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## Accredited Training Organisation (ATO)

**NEWPLAN Limited**

**Accrediting Body**

 **APM Group, UK**

Whenever we decide we want to do something, go somewhere, build something, achieve something, we need to know the answers to some questions. What are we trying to do? When will we start? What do we need? Can we do it alone, or do we need help? How long will it take? How much will it cost? These are the usual questions asked at the start of any project and the answers are the building blocks of project management - defining what we want to do and working out the best way we can do it.

Structured project management means managing the project in a logical, organized way, following defined steps. A structured project management method is the written description of this logical, organized approach. We know from experience that projects which aren't organized and controlled properly usually go disastrously wrong. Some of the big ones hit the press. Structured project management methods have been developed to try to prevent such disasters.

Allow us to introduce to you **PRINCE<sup>®</sup>**, a structured project management method that has been used to make management of projects more systematic and practicable.

## What is **PRINCE2<sup>®</sup>**?

**PRINCE**, which stands for **PR**ojects **IN** **C**ontrolled **E**nvironments, is a process-based approach to project management method covering the organisation, management and control of projects and providing an easily tailored and scalable method for the management of all types of projects. Each process is defined with its key inputs and outputs together with the specific objectives and activities to be carried out.

**PRINCE** was first developed by the Central Computer and Telecommunications Agency (CCTA), (now part of the Cabinet Office, UK) in 1989 as a UK Government standard for IT project management. Since its introduction, **PRINCE** has become widely used in both the public and private sectors and is now the UK's de facto standard for project management. The latest version of the method, **PRINCE2<sup>®</sup>**, was designed to incorporate the requirements of existing users and to enhance the method towards a generic, best-practice approach for the management of all types of projects, both IT and non-IT oriented. The design and development work was undertaken by a consortium of project management specialists, under contract to OGC (former Office of Government Commerce), now Cabinet Office, UK. Over 150 public and private sector organizations were involved in a Review Panel which provided valuable input and feedback to the consortium. The development work was completed in March 1996.

The method describes how a project is divided in manageable stages enabling efficient control of resources and regular progress monitoring throughout the project. The various roles and responsibilities for managing a project are fully described and are adaptable to suit the size and complexity of the project, and the skills of the organisation. Project planning using **PRINCE2<sup>®</sup>** is product (result)-based which means the project plans are focused on delivering results and are not simply about planning when the various activities on the project will be done. (Products range from systems to physical objects.)

**NEWPLAN Limited**, of Uganda a **PRINCE2<sup>®</sup>** Accredited Training Organization (ATO) and Registered Consultants is working to tailor and focus **PRINCE2<sup>®</sup>** on our requirements to suit all projects in our African as well as the international setting. The APM Group runs the **PRINCE2<sup>®</sup>** accreditation scheme on behalf of the UK's Cabinet Office. It accredits consultancy organizations, individual consultants, training organizations and trainers of **PRINCE2<sup>®</sup>** and authorizes affiliate organizations.

In today's projects, there are often different groups of people involved, including the customer, one or more suppliers, and of course the user. **PRINCE2®** is designed to provide a common language across all the interested parties. Bringing customers and suppliers together generally involves contracts and contract management. Although these aspects are outside of **PRINCE2®**, the method recognizes the need to provide projects with the necessary controls and breakpoints to work successfully within a contractual framework.

**PRINCE2®** helps you work out who should be involved and what they will be responsible for. It gives you a set of processes to work through and explains what information you should be gathering and disseminating along the way. But **PRINCE2®** doesn't do the work for you; it cannot guarantee that your projects will produce satisfactory results. It only guarantees that the management will be successful. Good projects, which deliver quality results, on-time and within budget are dependent on the quality of people involved from Project Board down to individual team members.

Below is a summary of what **PRINCE2®** makes possible.

### PROJECT MANAGEMENT TEAM

#### Project Manager

Organizing and controlling a project means that we need to have someone responsible for doing the organizing and controlling - this person is called the Project Manager. The Project Manager will recommend people to do the work on the project and will be responsible for making sure the work is done properly and on-time. The Project Manager draws up the Project Plans that describe what the project team will actually be doing and when they expect to finish.

#### Customer, User and Supplier

The person who is paying for the project is called the **customer** or **executive**. The person who is going to use the results or outcome of the project, or who will be impacted by the outcome of a project, is called the **user**. On some projects, the customer and user may be the same person. The person who provides the expertise to do the actual work on the project (i.e. will be designing and building the outcome) is called the **supplier** or **specialist**. All of these people need to be organized and co-ordinated so that the project delivers the required outcome within budget, on time and to the appropriate quality.

#### Project Board

Each **PRINCE2®** project will have a Project Board made up of the customer (or executive), someone who can represent the user side and someone to represent the supplier or specialist input. The Project Manager reports regularly to the Project Board, keeping them informed of progress and highlighting any problems he/she can foresee. The Project Board is responsible for providing the Project Manager with the necessary decisions for the project to proceed and to overcome any problems, hence the need for accurate information from the Project Manager. It may consist of one person representing all the 3 roles, 2 persons or 3, but smaller boards are usually more effective than larger ones.

#### Project Assurance

Providing an independent view of how the project is progressing is the job of Project Assurance. In **PRINCE2®**, there are three views of assurance; business, user and specialist. Each view reflects the interests of the three Project Board roles. Assurance is about checking that the project remains viable in terms of costs and benefits (business assurance), checking that the users' requirements are being met (user assurance), and that the project is delivering a suitable solution (specialist or technical assurance). On some projects, the assurance is done by a separate team of people called the Project Assurance Team, but the assurance job can be done by the individual members of the Project Board themselves.

## **Project Support**

On most projects there is a lot of administrative work needed, keeping everyone informed, arranging meetings, keeping plans up-to-date, chasing things up, keeping files, etc. Project Managers often do all this work themselves, particularly on smaller projects. But if there are a number of projects going on at the same time, a Project Support Office can be setup to help the Project Managers with this work.

## **Team Manager**

This role is optional as it can be taken up by the Project Manager; however, it is the role that produces the specialist products of the project. A project may have one or more Team Managers due to the different deliverables, size, complexity or geographical location of the project.

## **PRINCE2 is broken down into PRINCIPLES, THEMES & PROCESSES**

### **The UNDERLYING Principles of PRINCE2**

- 1. Continued business justification**
- 2. Learn from experience**
- 3. Defined roles and responsibilities**
- 4. Manage by stages**
- 5. Manage by exception**
- 6. Focus on products**
- 7. Tailor to suit the project environment**

The principles on which PRINCE2 is based originate from lessons learned from projects both good and bad. They provide a framework of good practice for those people involved in a project. If a project does not adhere to these principles, it is not being managed using PRINCE2, because the principles are the basis of what defines a PRINCE2 project.

### **The PRINCE2 Themes**

- 1. Business Case**
- 2. Organization**
- 3. Quality**
- 4. Plans**
- 5. Risk**
- 6. Change**
- 7. Progress**

The PRINCE2 themes describe aspects of project management that must be addressed continually in the project. Any Project Manager who gives thorough attention to these themes will fulfill the role in a professional manner. However, the strength of PRINCE2 is the way in which the seven themes are integrated, and this is achieved because of the specific PRINCE2 treatment of each theme, i.e. they are carefully designed to link together effectively.

### **The PRINCE2 Processes**

- 1. Starting up a Project**
- 2. Directing a Project**
- 3. Initiating a Project**
- 4. Controlling a Stage**
- 5. Managing Product Delivery**
- 6. Managing a Stage Boundary**
- 7. Closing a Project**

The PRINCE2 processes address the chronological flow of the project – with actions relating to different themes mixed together. Here, the logical thread that runs through each theme is highlighted and more detailed guidance is provided in order to amplify the process activities.

## **TAILORING PRINCE2 for your project**

*How big does a project have to be before PRINCE2® can be used?*

This is a major principle of **PRINCE2®**. **PRINCE2** can be applied to all sorts of projects, from the very small to the very large. Even projects lasting only a few days will benefit from selective application of **PRINCE2®** guidelines. The key to success with **PRINCE2®** is to remember it is highly configurable, and so can be adapted for all project types regardless of industry and marketplace. **PRINCE2®** is designed to be applied generally to all types of project, be they construction, Engineering, IT, business, financial etc.

Having read this brief introduction to project management and **PRINCE2®**, the next thing to do is go on a training course and find out more!

### **Who does PRINCE2® target?**

Any organization or individual that requires a common sense approach to managing projects. The course is suitable for project managers, project support and administration staff, and managers from any discipline.

#### **Individuals**

The majority of people that consider **PRINCE2®** as a qualification do so for career and personal development reasons. Often this is driven by a change or advancement in one's job or career. In many advertised positions abroad, **PRINCE2®** has become a prerequisite, particularly in Public Sector jobs. This is the inclination of project management on the global scene.

#### **Companies/ Organizations**

The majority of companies and organizations that implement **PRINCE2®** also encourage their employees to take the exams. If your staff have accredited **PRINCE2®** qualifications, then you need to support them to use the methodology in managing projects, and hence can present your company as using **PRINCE2®**. This works particularly well where you tender for or supply to any Public Sector companies, such as local and central government, as well as private companies.

As an employer you can also check the validity of peoples **PRINCE2®** certification, prior to contract or employment on the APMG website or the Accredited Training Organization (ATO).

### **PRINCE2® Qualifications & Examinations**

The two levels of qualification are Foundation and Practitioner. Foundation confirms your understanding of what **PRINCE2®** is and Practitioner shows your knowledge in the application of **PRINCE2®**.

#### **Foundation**

If your role is one of being on the periphery of Projects, perhaps Project Administration, sponsorship or on secondment, then Foundation level may suffice. It tells people that you can work within a **PRINCE2®** project effectively.

#### **Foundation Exam**

- This is a closed book multiple choice exam of 75 questions (70 exam questions and 5 trial questions, each covering a different syllabus topic) taken over 1 hour. The trial questions are not scored. This enables new questions to be tried without affecting candidates' marks. There will be no indication of which questions are exam questions and which are trial, one is expected to answer all questions. The pass mark is 35.



- Evening work is required during the 3 day course.
- You will have received and completed your pre-course study schedule including reading the **PRINCE2®** manual.
- Prerequisites: To gain the most of the Foundation Course and Exam we recommend that delegates should have prior experience or awareness of projects and the project management environment, though not necessarily as a project manager.

### Practitioner

If you are a Project Manager or contractor, then chances are Practitioner level is the right certification, as it demonstrates the ability to run **PRINCE2®** projects. Most companies generally train everyone involved in the project to Foundation Level, with a core of Project Managers to Practitioner Level. For individuals, we would say that the majority do eventually go to practitioner level, some in stages, others in one go.

### Practitioner Exam

- This is an open book 2.5 -hour hand-written paper on a Project Scenario where delegates are tested on their ability to apply the method to the scenario. The pass mark is 59 of 108 points (55%).
- Evening work is required during the course
- Prerequisites: The delegates must have successfully completed the **PRINCE2®** Foundation level certification.

### Examination board

The APM Group Limited is the Examination Board responsible for developing and managing the Accreditation and Registration schemes as well as the PRINCE Examination. It represents organisations interested in improving the standard of Project Management and is responsible for overseeing the quality and content of the Examination. The APMG runs an online register to show candidates that have passed Foundation and/or Practitioner. This can be found at [www.prince2.org.uk](http://www.prince2.org.uk)

### PRINCE2® Training costs

The cost includes study material, training sessions, examinations, certification and one year's subscription to the PM4 Success site for each candidate.

Fees per student for **PRINCE2®** Training

Course	% of total	Cost USD
PRINCE2 Foundation course & Examination	70%	1050
PRINCE2 Practitioner Course & Examination	30%	500
<b>Total cost</b>	<b>100%</b>	<b>1550</b>

Costs are inclusive of VAT.

You are welcome to pay in cash or cheque at our NEWPLAN Limited office, or to the NEWPLAN A/C. Do make your preference known and we will send you the details.

Please fill out the Application form in order to sign up for the courses available. However, it only gives you a guarantee until the deadline date for the payments, which is 14 days to the respective Pre-Course. In case of failure to attend class, USD100 is non-refundable for the preparation and study materials and booking of the exams. See next page for Course Programme.

**Our Address:**

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**Programme****General format per session**

Pre-course	Private & Grp Study	Foundation	Exam	Practitioner	Exam
Half day introduction to PRINCE2, receipt of study materials	4 weeks minimum	3 face to face days	1 hr, afternoon	3 face to face days	3 hrs, Next day

**Programme Sessions 2013**

Session	Pre- Course	Private & Group Study	Foundation Course	Exam	Practitioner Course	Exam
U-35	18 Jan	19Jan – 19 Feb	20 – 22 Feb	22 Feb	25- 27 Feb	28 Feb
U-36	15 Mar	16Mar – 16 April	17 – 19 April	19 April	22- 24 April	25 April
U-37	10 May	11May – 11 June	12 – 14 June	14 June	17- 19 June	20 June
U-38	5 July	6July – 6 Aug	7 – 9 Aug	9 Aug	12- 14 Aug	15 Aug
U-39	23 Aug	24Aug – 24 Sept	25- 27 Sept	27 Sept	30 Sept-2 Oct	3 Oct
U-40	18 Oct	19Oct – 19 Nov	20 – 22 Nov	22 Nov	25- 27 Nov	28 Nov
U-41	13 Dec	14Dec – 14 Jan'14	15 – 17 Jan	17 Jan	20- 22 Jan	23 Jan

NB: Newplan Limited reserves the right to alter the programme, or the costing structure, at any time. Only candidates with filled applications delivered to our office will receive notice.

