

PRINCE2® Foundation Candidate Syllabus

September 2020

Introduction

The PRINCE2 Foundation 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 Program Office personnel), and operational line managers/staff.

The PRINCE2 Foundation 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>Effective Project Management; the PRINCE2 method</i> publication 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: - 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	3
1.2 Describe: - the features and benefits of PRINCE2 - the customer/supplier context on which PRINCE2 is based	1, 2.5, 2.5.4	BL2	2

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: - 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	7
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	1

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: - the business case theme - business case, benefits management approach	6.1, A.1.1, A.2.1	BL2	1
3.1.2 Describe PRINCE2's minimum requirements for applying the business case theme	6.2	BL2	1
3.1.3 Define key concepts related to business justification, and the differences between them: outputs, outcomes, benefits & disbenefits	6.1, fig 6.1	BL1	1
3.2.1 Explain the purpose of: - the organization theme - communication management approach	7.1, A.5.1	BL2	1
3.2.2 Describe what PRINCE 2 requires, at a minimum, for applying the organization theme	7.2, fig 7.3	BL2	1

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: - project board - executive - user representative - supplier representative - project assurance - change authority - project manager - team manager - project support including which roles can be combined	7.2.1 (all subsections)	BL2	4
3.2.4 Explain key concepts related to organization: - 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	1
3.3.1 Explain the purpose of: - 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	2
3.3.2 Describe PRINCE2's minimum requirements for applying the quality theme	8.2	BL2	1
3.3.3 Explain key concepts related to quality, and the differences between them: - 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	1
3.4.1 Explain the purpose of: - the plans theme - project plan, stage plan, exception plan, team plan	9.1, 9.2.1-4, A.16.1	BL2	1
3.4.2 Describe PRINCE2's minimum requirements for applying the plans theme	9.2	BL2	1
3.4.3 Recall the steps in: - the recommended approach to planning, including - the recommended approach to defining and analyzing the products and explain: - the factors to consider when structuring the project into management stages	fig 9.2, fig 9.6, 9.3.1.1	BL1	2
		BL2	
3.5.1 Explain the purpose of: - 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	1
3.5.2 Describe PRINCE2's minimum requirements for applying the risk theme.	10.2	BL2	1
3.5.3 Define key concepts related to risk, and the differences between them: - 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	2
3.5.4 Describe the recommended risk management procedure	10.3.2, 10.4.1-5	BL2	1
3.6.1 Explain the purpose of: - 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	1
3.6.2 Describe PRINCE2's minimum requirements for applying the change theme.	11.2	BL2	1

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: - types of issue - the recommended issue and change control procedure .	11.1, tab 11.1 fig 11.1, 11.4.1-5	BL2	1
3.7.1 Explain the purpose of: - 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	2
3.7.2 Describe PRINCE2's minimum requirements for applying the progress theme.	12.2	BL2	1
3.7.3 Explain key concepts related to progress: - 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	2

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: - 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	6
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	5
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	5