



## PRINCE2®

The de facto standard for project management in the UK

# What is PRINCE2®?

PRINCE2® (Projects IN Controlled Environments – version two) is the de facto standard in project management in the UK and internationally across all sectors of industry. The flexibility of the methodology allows it to be scaled to your specific requirements whilst retaining a robust framework.

**Which course is right for you?**

### 1. PRINCE2® foundation certificate

A three-day event for all members of project teams, providing a detailed explanation of the methodology supported with practical exercises and leading to the foundation certificate exam on the afternoon of the third day.

### 2. Full PRINCE2® practitioner certificate

A five-day event (including the foundation certificate) for all project managers and senior project personnel. It provides a detailed understanding of the PRINCE2® methodology, practical exercises in workgroups and examination technique and leads to full qualification as a PRINCE2® practitioner.

### 3. PRINCE2® re-registration

A two-day refresher for practitioners whose certificate has expired. Includes updates for 2009 and exam costs to renew your certification.

### PLUS Two-day foundation to practitioner conversion

Designed specifically for project managers who hold a foundation certificate and wish to upgrade to full practitioner status. This top-up course is run on a residential and non-residential basis: (see below for course dates)



	Two-day foundation to practitioner conversion
<b>Duration &amp; cost</b>	2 days, £799 or £1,095 + VAT (Residential)
<b>Residential</b>	<b>Oct:</b> 27-28 <b>Jan:</b> 26-27
<b>Edinburgh</b>	<b>Nov:</b> 17-18 <b>Feb:</b> 23-24
<b>London</b>	<b>Sep:</b> 15-16 <b>Oct:</b> 13-14 <b>Nov:</b> 3-4, 24-25 <b>Dec:</b> 15-16 <b>Jan:</b> 26-27 <b>Feb:</b> 23-24 <b>Mar:</b> 22-23
<b>Code</b>	P2P2, P2P2R (Residential)

## PRINCE2® – Foundation Certificate

Understand and employ the most important concepts of the PRINCE2® project management method



### Who is it for?

For those managing small projects or who hold a junior project management role, and anyone who needs to participate fully and effectively within a PRINCE2® project.

### What is it about?

PRINCE2® stands for Projects in Controlled Environments and is a structured framework for the efficient running of any project.

The foundation certificate provides an insight into the process-oriented approach of the PRINCE2® project method and the value of using it for implementing projects. The course is accredited through OGC and is based on the 2009 version of the PRINCE2® manual.

### What will I get out of it?

- Competence in the most important concepts, principles and themes of the PRINCE2® method
- Guidelines on how to monitor a project within the boundaries of the project plan
- Improved participation in a project in accordance with the PRINCE2® method

### Course overview

- The relationship between a project and its business case
- Detailed explanation of the PRINCE2® Principles, Themes and Processes
- Roles, associated tasks and responsibilities, within a PRINCE2® project

High pass rates on all our PRINCE2® programmes because:

- Small class sizes
- Expert tuition
- Quality delivery

- Structure and contents of a product focused project plan
- The management of a project relative to the project plan
- Definition, management and acceptance of work packages

### Examination details

The PRINCE2® 2009 foundation qualification is assessed by a one-hour multiple choice question paper with a pass mark of 50%. Your results will be given to you on the same day as you take the examination. All assessments are included within the course fees and integrated into the programme. Our pass rate on public courses is 100%. Please note that the APM require every candidate's identification to be verified by the examination invigilator. You may be required to produce some photographic identification before being allowed to take the exam. PRINCE2® is a Registered Trade Mark of the Office of Government Commerce in the United Kingdom and other countries.

This course is delivered by Insights, an Accredited Training Organisation.

<b>Duration &amp; cost</b>	3 days, £1,199 + VAT or £1,700 + VAT (Residential)
<b>Residential</b>	<b>Oct:</b> 24-26 <b>Jan:</b> 23-25
<b>Edinburgh</b>	<b>Nov:</b> 14-16 <b>Feb:</b> 20-22
<b>London</b>	<b>Sep:</b> 12-14 <b>Oct:</b> 10-13 31-2 <b>Nov:</b> 21-23 <b>Dec:</b> 12-14 <b>Jan:</b> 23-25 <b>Feb:</b> 20-22 <b>Mar:</b> 19-21
<b>Code</b>	P2F, P2FR (Residential)

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## PRINCE2® – Practitioner Certificate



Gain the full PRINCE2® practitioner certificate and complete understanding of the methodology

### Who is it for?

Valuable for those who need to set up and manage complex projects or who are involved in large-scale project work, and are looking for a best-practice methodology.

### What is it about?

The practitioner level qualification provides all the tools you need to become a PRINCE2® expert and includes the foundation level qualification. It is an intensive five-day programme that incorporates the management of project risk, maintenance of effective communication channels and control of spend within budget. Attention will be given to practical participation in a case study encompassing the most essential elements of a PRINCE2® project.

### What will I get out of it?

- Competence in describing and applying all the PRINCE2® project processes and principles and tailor each to a specific project
- Ability to set up and manage complex projects
- Learn how to identify and control risks throughout the project
- Discover the skills to monitor the objectives of a project and ensure a focus on quality is maintained
- An industry recognised qualification that acknowledges your expertise as a project manager

### Course overview

- Relationship between the business case, programmes and the project
- PRINCE2® Principles
- PRINCE2® Processes
- PRINCE2® Themes
- Practitioner examination techniques
- For a detailed overview see [reedlearning.co.uk/prince2](http://reedlearning.co.uk/prince2)

### Prerequisites

Project Management experience and experience working in project teams. Some pre-read material is provided prior to the event, which is expected to be fully read and studied before attending the course.

### Examination details

The practitioner qualification is assessed by a 2.5 hour multiple choice exam paper. The pass mark for the exam is 55% (59 marks). You will be required to produce some photographic identification before being allowed to take the exam. All assessments are included within the course fees and integrated into the programme.

**All delegates attending the PRINCE2® programmes will receive:**

- Pre-read materials (distributed two weeks before the course)
- An official PRINCE2® 2009 textbook
- Relevant workbooks, handouts and assessments

PRINCE2® are Registered Trade Marks of the Office of Government Commerce in the United Kingdom and other countries.

<b>Duration &amp; cost</b>	5 days, £1,699 + VAT or £2,435 + VAT (Residential)
<b>Residential</b>	<b>Oct:</b> 24-28 <b>Jan:</b> 23-27
<b>Edinburgh</b>	<b>Nov:</b> 14-18 <b>Feb:</b> 20-24
<b>London</b>	<b>Sep:</b> 12-16 <b>Oct:</b> 10-14, 31-4 <b>Nov:</b> 21-25 <b>Dec:</b> 12-16 <b>Jan:</b> 23-27 <b>Feb:</b> 20-24 <b>Mar:</b> 19-23
<b>Code</b>	P2P, P2PR (Residential)

PRINCE2® courses are delivered by Insights,  
an Accredited Training Organisation for PRINCE2®



## PRINCE2® 2009 – Re-Registration Course

Retain your PRINCE2® practitioner qualification, update your knowledge and demonstrate your commitment to continuing professional development

### Who is it for?

This course is suitable for PRINCE2® Practitioners who passed their exam between 3-5 years ago and need to re-register to renew their qualification.

### What is it about?

The PRINCE2® Examination Board has determined that all PRINCE2® Practitioners should be re-registered within 3-5 years of their original certification. This course has been designed for PRINCE2® Practitioners who want to renew their qualification and retain their registered Practitioner status. The course will provide a refresher of PRINCE2® including updates on all the new elements that have been introduced in 2009. This is particularly important following the recent upgrading of the PRINCE2® Manual and its greater focus on Business Case and the Management of Risk.

### What will I get out of it?

- Competence in describing and applying all the PRINCE2® project processes and principles and tailor each to a specific project
- Learn how to identify and control risks throughout the project
- Discover the skills to monitor the objectives of a project and ensure a focus on quality is maintained
- Validation of an industry recognised qualification that acknowledges your expertise as a project manager for a further five years
- Updates on all the new elements in PRINCE2® introduced in 2009

<b>Duration &amp; cost</b>	2 days, £625 + VAT or £895 + VAT (Residential)
<b>Residential</b>	<b>Oct:</b> 27-28 <b>Jan:</b> 26-27
<b>Edinburgh</b>	<b>Nov:</b> 17-18 <b>Feb:</b> 23-24
<b>London</b>	<b>Sep:</b> 15-16 <b>Oct:</b> 13-14 <b>Nov:</b> 3-4, 24-25 <b>Dec:</b> 15-16 <b>Jan:</b> 26-27 <b>Feb:</b> 23-24 <b>Mar:</b> 22-23
<b>Code</b>	P2RG, P2RGR (Residential)

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an Accredited Training Organisation for PRINCE2®



**“A huge amount of ground is covered; made possible by an excellent tutor who kept it interesting and relevant.”**  
**Ian Ellis, Senior Project Manager, Bacs Payment Schemes Limited**

### Course overview

- Changes to PRINCE2® from 2005 to 2009
- PRINCE2® Principles
- PRINCE2® Processes
- PRINCE2® Themes
- Practitioner examination techniques
- For a detailed overview see [reedlearning.co.uk/prince2](http://reedlearning.co.uk/prince2)

### Prerequisites

Eligible delegates must have previously past the PRINCE2® exam between 3 and 5 years ago. Some experience in the use of and application of PRINCE2® is required.

### Examination details

The PRINCE2® Practitioner Re-registration examination comprises a 1-hour examination set at the same standard as the Practitioner examination. You will be required to produce some photographic identification before being allowed to take the exam.

## APM

Qualifications from Europe's largest independent body for project managers

# What is APM?

The following qualifications are awarded by the Association for Project Management (APM), the UK's leading association for project managers and the largest independent professional body of its kind in Europe.

Which APM qualification is right for you?

### 1. Introductory Certificate in Project Management

A two-day intensive introduction to the definitions, terminology and context of the tools and techniques for managing projects.

### 2. APMP Certification

A five-day course providing a more in depth introduction to project management. The APMP certification is an internationally recognised qualification that is transferable across all industries and sectors.

### 3. APMP qualification for PRINCE2® Practitioners

A three-day fast-track approach for those who are already registered PRINCE2® practitioners (passed the PRINCE2® Practitioner exam or Re-registration exam in last five years).

How do PRINCE2® and the APMP Certification compare?

PRINCE2® and APMP are both nationally and internationally recognised qualifications for project management. Whilst they cover similar topics, it is the detail around the areas of project management that differs.

- PRINCE2® is a process-driven framework concentrating on the activities of the Project Board, Project Manager and Team Manager. It describes what needs to be considered and why, identifies who is responsible and when in a project it needs to be managed. It also describes the context for project management and elaborates on the tailoring of the framework for different sized projects
- APMP covers all of this to a degree but concentrates more on the tools and techniques for effective project management and the people skills required to successfully deliver a project – the practical 'how to' of managing projects

FOR MORE DETAILS  
ON HOW PRINCE2® & APMP  
COMPARE & COMPLEMENT  
VISIT [REEDLEARNING.CO.UK/APM](http://REEDLEARNING.CO.UK/APM)

## APM Introductory Certificate in Project Management

Gain a fundamental understanding of the APM Body of Knowledge

### Who is it for?

This intensive course is designed for all project personnel including new project managers, project team members and project support staff who require an understanding of the fundamentals of project management. This is also suitable for anyone looking to achieve a nationally recognised, entry – level qualification in project management.

### What is it about?

The Introductory Certificate is based on the APM Body of Knowledge 5th Edition – a concise and structured guide to the knowledge required in managing projects. It provides a solid introduction to the key issues involved in managing projects and explores core project management tools, techniques and terminology.

Each delegate will receive a copy of the APM's comprehensive study guide for use during the course and to keep for future reference.

### What will I get out of it?

- Understanding of the context of projects in the Portfolio, Programme and Project management environments
- An ability to explain the principles of project management
- The people skills required to deliver projects effectively
- Support and contribution to successful project outcomes
- Preparation for the APM Introductory Certificate in Project Management examination

### Prerequisites

No previous experience of working in projects is necessary. However, pre-read documentation is provided before the course and it is essential that delegates complete all of the recommended self-study prior to attending the event.

### Course overview

#### Project Management in Context

- Planning the Strategy
  - Quality management
  - Risk management
  - Stakeholder' management
- Executing the Strategy
  - Scope management
  - Scheduling
  - Resource management
  - Issues management
- Techniques
  - Configuration management
  - Project business case
  - Procurement
- Organising and Governance
  - Project life cycle
  - Handover and closeout
  - Organisational roles
- People and the Profession
  - Communications in a project
  - Teamwork
  - Leadership

### Assessment

The Introductory Certificate examination is a 60 question multiple choice exam to be completed in 1 hour.

<b>Duration &amp; cost</b>	2 days, £850 + VAT
<b>London</b>	<b>Sep:</b> 8-9 <b>Dec:</b> 1-2 <b>Mar:</b> 8-9
<b>Code</b>	APMI

APM courses are delivered by Insights,  
an APM Accredited Training Provider



## APMP Certification

Achieve an internationally recognised qualification in project management

## APMP Certification for PRINCE2® Practitioners

Complete your set of Project Management Qualifications

### Who is it for?

This qualification is designed for all practising and potential project managers who require an in-depth knowledge and understanding of the fundamental principles, tools and techniques for successful project management.

### What is it about?

The APMP is based on the APM Body of Knowledge 5th edition – a concise and structured guide to the knowledge required in managing projects. This intensive course provides a comprehensive introduction to project management. Using a blend of knowledge, practical application through case study exercises, discussions and sample examination questions the course will address the tools, techniques and the soft skills required for successfully managing projects. It will prepare delegates for the APMP qualification examination.

### Prerequisites

No previous experience of working in projects is necessary; however, it would be ideal if delegates have had some experience of working in a project environment.

Pre-read material is provided before attending the course. This programme also requires some structured self-study during the course to cover the material contained within the examination. Delegates are also advised to download support documentation from the APM website to assist with their study.

### What will I get out of it?

- An ability to define and scope a project
- An understanding of project management methods
- Project management tools and techniques
- The necessary people skills for effective project management
- The required level of knowledge and understanding needed to prepare you for the APMP examination

### Course overview

- Strategic
  - Project success criteria
  - Quality management
- Control
  - Work content and scope management
- Technical
  - Estimating
  - Configuration management
- Business and Commercial
  - Business case and procurement
- Organisation and governance
  - Life cycle design and management
  - Organisation structure
- People and profession
  - Communication
  - Teamwork and leadership

### Assessment

The APMP exam is a 3-hour written exam consisting of questions designed to test the delegate's breadth of knowledge in all the aspects of project management. Candidates are required to answer 10 essay style questions from a possible 16.

### Who is it for?

This fast-track approach has been specifically designed for all currently registered PRINCE2® Practitioners who now require knowledge of other project management tools and techniques.

### What is it about?

This course will deal with the "gap" between PRINCE2® and the APM Body of Knowledge and prepare candidates for the APMP examination. It is recognised that a combination of both PRINCE2® and APMP will provide individuals with a complete knowledge and skill set for potential and practising project managers.

### Prerequisites

Delegates must be a currently registered PRINCE2® Practitioner (passed the PRINCE2® Practitioner exam or re-registration exam within the last five years). Ideally delegates should have had at least two years project management experience.

Please note that pre-read documentation will be sent to you before the course and it is essential that these are reviewed prior to attending the event – it will require approximately 15-20 hours study. This programme also requires some structured self-study during the course to cover the material contained within the examination.

### What will I get out of it?

- An ability to define and scope a project and understand the context for projects in the Portfolio, Programme and Project environments
- An understanding of the principles of project management
- Project management tools and techniques used to manage the project that are not covered in PRINCE2®
- People skills appropriate for effective project management
- The required level of understanding needed to prepare you for the APMP examination

### Course overview

- Project management in context
- Planning the strategy
- Executing the strategy
- Techniques
- Business and commercial
- Organisation and governance
- People and profession

### Assessment

The examination is a 2-hour shortened version of the APMP qualification (normally 3 hours) with fewer questions because topics covered by PRINCE2® will not be tested. Please note, that you will need to provide proof of your PRINCE2® Practitioner status such as your certificate or candidate number, in order to sit the examination.

**Duration & cost** 5 days, £1,699 + VAT

**London** **Nov:** 14-18 **Feb:** 27-2

**Code** APMP

APM courses are delivered by Insights,  
an APM Accredited Training Provider



**Duration & cost** 3 days, £1,150 + VAT

**London** **Sep:** 5-7 **Nov:** 28-30 **Mar:** 5-7

**Code** PAMP

APM courses are delivered by Insights,  
an APM Accredited Training Provider



## Managing Successful Projects

Achieve desired outcomes to schedule and within budget

### Who is it for?

This course is essential for those who manage projects, or those who are about to become involved in the management, planning or implementation of a project.

### What is it about?

Effective project techniques help you reduce spend, beat deadlines and plan for problems before they occur. All projects need a beginning, middle and end, and this course will show you the essential components required in planning the project and give you the confidence and immediately useful tools to put them into practice back at work.

### What will I get out of it?

- Efficient implementation of your project through organisation and preparation
- Skills to cost, estimate and budget with precision to guarantee efficient use of resources
- Better management of change and conflict to prevent disruption to the project schedule
- Practical techniques for measurement and control

### Course overview

- Understand the requirements of a project
  - Create change
  - Key dimensions
  - Project phrases
- Organise projects
  - The project manager
  - Assess risks
  - Set objectives
  - Prepare
- Manage the baseline
  - Plan in detail
  - Break down the work structure
  - Create project activity tables
  - Critical activities
  - Schedule tasks
  - People and non-people resources
- Cost, estimate and budget
  - Money as a resource
  - Time as a resource
  - Budget effectively
  - Control budgets
- Manage change
  - Deal with contradicting needs between the customer, project manager and project team
- Measure and control
  - Keep accurate records
  - Forecast effectively
- Close the project
  - How to terminate a project and hand over power

### You may also like:

Managing stakeholders p63. Finance for project managers p63. People management for projects p63.

## Advanced Project Management

Develop sophisticated techniques to manage complex and demanding projects

### Who is it for?

Those with some project management experience who want to develop their skills to manage large or complex projects.

### What is it about?

This clearly structured course provides an insight into the tools and methodologies essential for analysing projects of all types, in order to plan and manage them to a high degree of accuracy.

### What will I get out of it?

- Practical tools to ensure that the project is completed as planned
- The skills to handle issues that arise during the project to reduce their impact on the project objectives
- New methods to identify and assess project risks, costs and requirements

### Course overview

- The key to a successful project
  - Planning, communication and commitment
  - Using a 'standard' methodology: an overview of the PRINCE2® and PMI BoK project methodologies
- Managing the risk
  - A risk management culture
  - Pro-active risk management
  - Effective use of risk logs
  - Objective evaluation of project risks
  - Impact of risk to the project and to the business
  - Planning effective responses

**“This was very valuable, I will retain my workbook as my project management bible. An excellent two days.”**  
Doug Phelan, KGM

- The project environment
  - The project team
  - Organisational structure
  - Defining project team roles
  - Commitment register
- Financial control
  - 3 point estimating
  - Earned value analysis
- Focusing on customer needs
  - Defining and agreeing deliverables
- Stage management of the project
  - Accurate record keeping
  - Eliminating the gap between desired and actual outcomes
  - Managing change
- Closing the project
  - Clean end to a project
  - Follow-on activities
  - Post-project audit and appraisal
  - Lessons learned log
  - Survival tips for project managers

### You may also like:

Managing stakeholders p63. Advanced finance for non-financial managers p66.

**Duration & cost** 2 days, £899 + VAT

**Edinburgh** Oct: 27-28 Feb: 1-2

**London** Sep: 15-16 Oct: 12-13 Nov: 3-4, 28-29 Dec: 19-20  
Jan: 18-19 Feb: 7-8, 27-28 Mar: 19-20

**Your office** This course also works well run in-house. Call 0800 170 7777

**Code** MSP



Participation on this course followed by successful completion of written assessment leads to level 5 award in management and leadership



Forms part of our CMI management qualifications (p50)

**Duration & cost** 2 days, £949 + VAT

**London** Nov: 16-17 Feb: 16-17

**Code** APM



Early bird discount – book any short course seven weeks in advance and get 30% off!

## More courses

Certain specialist or technical courses run only in-house or on request. Call us on 0800 170 7777 or visit [reedlearning.co.uk/PM](http://reedlearning.co.uk/PM) to find out more

# You may also like:

### Managing Stakeholders 1 day, £499 + VAT

This course will enable you manage the key stakeholders in any project effectively. You will learn how to adjust your communication style and influencing approach to make sure everyone is engaged in bringing your projects in on budget and on time.

**Dates** Sep: 23 Nov: 21 Feb: 24  
**Code** STK

### Finance for Project Managers

Running a project successfully requires a thorough understanding of financial principles. This course provides project-focused techniques that will enable you to set budgets, evaluate risk, interpret data and forecast accurately. It's essential for any project manager.

**Duration** 1 day

### Agile Project Management – an overview

This course considers the benefits and issues surrounding implementation of an Agile project management approach. Delegates will be provided with an overview of the most popular Agile systems along with discussion of the issues surrounding implementation of an Agile project management approach.

**Duration** 1 day

### People Management for Projects

Successful project managers know that their success comes from two areas: the methodology they employ to manage the project and the way they manage the people involved. This workshop gives essential tools for managing people associated with projects, and gives delegates the chance to discuss their own specific issues.

**Duration** 1 day

### Finance for Non-Financial Managers 2 days, £899 + VAT

The core financial skills needed by any effective manager.

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### Project Skills for the PA and Administration Personnel 1 day, £479 + VAT

Manage your own projects with confidence.

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### Professional Presentation Skills 2 days, £899 + VAT

An interactive workshop on presenting persuasively and confidently.

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### Managing Successful Programmes (Foundation)

Managing Successful Programmes (MSP®) courses provide candidates with an understanding of and the skills needed to apply the methodology to managing a programme of work. You will have an opportunity to sit the APMG MSP® Foundation exam and to prepare for the intermediate and practitioner exams.

**Duration** 3 days

### Managing Successful Programmes (Practitioner)

The full Managing Successful Programmes (MSP®) Practitioner course provides an intense programme of learning to deliver the full range of skills needed to manage programmes of work, taking you from foundation level to passing the practitioner exam.

**Duration** 5 days

### Report Writing for Business 1 day, £479 + VAT

Create compelling and persuasive business documents.

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### Advanced Microsoft Excel 2 days, £350 + VAT

Advanced skills and functions for using Excel to its full potential.

Turn to page 117

### Introduction to Microsoft Project

1 day, £199 + VAT

Learn to create powerful project plans using MS Project.

Turn to page 118



“Thoroughly enjoyed the course. Very well presented. Thank you!”  
Josephine Surmun,  
Solent Healthcare

