. Join membership within three months of passing the exam and remain in membership for the three-year period by renewing the subscription each year.
2. Maintain the PRINCE2 digital badge which will be awarded as part of membership for the three-year period. They will need to record 20 CPD points each year, in the prescribed categories, for the badge to be extended on renewal.

By satisfying the above criteria they will be issued a new certificate that is valid for a further three years.