

PRINCE2® Foundation Candidate Syllabus

July 2017

Introduction

The PRINCE2 Practitioner qualification is intended for project managers and aspiring project managers. It is also relevant to other key staff involved in the design, development and delivery of projects, including: project board members (e.g. senior responsible owners), team managers (e.g. product delivery managers), project assurance (e.g. business change analysts), project support (e.g. Project and Programme Office personnel), and operational line managers/staff.

The PRINCE2 Practitioner examination is intended to assess whether a candidate can recall and understand the PRINCE2 project management method (as described in the syllabus below). The PRINCE2 Foundation qualification is a prerequisite for the PRINCE2 Practitioner exam, which assesses the ability to apply understanding of the PRINCE2 project management method in context.

Exam Overview

Material allowed	None	This is a 'closed book' exam. The <i>Managing Successful Projects with PRINCE2</i> publication, 2017 edition, should be used for study, but is NOT permitted to be used in the exam.
Exam duration	60 minutes	Candidates taking the exam in a language that is not their native or working language may be awarded 25% extra time, i.e. 75 minutes in total.
Number of marks	60 marks	There are 60 questions, each worth 1 mark. There is no negative marking.
Pass mark	33 marks	You will need to get 33 questions correct (55%) to pass the exam.
Level of thinking	Bloom's levels 1&2	"Bloom's level" describes the type of thinking needed to answer the question. For Bloom's level 1 questions, you need to <u>recall</u> information about the PRINCE2 method. For Bloom's 2 questions, you need to show <u>understanding</u> of these concepts.
Question types	Classic, Missing word, & List	The questions are all 'multiple choice'. For the 'classic' questions, you have a question and four answer options. For the 'missing word' questions, there is a sentence with a word missing and you have to select the missing word from four options. For the 'list' questions, there is a list of four statements and you have to select the two correct statements.

Example 'classic' question:

Which is one of the four integrated elements within PRINCE2?

- a) Quality
- b) Role descriptions
- c) Processes
- d) Product descriptions

Example 'missing word' question:

Identify the missing word in the following sentence.

A purpose of the [?] theme is to control any unacceptable deviations from the project's objectives.

- a) Change
- b) Plans
- c) Progress
- d) Risk

Example 'list' question:

Which two statements about tailoring are CORRECT?

1. Processes can be simplified or carried out in more detail.
2. Terminology can be changed to suit organizational standards.
3. Themes that are not relevant to the project can be excluded.
4. Project management team members can carry out any combination of roles.

- a) 1 and 2
- b) 2 and 3
- c) 3 and 4
- d) 1 and 4

Please see the sample paper for an example of the exam format and content.

Syllabus

The tables below give a summary of the concepts that are tested in the exam, and the main parts of the manual in which these are described. The book references refer to the section stated, but not the subsections within that section, unless stated.

Learning outcome 1 - Understand key concepts relating to projects and PRINCE2			
Assessment Criteria	Book references	Bloom's level	No. marks
1.1 Recall: <ul style="list-style-type: none"> the definition and characteristics of a project the six aspects of project performance to be managed the integrated elements of PRINCE2: principles, themes, processes and the project environment what makes a project a PRINCE2 project 	1.1, 1.3, 2.1, 2.3	BL1	
1.2 Describe: <ul style="list-style-type: none"> the features and benefits of PRINCE2 the customer/supplier context on which PRINCE2 is based 	1, 2.5, 2.5.4	BL2	

Learning outcome 2 - Understand how the PRINCE2 principles underpin the PRINCE2 method			
Assessment Criteria	Book references	Bloom's level	No. marks
2.1 Explain the PRINCE2 principles: <ul style="list-style-type: none"> continued business justification learn from experience defined roles and responsibilities manage by stages manage by exception focus on products tailor to suit the project 	Chapter 3	BL2	
2.2 Explain which aspects of a project can be tailored, who is responsible, and how tailoring decisions are documented	4.3.1-2	BL2	

Learning outcome 3 - Understand the PRINCE2 themes and how they are applied throughout the project			
Assessment Criteria	Book references	Bloom's level	No. marks
3.1.1 Explain the purpose of: <ul style="list-style-type: none"> the business case theme business case, benefits management approach 	6.1, A.1.1, A.2.1	BL2	
3.1.2 Describe PRINCE2's minimum requirements for applying the business case theme	6.2	BL2	
3.1.3 Define key concepts related to business justification, and the differences between them: outputs, outcomes, benefits & dis-benefits	6.1, fig 6.1	BL1	
3.2.1 Explain the purpose of: <ul style="list-style-type: none"> the organization theme communication management approach 	7.1, A.5.1	BL2	
3.2.2 Describe what PRINCE 2 requires, as a minimum, for applying the organization theme	7.2, fig 7.3	BL2	

Syllabus (continued)

Learning outcome 3 (continued) - Understand the PRINCE2 themes and how they are applied throughout the project			
Assessment Criteria	Book references	Bloom's level	No. marks
3.2.3 Describe the role and responsibilities of: <ul style="list-style-type: none"> • project board • executive • senior user • senior supplier • project assurance • change authority • project manager • team manager • project support including which roles can be combined	7.2.1 (all subsections)	BL2	
3.2.4 Explain key concepts related to organization: <ul style="list-style-type: none"> • stakeholder • the three project interests and how these are represented within the four levels of management 	7.1, fig 7.1, fig 7.2	BL2	
3.3.1 Explain the purpose of: <ul style="list-style-type: none"> • the quality theme (8.1), • product description, project product description, quality management approach, quality register 	8.1, A.17.1, A.21.1, A.22.1, A.23.1	BL2	
3.3.2 Describe PRINCE2's minimum requirements for applying the quality theme	8.2	BL2	
3.3.3 Explain key concepts related to quality, and the differences between them: <ul style="list-style-type: none"> • quality planning and quality control • project assurance and quality assurance • customer quality expectations and acceptance criteria 	8.1.1, 8.3.6, 8.3.8	BL2	
3.4.1 Explain the purpose of: <ul style="list-style-type: none"> • the plans theme • project plan, stage plan, exception plan, team plan 	9.1, 9.2.1-4, A.16.1	BL2	
3.4.2 Describe PRINCE2's minimum requirements for applying the plans theme	9.2	BL2	
3.4.3 Recall the steps in: <ul style="list-style-type: none"> • the recommended approach to planning, including • the recommended approach to defining and analyzing the products and explain: <ul style="list-style-type: none"> • the factors to consider when structuring the project into management stages 	fig 9.2, fig 9.6, 9.3.1.1	BL1	
		BL2	
3.5.1 Explain the purpose of: <ul style="list-style-type: none"> • the risk theme, including the purpose of a risk budget • risk management approach, risk register 	10.1, 10.3.7, A.24.1, A.25.1	BL2	
3.5.2 Describe PRINCE2's minimum requirements for applying the risk theme.	10.2	BL2	
3.5.3 Define key concepts related to risk, and the differences between them: <ul style="list-style-type: none"> • a risk: threat or opportunity • recommended risk response types • risk owner and risk actionee • cause, event and effect • risk probability, risk impact and risk proximity 	10.1, tab 10.3, 10.4.4, 10.4.1.2, 10.4.2.1	BL1	
3.5.4 Describe the recommended risk management procedure	10.3.2, 10.4.1-5	BL2	
3.6.1 Explain the purpose of: <ul style="list-style-type: none"> • the change theme, including the purpose of a change budget • change control approach, configuration item record, issue register, issue report, product status account 	11.1, 11.3.6, A.3.1, A.6.1, A.12.1, A.13.1	BL2	
3.6.2 Describe PRINCE2's minimum requirements for applying the change theme.	11.2	BL2	

Learning outcome 3 (continued) - Understand the PRINCE2 themes and how they are applied throughout the project			
Assessment Criteria	Book references	Bloom's level	No. marks
3.6.3 Describe: <ul style="list-style-type: none"> types of issue the recommended issue and change control procedure . 	11.1, tab 11.1 fig 11.1, 11.4.1-5	BL2	
3.7.1 Explain the purpose of: <ul style="list-style-type: none"> the progress theme the daily log, lessons log, lessons report, work package, end stage report, end project report, checkpoint report, highlight report , exception report . 	12.1, A.7.1, A.14.1, 12.2.2.3, A.15.1, A.26.1, 12.2.2.1, A.9.1, A.8.1, A.4.1, A.11.1, 12.2.2.4, A.10.1	BL2	
3.7.2 Describe PRINCE2's minimum requirements for applying the progress theme.	12.2	BL2	
3.7.3 Explain key concepts related to progress: <ul style="list-style-type: none"> event-driven and time-driven controls tolerances and exceptions, including how tolerances are set and exceptions are reported 	12.2.2, 12.2.1, fig 12.1, 12.2.3	BL2	

Learning outcome 4 Understand the PRINCE2 processes and how they are carried out throughout the project			
Assessment Criteria	Book references	Bloom's level	No. marks
4.1 Explain the purpose of the PRINCE2 processes: <ul style="list-style-type: none"> starting up a project, including the purpose of the project brief, directing a project, including the purpose of the project initiation documentation (PID), initiating a project, controlling a stage, managing product delivery, managing a stage boundary, closing a project. 	14.1, A.19.1, 15.1, A.20.1, 16.1, 17.1, 18.1, 19.1, 20.1	BL2	
4.2 Explain the objectives of the PRINCE2 processes (as above, excluding the PID and project brief):	14.2, 15.2, 16.2, 17.2, 18.2, 19.2, 20.2	BL2	
4.3 Explain the context of the PRINCE2 processes (as above, excluding the PID and project brief):	14.3, 15.3, 16.3, 17.3, 18.3, 19.3, 20.3	BL2	

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Introduction

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The PRINCE2 Practitioner examination is intended to assess whether a candidate can apply and tailor the PRINCE2 project management method (as described in the syllabus below). A successful Practitioner candidate should, with suitable direction, be able to start applying the method to a real project but may not be sufficiently skilled to do this appropriately for all situations. Their individual project management expertise, complexity of the project and the support provided for the use of PRINCE2 in their work environment will all be factors that impact what the Practitioner can achieve.

Exam Overview

Material allowed	PRINCE2 manual	This is an 'open book' exam. The <i>Managing Successful Projects with PRINCE2</i> publication, 2017 edition, should be used (and you can make notes inside the book), but no other material is allowed.
Exam duration	2 hours 30 minutes	Candidates taking the exam in a language that is not their native or working language may be awarded 25% extra time, i.e. 188 minutes in total.
Number of marks	68 marks	There are 68 (part) questions, each worth 1 mark. There is no negative marking.
Pass mark	38 marks	You will need to get 38 (part) questions correct to pass the exam.
Level of thinking	Bloom's levels 3&4	"Bloom's level" describes the type of thinking needed to answer the question. For Bloom's level 3 questions, you need to <u>apply</u> your knowledge to a situation. For Bloom's 4 questions, you need to <u>analyze</u> the information provided and reason whether a course of action is effective/appropriate.
Exam format	Scenario, additional information & questions	You should read the 'Project Scenario' which gives background information about the project that the questions apply to. For at least one question, you will also need to use the 'Additional Information' which gives information about people who may be working on the project.
Question types	Classic & matching	The questions are all 'multiple choice'. There is a short description of a situation, and then a question. For the 'classic' questions (1 mark), you have a question and four options (A,B,C,D). For the 'matching' questions (3 marks) you have 3 pieces of information and you have to choose an answer for each from a list of 5 or 6 options.

Please see the sample paper for an example of the exam format and content.

Syllabus

The tables below give a summary of the concepts that are tested in the exam, and the main parts of the manual in which these are described. (Ch = chapter, † = all subsections of that section of the manual.)

Learning outcome 1 - Apply the PRINCE2 principles in context			
Assessment Criteria	Book references	Bloom's level	No. marks
1.1 Analyze the application of PRINCE2 principles in context	Ch. 3†,4.1, 4.3†	BL4	8

Learning outcome 2 - Apply and tailor relevant aspects of PRINCE2 themes in context			
Assessment Criteria	Book references	Bloom's level	No. marks
2.1.1 Apply the PRINCE2 requirements for the business case theme, demonstrating an understanding of: <ul style="list-style-type: none"> benefits management approach & business case the recommended roles and responsibilities outputs, outcomes, benefits and dis-benefits 	6.1, fig 6.1, 6.2, A.1, A.2	BL3	3
2.1.2 Assess whether an approach to applying the business case theme is effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and requirements of the theme	6-6.3†, 4.3†, 5.1, A.1†, A.2†, App.C†, 14.5.2, 16.5.2	BL4	2
2.2.1 Apply the PRINCE2 requirements for the organization theme, demonstrating an understanding of: <ul style="list-style-type: none"> communication management approach the recommended roles and responsibilities the recommended project management team structure 	7.1, 7.2†, fig 7.2, 7.3.1, 7.3.7, A.5, App C†	BL3	3
2.2.2 Assess whether an approach to applying the organization theme is effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and requirements of the theme	7.1-2†, 7.3.1-5, 7.3.7, 4.3†, 5.1, 16.5.2, A.5†, App.C†, 15.5.2, 14.5.3, 16.5.3, 17.5.3, 18.5.3, 19.5.3, 20.5.3	BL4	2
2.3.1 Apply the PRINCE2 requirements for the quality theme, demonstrating an understanding of: <ul style="list-style-type: none"> product description, project product description, quality management approach, quality register recommended roles and responsibilities quality planning, quality control, quality assurance 	8.1.1, fig 8.1, 8.2, 8.3.5, 8.3.6, 8.3.8-9, 8.3.11, A.17, A.21, A.22, A.23,	BL3	3
2.3.2 Assess whether an approach to applying the quality theme is effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and requirements of the theme	Ch.8† (excluding 8.3.10 & 8.3.12), 4.3†, 5.1, 16.5.2, 19.5.2, A.17†, A.21-23†, App.C†	BL4	2
2.4.1 Apply the PRINCE2 requirements for applying the plans theme, demonstrating an understanding of: <ul style="list-style-type: none"> project plan, stage plan, exception plan, team plan recommended roles and responsibilities the recommended approach to planning, including the recommended approach to defining and analyzing the products 	tab 9.1, 9.2.1†, 9.2†, 9.3.1-7(excluding detailed estimating and resource scheduling techniques), A.16†	BL3	3

Syllabus (continued)

Learning outcome 2 (continued) - Apply and tailor relevant aspects of PRINCE2 themes in context			
Assessment Criteria	Book references	Bloom's level	No. marks
2.4.2 Assess whether an approach to applying the plans theme is effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and requirements of the theme	9.1-3 [†] (excluding detailed estimating and resource scheduling techniques), 9.4.1, 4.3 [†] , 5.1, 14.5.2, 16.5.2, 18.5.2, 19.5.2, A.16 [†] , App.C [†]	BL4	2
2.5.1 Apply the PRINCE2 requirements for applying the risk theme, demonstrating an understanding of: <ul style="list-style-type: none"> • risk management approach, risk register • recommended roles and responsibilities • the recommended risk management procedure 	10.2, tab 10.1, 10.3.2, 10.4 [†] (excluding risk estimation and evaluation techniques), A.24 [†] , A.25 [†]	BL3	3
2.5.2 Assess whether an approach to applying the risk theme is effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and requirements of the theme	Ch.10 [†] (excluding risk estimation and evaluation techniques), 4.3 [†] , 5.1 [†] , 16.5.2, A.24-25 [†] , App.C [†]	BL4	2
2.6.1 Apply the PRINCE2 requirements for applying the change theme, demonstrating an understanding of: <ul style="list-style-type: none"> • change control approach, configuration item record, issue register, issue report, product status account • recommended roles and responsibilities • the recommended issue and change control procedure 	11.1, tab 11.1, 11.2 [†] , tab 11.2, 11.4 [†] , 11.3.6, A.3 [†] , A.6 [†] , A.12 [†] , A.13 [†]	BL 3	3
2.6.2 Assess whether an approach to applying the change theme is effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and requirements of the theme	Ch.11 [†] , 4.3 [†] , 5.1, 16.5.2, 17.5.2, A.3 [†] , A.6 [†] , A.12 [†] , A.13 [†] , A.18 [†] , App.C [†]	BL 4	2
2.7.1 Apply the PRINCE2 requirements for controlling progress, demonstrating an understanding of: <ul style="list-style-type: none"> • checkpoint report, daily log, end project report, end stage report, exception report, highlight report, lessons log, work package • recommended roles and responsibilities • tolerances and raising exceptions 	12.2 [†] , tab 12.2, 12.2.1, 12.2.3, A.4 [†] , A.7 [†] , A.8 [†] , A.9 [†] , A.10 [†] , A.11 [†] , A.14 [†] , A.26 [†]	BL 3	3
2.7.2 Assess whether an approach to applying the progress theme is effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and requirements of the theme	12.1-3 [†] , 4.3 [†] , 5.1, 14.5.2, 17.5.2, 18.5.2, 19.5.2, 20.5.2, A.4 [†] , A.7-11 [†] , A.14 [†] , A.26 [†] , App.C [†]	BL4	2

Syllabus (continued)

Learning outcome 3 (continued) - Apply (and tailor) relevant aspects of PRINCE2 processes in context			
Assessment Criteria	Book references	Bloom's level	No. marks
3.1.1. Carry out the starting up a project process activities, demonstrating an understanding of: <ul style="list-style-type: none"> the recommended associated actions recommended roles and responsibilities how the themes may be applied 	14.2-4 [†] , 14.4 [†] , A.19 [†] , 14.1-6, Ch, 6-12 [†]	BL 3	3
3.1.2 Assess whether starting up a project process activities/actions, roles and responsibilities are effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and objectives of the process	Ch.14 [†] (excluding 14.5.2), 4.3 [†] , 13.4, A.19 [†] , App.C [†]	BL4	1
3.2.1 Carry out the directing a project process activities, demonstrating an understanding of: <ul style="list-style-type: none"> the recommended associated actions recommended roles and responsibilities how the themes may be applied 	15.2-4 [†] , 15.4 [†] , tab 15.1-6, Ch, 6-12 [†]	BL 3	3
3.2.2 Assess whether directing a project process activities/actions, roles and responsibilities are effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and objectives of the process	Ch.15 [†] , 4.3 [†] , 13.4, A.19 [†] , App.C [†]	BL 4	1
3.3.1 Carry out the initiating a project process activities, demonstrating an understanding of: <ul style="list-style-type: none"> the recommended associated actions recommended roles and responsibilities how the themes may be applied 	16.2-4 [†] , 16.4 [†] , A.20 [†] , tab 16.1-9, Ch, 6-12 [†]	BL 3	3
3.3.2 Assess whether initiating a project process activities/actions, roles and responsibilities are effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and objectives of the process	Ch.16 [†] (excluding 16.5.2), 4.3 [†] , 13.4, A.20 [†] , App.C [†]	BL 4	1
3.4.1 Carry out the controlling a stage process activities, demonstrating an understanding of: <ul style="list-style-type: none"> the recommended associated actions recommended roles and responsibilities how the themes may be applied 	17.2-4 [†] , 17.4 [†] , tab 17.1-8, Ch 6-12 [†]	BL 3	3
3.4.2 Assess whether controlling a stage process activities/actions, roles and responsibilities are effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and objectives of the process	Ch.17 [†] (excluding 17.5.2), 4.3 [†] , 13.4, App.C [†])	BL 4	1
3.5.1 Carry out the managing product delivery process activities, demonstrating an understanding of: <ul style="list-style-type: none"> the recommended associated actions recommended roles and responsibilities how the themes may be applied 	18.2-4 [†] , 18.4 [†] , tab 18.1-3, Ch 6-12 [†]	BL 3	2
3.5.2 Assess whether managing product delivery process activities/actions, roles and responsibilities are effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and objectives of the process	Ch.18 [†] (excluding 18.5.2), 4.3 [†] , 13.4, App.C [†]	BL 4	1

Syllabus (continued)

Learning outcome 3 (continued) - Apply (and tailor) relevant aspects of PRINCE2 processes in context			
Assessment Criteria	Book references	Bloom's level	No. marks
3.6.1 Carry out the managing a stage boundary process activities, demonstrating an understanding of: <ul style="list-style-type: none"> the recommended associated actions recommended roles and responsibilities how the themes may be applied 	19.2-4 [†] , 19.4 [†] , tab 19.1-5, Ch 6-12 [†]	BL 3	2
3.6.2 Assess whether managing a stage boundary process activities/actions, roles and responsibilities are effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and objectives of the process	Ch.19 [†] (excluding 19.5.2), 4.3 [†] , 13.4, App.C [†]	BL 4	1
3.7.1 Carry out the closing a project process activities, demonstrating an understanding of: <ul style="list-style-type: none"> the recommended associated actions recommended roles and responsibilities how the themes may be applied 	20.2-4 [†] , 20.4 [†] , tab 20.1-5, Ch 6-12 [†]	BL 3	2
3.7.2 Assess whether closing a project process activities/actions, roles and responsibilities and actions are effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and objectives of the process	Ch.20 [†] (excluding 20.5.2), 4.3 [†] , 13.4, App.C [†]	BL 4	1