

part of the Inspirandum



training portfolio

PRINCE2[®] and planning for the project board

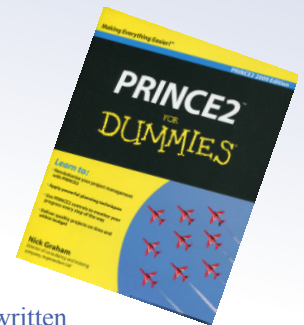
2 day event

course
brief

using the latest edition
PRINCE2:2009

CONTENTS

- an outline
- the audience
- delivery
- course content
- materials
- about Inspirandum
- costs
- further information and booking



This course was written

By Nick Graham of Inspirandum,
author of the best selling book PRINCE2

 **Inspirandum**
INSPIRING EXCELLENCE

+44 (0)1305 760069
info@inspirandum.com

PRINCE2 puts great responsibility onto the Project Board for approving project stages, committing funds and discussing any problems. To do this, it is vital that board members fully understand both PRINCE2 and plans - both product plans and activity plans. Just imagine having a Finance Manager who doesn't understand accounts!

NICK GRAHAM - DIRECTOR OF INSPIRANDUM LTD

The Inspirandum name and head logo is a Registered Trademark of Inspirandum Ltd.

PRINCE2[®] is a Registered Trade Mark of the Office of Government Commerce in the United Kingdom and other countries. The Swirl Logo[™] is a Trade Mark of the Office of Government Commerce.

an outline

This two day event is an extended version of our 'PRINCE2 for the Project Board Course'. It covers the same ground but includes sessions which cover the powerful 'product led' approach to planning in PRINCE2, and the basics of activity and resource planning. It is vital that Project Board members understand such plans since they have an important input to the plans, must approve them and must work with the Project Manager when adjustments to the project are needed. The course covers the roles of board members and their particular points of involvement.

The course explains the PRINCE2 project management method and focuses on the roles and points of involvement of Project Board members. After some basic information on PRINCE2, it follows the chronology of a project from Start Up through to Closure, clearly explaining Project Board responsibilities at each point.

The role of a Project Board member is active in PRINCE2, not passive. In fact, it is the board's responsibility to make sure that the project is being run properly, not the Project Manager's responsibility. In that sense, the method is no different from normal management. A manager of a department will not do all of the work of that department themselves, but they are fully responsible for making sure that things are done properly and effectively. In a PRINCE2 project, it is vital for board members to understand the method but also their place and function in the project.

This very practical event looks at the issues and decisions facing Project Board members and provides valuable guidance to help do their job effectively. It includes the key PRINCE2 control mechanisms that allow board members to exercise their oversight, but without undue interference in the work of the Project Manager.

Everyone attending the course will receive a copy of the Inspirandum Project Board Handbook which is an ongoing reference providing valuable guidance in an easily

the audience

The course is designed for those who are currently taking a role on a Project Board, or who may do so in the future and who do not know, or fully grasp, the practicalities of product, activity and resource planning in projects.

Inspirandum's clear delivery style makes this event effective where those attending have English as a second language. We work worldwide with English speaking audiences or with translation.



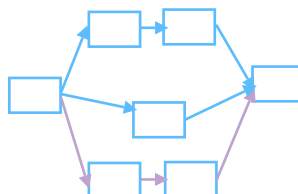
delivery

The course is designed for 'in company' delivery so that discussion is geared to your own projects and organisational characteristics. There is limited time for discussion on the practicalities of applying PRINCE2 to particular projects, but the Inspirandum course tutor will also make time available after the end of the course to discuss specific details. Remember, our tutors are experienced PRINCE2 consultants not just 'trainers' so you get the benefit of years of experience alongside in-depth knowledge..

The event takes two full days and is quite intensive. Typical timing is from 9 am to 5.00 pm with about 45 minutes for lunch. It can be run in your own conference or training facility or at a commercial conference venue.

The course uses a highly graphical presentation using a laptop computer and data projector. There are a number of practical exercises in the course so that those attending can get a feel for how PRINCE2 works on projects and for the sorts of

If a Project Manager came to you about a problem on the critical path, what would be the implications?



"Superb. The most knowledgeable and interesting presenter I have ever come across."

SENIOR MANAGER
FINANCIAL ORGANISATION



"Presentation was excellent."

SYSTEMS ENGINEERING MANAGER
POWER INDUSTRY

"Significantly better than the one I attended at (major PRINCE2 training company named) which left me wondering what it was all about and thinking it was all about the paperwork."

SENIOR MANAGER FROM A
CHARTERED ACCOUNTANCY ORGANISATION

 **Inspirandum**
INSPIRING EXCELLENCE

+ 44 (0)1305 760069

info@inspirandum.com

course content

the session covers the whole PRINCE2 method - here are some highlights

Why projects go wrong	Activity and resource planning
The business impacts of failure	- Precedence Networks
PRINCE2 background	- Critical Path Analysis
The key to successful PRINCE2	- Gantt Charts and resources
Starting up a Project	Project Stages
- Roles and responsibilities	- A major board control
- Focus on Project Board roles	- Unambiguous progress monitoring
- The Project Brief	- Using tolerances
- The Business Case	- Exception management
Planning the Project - Initiation	- End stage decision making
- The planning approach	- The 4 factors in control decisions
- The Project Initiation Document	- Project Closure
Managing quality and project risk	- The final check
Product planning	- Measuring post project benefits
- Product Breakdown Structures	- The place of 'human factors'
- Product Descriptions	Summary of board involvement
- Product Flow Diagrams	The key PRINCE2 success factor

about Inspirandum

Inspirandum is a small company dedicated to highly professional training and consultancy on approaches and methods known to work and work well. In the field of project management, the company offers generic training but also specialises in PRINCE2. The courses are fully accredited and the course author is highly experienced having been involved with PRINCE2 since before it was PRINCE2. He is also author of the book 'PRINCE2 for Dummies' Most companies talk of delivering excellence. In Inspirandum, repeated feedback from customers show that we constantly deliver it and a large proportion of our work is repeat business.

Customers include a very wide variety of public and private organisations from Government bodies through very large international companies right down to independent consultants.

Inspirandum PRINCE2 training is fully accredited

costs

For in-house course delivery costs we can simply quote you total price for your event or, for larger events particularly, we can charge separately in three areas. These areas are tuition, tutor expenses and course materials. Tuition is by a professional Inspirandum tutor who has experience of using PRINCE2 and can explain the method with understanding. This cost is at a daily rate. The tutor's expenses are at cost, with car mileage at the published UK Inland Revenue rate, any accommodation at 3 star standard or above and any air travel at business class or above. Materials costs are then charged for each person attending. For an event charged in this way, it means you can add extra people to the course for just the cost of the materials.

further information and booking

For any further information about this course, please do contact us and we will be more than happy to answer your questions.

To book, again please contact us. For on-site events we will be pleased to discuss detailed pricing and possible dates.

"VERY VERY good"

PRINCE2
PRojects
IN
Controlled
Environments
Version 2

" Both the course materials and the instructor are of the highest quality imaginable"

SENIOR MANAGER AND PROJECT BOARD MEMBER N A LARGE FINANCE COMPANY

 **Inspirandum**
INSPIRING EXCELLENCE

Willow End
Cockles Lane, Weymouth
Dorset DT4 9LT
United Kingdom

+44 (0)1305 760069
info@inspirandum.com
www.inspirandum.com