PRINCE2® Foundation Training Course

Professional Development Training Course Outline

Category	Project Management	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

PRINCE2® Foundation Training Course provides a comprehensive and structured understanding of the PRINCE2® project management methodology, one of the most widely recognized and globally adopted frameworks for managing projects effectively. The course introduces participants to the PRINCE2® principles, themes, processes, and management products that enable organizations to deliver projects with clear governance, controlled risk, defined roles, and measurable outcomes. Emphasis is placed on best-practice project governance, business justification, stakeholder engagement, and lifecycle-based planning using standardized terminology and documentation.

This training equips participants with the knowledge required to apply PRINCE2® in real-world project environments across industries. Learners will develop the ability to tailor PRINCE2® to different organizational contexts, manage project stages, control progress, and ensure alignment with strategic objectives. The course also prepares participants for the PRINCE2® Foundation examination while strengthening practical project management capability, accountability, and performance within complex and dynamic operating environments.

Programme Curriculum

PRINCE2® Foundation Training Course

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Course Objectives

1. Understand the structure, purpose, and benefits of the PRINCE2® methodology.
2. Explain the seven PRINCE2® principles and their practical application.
3. Describe the PRINCE2® themes and how they support project governance.
4. Understand the PRINCE2® processes and project lifecycle flow.
5. Apply business case management throughout the project lifecycle.
6. Define roles, responsibilities, and accountability within PRINCE2® projects.
7. Understand risk, issue, and change control mechanisms.
8. Apply quality management concepts within PRINCE2® projects.
9. Manage project plans, stages, and tolerances effectively.
10. Understand progress monitoring and performance reporting.
11. Tailor PRINCE2® to suit different project environments.
12. Interpret PRINCE2® management products and documentation.
13. Prepare confidently for the PRINCE2® Foundation certification exam.

Organizational Benefits

- Improved project governance and accountability
- Consistent project management practices across teams
- Stronger alignment between projects and business objectives
- Enhanced risk and issue management capabilities
- Improved stakeholder communication and engagement
- Greater predictability of project outcomes
- Better control over scope, time, and cost
- Increased project transparency and reporting quality
- Reduced project failure rates
- Stronger organizational project management maturity

Target Audiences

- Project managers and project coordinators
- Program and portfolio managers
- Business analysts and change managers
- PMO staff and project support officers
- Team leaders and operational managers
- Consultants and advisory professionals
- Public sector and NGO project staff

- Professionals seeking PRINCE2® certification

Course Duration: 10 days

Course Modules

Module 1: Introduction to PRINCE2®

- Overview of PRINCE2® and its global relevance
- Key benefits of using PRINCE2®
- PRINCE2® structure and terminology
- Project characteristics and constraints
- PRINCE2® versus other project management methods
- Case Study: Project failure addressed through PRINCE2® adoption

Module 2: PRINCE2® Principles

- Continued business justification principle
- Learn from experience principle
- Defined roles and responsibilities principle
- Manage by stages and by exception principles
- Focus on products and tailoring to suit projects
- Case Study: Applying PRINCE2® principles in a public sector project

Module 3: PRINCE2® Theme – Business Case

- Purpose of the business case theme
- Business justification and investment appraisal
- Developing and maintaining the business case
- Roles involved in business case ownership
- Linking benefits management to project outcomes
- Case Study: Business case review during project escalation

Module 4: PRINCE2® Theme – Organization

- Project management team structure
- Roles and responsibilities definition
- Project board and executive roles
- Communication management approaches
- Stakeholder identification and engagement
- Case Study: Role clarity improving project decision-making

Module 5: PRINCE2® Theme – Quality

- Quality planning and control concepts
- Quality criteria and acceptance methods
- Product descriptions and quality records
- Quality assurance versus quality control
- Embedding quality into project delivery
- Case Study: Quality failure and corrective action

Module 6: PRINCE2® Theme – Plans

- Purpose of planning in PRINCE2®
- Levels of plans and planning horizons
- Product-based planning technique
- Estimation and scheduling methods
- Dependency and risk consideration in plans
- Case Study: Re-planning after scope change

Module 7: PRINCE2® Theme – Risk

- Risk management approach and strategy
- Identifying and assessing project risks
- Risk response planning
- Risk ownership and action management
- Maintaining risk registers
- Case Study: Managing high-impact project risks

Module 8: PRINCE2® Theme – Change

- Issue and change control procedures
- Types of project issues
- Configuration management approach
- Change authority and decision thresholds
- Impact assessment of changes
- Case Study: Managing scope creep effectively

Module 9: PRINCE2® Theme – Progress

- Purpose of progress control
- Tolerances and management by exception
- Reporting mechanisms and controls

- Stage boundaries and decision points
- Forecasting and corrective actions
- Case Study: Exception reporting and recovery planning

Module 10: PRINCE2® Process – Starting Up a Project

- Purpose of the start-up process
- Feasibility assessment activities
- Appointing the project board
- Developing the project brief
- Planning initiation activities
- Case Study: Project viability assessment

Module 11: PRINCE2® Process – Initiating a Project

- Objectives of project initiation
- Creating the PID
- Setting baselines and controls
- Management strategies definition
- Approval to proceed decision
- Case Study: Weak initiation leading to project risks

Module 12: PRINCE2® Process – Directing a Project

- Role of the project board
- Authorizing stages and exceptions
- Providing strategic direction
- Ensuring continued business justification
- Corporate and program interface
- Case Study: Board-level intervention in a failing project

Module 13: PRINCE2® Process – Controlling a Stage

- Day-to-day stage management activities
- Work package authorization and monitoring
- Issue and risk escalation
- Progress reporting techniques
- Corrective action implementation
- Case Study: Stage recovery actions

Module 14: PRINCE2® Process – Managing Product Delivery

- Purpose of managing product delivery
- Team manager responsibilities
- Work package acceptance and execution
- Quality assurance coordination
- Deliverable acceptance processes
- Case Study: Delivery delays and corrective coordination

Module 15: PRINCE2® Process – Closing a Project

- Objectives of project closure
- Acceptance of final products
- Benefits review planning
- Lessons learned documentation
- Formal project closure activities
- Case Study: Post-project review and benefit realization

Training Methodology

- Instructor-led lectures and structured explanations
- Interactive discussions aligned with PRINCE2® syllabus
- Practical exercises and scenario-based learning
- Case study analysis and group activities
- Sample exam questions and knowledge checks
- Guided review and certification preparation sessions

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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