



# PRINCE2® Foundation

2 Days | Classroom Training



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# PRINCE2® FOUNDATION

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# Introduction

PRINCE2® stands for Projects in Controlled Environments. This project management tool was established in 1989 by the Central Computer & Telecommunication Agency (CCTA). PRINCE was originally based on PROMPT, a project management methodology developed by Simipact Systems. Under the Crown, CCTA was later renamed the Office of Government Commerce. This led to the birth of PRINCE2® in 1996 superseding PROMPT.

For individuals, the PRINCE2® certification is an invaluable asset that not only enables you to do your job more effectively, but also puts a spotlight on your career. To put it simply, PRINCE2® certification increases your employment prospects.

From an organization's standpoint, PRINCE2® brings a common, consistent approach in a controlled and organized fashion. It makes the practice of reviewing a project's progress regular, efficient, and meaningful.

Our PRINCE2® Foundation Training program will help you gain and apply the knowledge you need to make critical decisions and reach your project's goals, efficiently and effectively.

PRINCE2® is a globally-accepted and practiced methodology for project management. It is used extensively by the UK government and offers non-proprietary best practice guidance.



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APEX Global is the learning solutions arm of ECCI—the leading process improvement solutions provider in Southeast Asia.

Our sole aim is to promote performance excellence among professionals. We give our customers the advantage to achieve greater success through effective, experiential and results-oriented training delivery.

We have the experience of training over 300,000 professionals in the last decade, a strong pool of evangelists and trainers with expertise in a niche array of domains and a strong regional presence.

We at APEX Global have teamed up with Axelos to offer the PRINCE2® Foundation training for streamlining project management services in Southeast Asia. Your APEX Global certification is authentic and recognized globally by employers. Our trainers are authorized, audited, qualified and highly experienced in PRINCE2® methodology and exam preparation. You'll receive quality-approved training in the best conduct of the PRINCE2® framework.



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AXELOS is a joint venture company, created in 2013 by the Cabinet Office on behalf of Her Majesty's Government (HMG) in the United Kingdom and Capita Plc. It manages, develops and grows the Global Best Practice portfolio.

AXELOS boasts of an already enviable track record and an unmatched portfolio of globally-recognized best practice qualifications & methodologies.

These include ITIL®, PRINCE2®, MSP®, and the new collection of cyber resilience best practice products, RESILIA™. All these are adopted by private, public, and voluntary sectors in more than 150 countries with the goal to improve employees' skills, knowledge, and competence to contribute in ensuring that both individuals and organizations work more effectively.

**APEX Global is one of the few accredited partners of AXELOS in the Philippines.**

## Our clients continue to grow

With years of solid expertise, we have excelled in helping our clients raise the bar in managing their critical projects better.

The logo for aboitiz, featuring the word "aboitiz" in a bold, red, lowercase sans-serif font.The logo for accenture, featuring the word "accenture" in a black, lowercase sans-serif font with a red chevron above the 'u', and the tagline "High performance. Delivered." in a smaller black font below it.The logo for AEGIS, featuring the word "AEGIS" in a bold, black, uppercase sans-serif font with a red and orange stylized star or cross symbol to the right.The logo for Ayala, featuring a stylized blue 'X' symbol followed by the word "Ayala" in a bold, orange, sans-serif font.The logo for BPI, featuring a gold crown icon above the letters "BPI" in a white, bold, sans-serif font, all set against a dark red rectangular background.The logo for eastwest, featuring a purple diamond icon with a white cross inside, followed by the word "eastwest" in a lowercase, purple, sans-serif font.The logo for FUJITSU, featuring the word "FUJITSU" in a red, uppercase, sans-serif font with a small infinity symbol above the 'i'.The logo for GENTING, featuring a red circular icon with a white design inside, followed by the word "GENTING" in a bold, red, uppercase sans-serif font, and the tagline "City of Entertainment" in a smaller, italicized, black font below it.The logo for Globe, featuring a blue globe icon with a white hand holding it, followed by the word "Globe" in a bold, blue, sans-serif font.The logo for Indra, featuring a colorful circular icon made of dots, followed by the word "Indra" in a bold, blue, sans-serif font.The logo for citi, featuring the word "citi" in a bold, blue, lowercase sans-serif font with a red arc above the 'i'.The logo for Nanox, featuring the word "Nanox" in a stylized, blue, cursive font.The logo for NorthgateArinso, featuring the word "NorthgateArinso" in a blue, sans-serif font with a red dot above the 'i'.The logo for PLDT, featuring a red and grey stylized 'P' icon followed by the letters "PLDT" in a bold, red, uppercase sans-serif font.The logo for P&G, featuring the letters "P&G" in a bold, blue, sans-serif font.The logo for Smart, featuring a green and blue stylized 'S' icon followed by the word "Smart" in a bold, green, sans-serif font.The logo for TOSHIBA, featuring the word "TOSHIBA" in a bold, red, uppercase sans-serif font, with the tagline "Leading Innovation >>>" in a smaller, black font below it.The logo for Transitions, featuring the word "Transitions" in a blue, sans-serif font with a stylized 'i'.The logo for TREND MICRO, featuring a red circular icon with a white 't' inside, followed by the words "TREND MICRO" in a bold, black, uppercase sans-serif font.

# Course Overview

## Who is this course for?

The PRINCE2® method is flexible and adaptable for any type and size of project thus providing an excellent management foundation for any member or staff. No experience is necessary to attend the training and take the PRINCE2® Foundation exam. This program will most certainly benefit:

- **Businesses looking to improve project management practices, improve credibility of people resources and demonstrate better value to clients**
- **Entry-level project management professionals**
- **Conventional managers looking to broaden the horizon**
- **Anyone looking to demonstrate their commitment to project management, improve ability to manage projects, and earn additional responsibility**

## What can you expect?

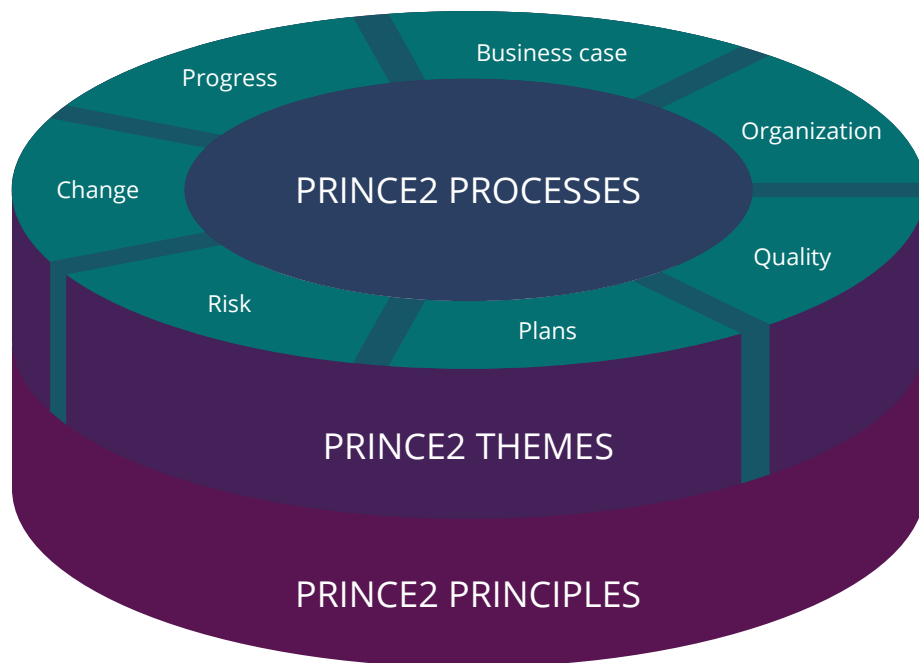
Our proprietary learning path will take you through 16 hours of training that features a combination of instructor-led lectures and practical adventures. You will acquire hands-on learning experience that will enable you to devise, optimize, and execute efficient project management strategies. You will be involved in practical implementation of the concepts discussed within the training. We will help you acquire hands-on learning experience enabling you to design, develop, deploy, and operate PRINCE2® concepts faster.

APEX Global will also provide you with a workbook, two (2) full length sample papers including solutions, and explanations along with templates to enable PRINCE2® project management practices at your workplace.

## What will you learn?

APEX Global has teamed up with AXELOS and PeopleCert to offer this training for specialized project management practices in Southeast Asia. It follows the following framework:

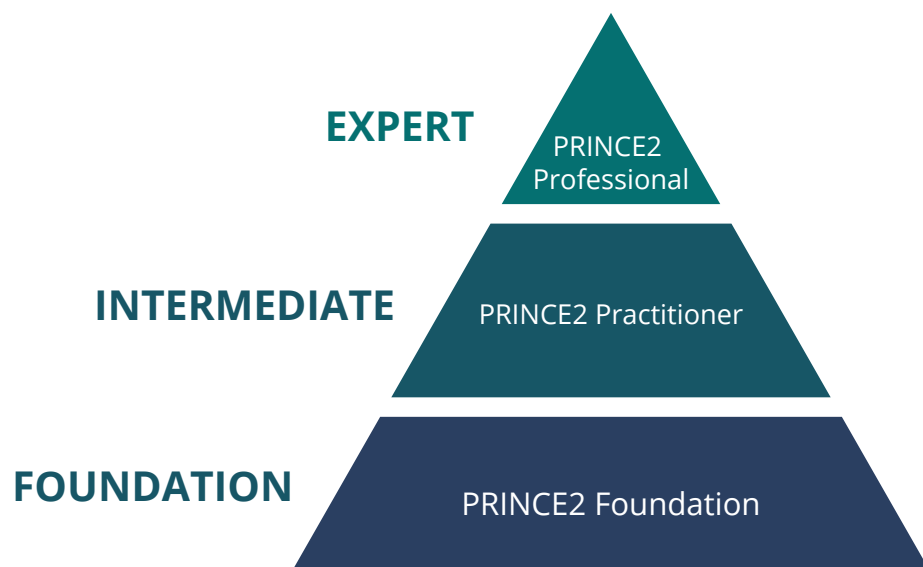
7 Principles	7 Themes	7 Processes
Continued business justification	Business case	Starting up a project
Learn from experience	Organization	Directing a project
Defined roles and responsibilities	Quality	Initialing a project
Manage by stages	Plans	Managing stage boundary
Manage by exception	Risk	Controlling a stage
Focus on products	Change	Managing product delivery
Tailor to suit the project environment	Progress	Closing a project





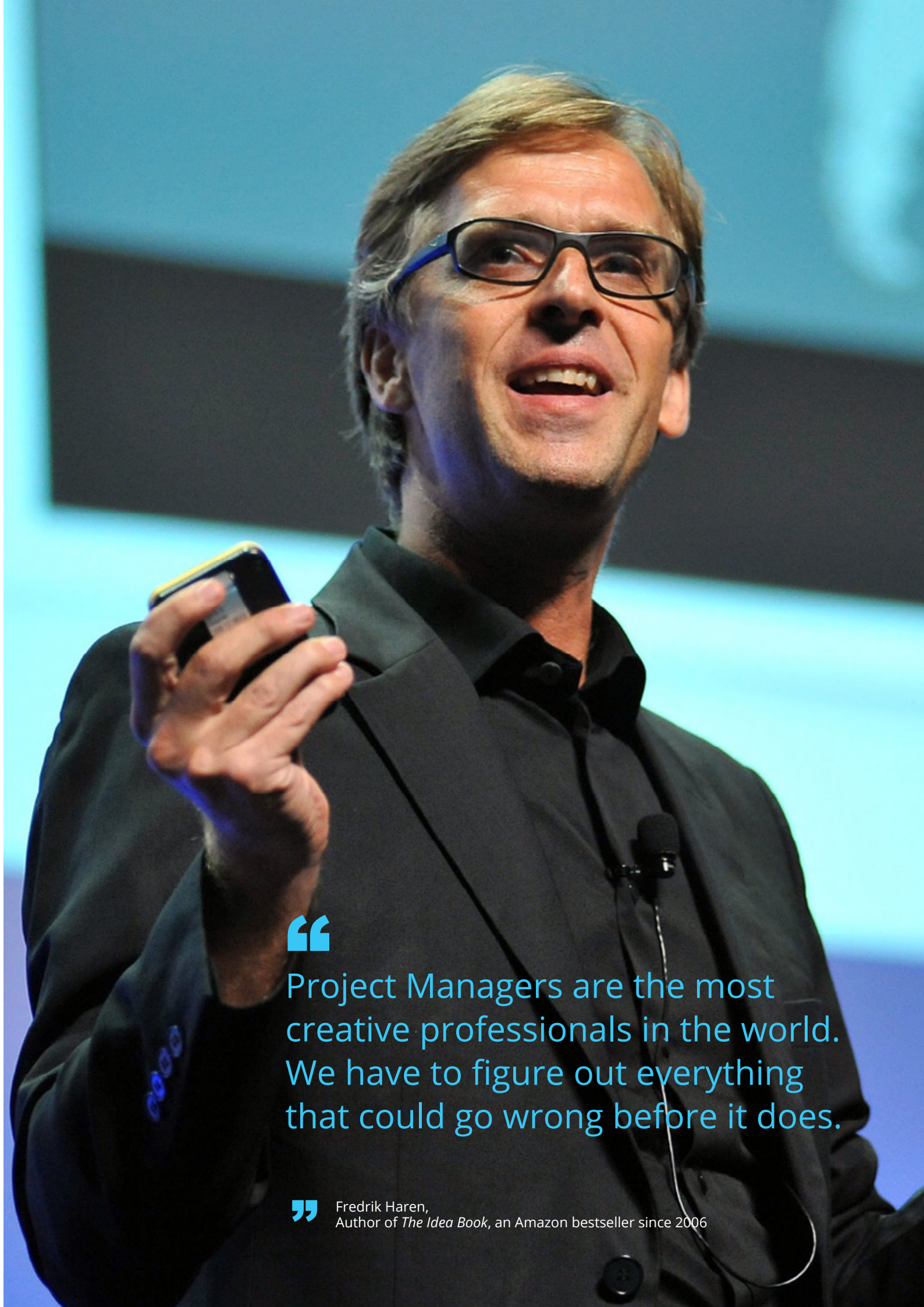
# Career Path

**PRINCE2® Foundation** provides an introduction to the PRINCE2® methodology and terms. The purpose of the Foundation certification is to confirm you know and understand the PRINCE2® method well enough to be able to work effectively with, or as a member of, a project management team using PRINCE2®. The Foundation certification is a prerequisite for the Practitioner certification.



**PRINCE2® Practitioner** is aimed at those who are already using PRINCE2® to manage projects. The purpose of the Practitioner certification is to confirm whether you have sufficient understanding of how to apply and tailor PRINCE2® in a scenario situation.

**PRINCE2® Professional** certification is the next level for PRINCE2® Practitioners. This certification ensures that you have the ability to manage a non-complex PRINCE2® project across all aspects of the project lifecycle.



“

Project Managers are the most creative professionals in the world. We have to figure out everything that could go wrong before it does.

”

Fredrik Haren,  
Author of *The Idea Book*, an Amazon bestseller since 2006

# Course Content

APEX GLOBAL, thru AXELOS, has collaborated with project management experts to design and develop a structured syllabus and complementary materials.

**This training program has 16 modules followed by the certification exam:**

1. Overview and the 7 Principles
2. Theme - Business Case
3. Theme - Organization
4. Theme - Quality
5. Theme - Plans
6. Theme - Risk
7. Theme - Change
8. Theme - Progress
9. Processes - Starting up a project
10. Processes - Directing a project
11. Processes - Initiating a project
12. Processes - Controlling a Stage
13. Processes - Managing Product Delivery
14. Processes - Managing Stage Boundary
15. Processes - Closing a Project
16. Tailoring

## MODULE 1

# Processes - Initiating a project

In this module, you will learn about characteristics that make a project different from business-as-usual. The six project variables, also known as the six performance targets, will also be discussed. You will then

get introduced to the 7 principles, the structure of PRINCE2® curriculum, and the four integrated elements. And lastly, you will learn about the benefits of implementing PRINCE2® methodology in your organization.

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## MODULE 2

# Theme - Business Case

The project starts with an idea which is considered to have potential value for the organization concerned. This theme addresses how the idea is developed into a viable

investment proposition for the organization and how project management maintains the focus on the organization's objectives throughout a project.

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## MODULE 3

# Theme - Organization

The organization sponsoring the project needs to allocate work to managers who will be responsible for steering it through completion. As projects are cross-functional, the normal line function structures are not suitable.

This theme describes the roles and responsibilities of the temporary PRINCE2® project management team that are important in understanding how to manage the project effectively.

## MODULE 4

### Theme - Quality

Using the theme, this module walks you through on developing the outline with a firm understanding of the quality attributes needed in the delivery of the products.

Another important step that will be focused on is how project management will ensure that these requirements are subsequently delivered.

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## MODULE 5

### Theme - Plans

PRINCE2® projects proceed on the basis of a series of approved plans. In PRINCE2®, the plans are matched to the needs of the personnel at the various levels of the organization. They are the focus for

communication and control throughout the project. This theme complements the Quality theme by describing the steps required to develop plans and the specific PRINCE2® techniques that should be applied.

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## MODULE 6

### Theme - Risk

Projects typically entail more risk than stable operational activity. This theme addresses how project management handles the uncertainties in its plans and in the wider project environment.

## MODULE 7

# Theme - Change

In this module, you will learn how project management assesses and acts upon issues which have a potential impact on any of the baseline aspects of the project (including its plans and completed products). Some issues that may arise during the course of the

project are unanticipated general problems, requests for change, and instances of quality failure. In this module, you will learn how to effectively assess and adjust to these changes.

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## MODULE 8

# Theme - Progress

The progress or movement of a project is critical to its success. This theme enables you to address the viability of plans—from the planning to implementation stages. The theme explains the decision-making process for approving plans, the corresponding

monitoring of actual performance, and the escalation process should events fail to go as planned. Ultimately, you will learn how the Progress theme determines whether and how the project should proceed.

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## MODULE 9

# Processes - Starting up a project

Learning about the 'Starting up a Project' Process at the onset is very important. In this module, you will understand the value of that prerequisites for initiating a project are already in place. The first question to be answered is: "Do we have a worthwhile and viable project?"

This module will also help you understand the objectives of the process, the activities involved, key inputs, essential outputs, roles, and responsibilities.



## MODULE 10

# Processes - Directing a project

This module will enable you to structure accountability through the Project Board which is crucial to the project's success. It helps you learn how to make key decisions and demonstrate

control. It will also include a discussion on how important it is for a project manager to delegate day-to-day tasks and responsibilities throughout the project cycle.

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## MODULE 11

# Processes - Initiating a project

The process of initiating a project enables the organization to assess and understand the work that needs to be done in delivering the intended output. In this module, you will learn

how to effectively use the process of initiating the project before actually committing to spend on it.

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## MODULE 12

# Processes - Controlling a Stage

This module will guide you through the process of Controlling a Stage. It will help you explore ways to assign work to be done, monitor such work, deal with issues, report progress to the

Project Board, and take corrective actions to ensure that each stage remains manageable.



“

Those who plan do better than those who do not plan even though they rarely stick to their plan.

”

Winston Churchill



## MODULE 13

# Processes - Managing Product Delivery

By the end of this module, you will understand the purpose of Managing Product Delivery process. You will also learn to control the link between the Project Manager and the Team

Manager(s) by placing formal requirements on accepting, executing, and delivering project work.

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## MODULE 14

# Processes - Managing Stage Boundary

This module teaches you ways to strengthen the bond with the Project Board. You will also understand the nuances of channeling sufficient information to review the

performance, and approving follow-on stage plan to confirm ongoing business justifications vis-a-vis risks.

## MODULE 15

# Processes - Closing a Project

The purpose of the “Closing a Project” process is to provide a fixed point at which acceptance for the project product has been confirmed or accepted. Aside from ensuring the delivery of the output, the process

should also ensure that objectives set out in the original Project Initiation Documentation have been achieved (or approved changes to the objectives have been achieved), or that the project has nothing more to contribute.

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## MODULE 16

# Tailoring

PRINCE2® can be used in any project scale, complexity, geography, culture, or whether it is part of a program or is being managed as a ‘stand-alone’ project. This module puts emphasis on the principle that a PRINCE2® project tailors the method to suit any given context.

The Final Module will provide an overview of tailoring and the distinct PRINCE2® approach to such. You will learn to ensure that there is a correct amount of planning, control, governance, and use of the processes and themes.



# Course Assessment

This course prepares participants to take the online examination for the PRINCE2® Foundation Certification.

**Here are some quick facts about the exam:**



Exam duration: 60 minutes



Exam format: closed book, multiple choice



Exam delivery: online and paper based



Exam questions: 75 questions, 5 of which will be trial and shall not contribute to your overall score



Exam pass mark: 50% (35/70 questions)

A professional setting with two men at a conference table. The man in the foreground is smiling and looking towards the camera. He has short brown hair and a light beard, wearing a grey suit, light blue shirt, and a striped tie. The man in the background is also smiling, wearing glasses and a blue button-down shirt, holding a yellow highlighter. They are seated at a light-colored wooden table with papers and a laptop. The background is a blurred office environment with green chairs.

# Faculty Profile

Delivered by our credible in-house experts, global network of trainers, speakers and facilitators of established processes, this certification course will introduce you to the most relevant and practical aspects of project management.

APEX Global Expert Council (AGEC) works closely with leading industry experts to consistently create, review, and update

the certification learning objectives. This ensures that what our clients learn is instantly applicable to any role and aligned to the needs of their respective industries.

We collaborate with reputable partners on the design and development of course materials, so your learning is shaped by practical experience, expert insights, and valuable case studies.





## For more information

### Philippines

T: (+632) 403 8668  
F: (+632) 403 8358

### Malaysia

T: (+603) 2788 4921

### Vietnam




T: (+848) 3948 3142 to 43  
F: (+848) 3811 4701

### Singapore

T: (+65) 3158 6052

### India

T: (+91) 44 4554 8438  
F: (+91) 44 4207 2357

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For inquiries, email us at [training@apexgloballearning.com](mailto:training@apexgloballearning.com)

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