PRINCE2® Practitioner
Candidate Syllabus

July 2017

Introduction

The PRINCE2 Practitioner 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 Programme Office personnel), and operational line managers/staff.

The PRINCE2 Practitioner examination is intended to assess whether a candidate can apply and tailor the PRINCE2 project management method (as described in the syllabus below). A successful Practitioner candidate should, with suitable direction, be able to start applying the method to a real project but may not be sufficiently skilled to do this appropriately for all situations. Their individual project management expertise, complexity of the project and the support provided for the use of PRINCE2 in their work environment will all be factors that impact what the Practitioner can achieve.

Exam Overview

Material allowed	PRINCE2 manual	This is an 'open book' exam. The *Managing Successful Projects with PRINCE2* publication, 2017 edition, should be used (and you can make notes inside the book), but no other material is allowed.
Exam duration	2 hours 30 minutes	Candidates taking the exam in a language that is not their native or working language may be awarded 25% extra time, i.e. 188 minutes in total.
Number of marks	68 marks	There are 68 (part) questions, each worth 1 mark. There is no negative marking.
Pass mark	38 marks	You will need to get 38 (part) questions correct to pass the exam.
Level of thinking	Bloom's levels 3&4	"Bloom's level" describes the type of thinking needed to answer the question. For Bloom's level 3 questions, you need to apply your knowledge to a situation. For Bloom's 4 questions, you need to analyze the information provided and reason whether a course of action is effective/appropriate.
Exam format	Scenario, additional information & questions	You should read the 'Project Scenario' which gives background information about the project that the questions apply to. For at least one question, you will also need to use the 'Additional Information' which gives information about people who may be working on the project.
Question types	Classic & matching	The questions are all 'multiple choice'. There is a short description of a situation, and then a question. For the 'classic' questions (1 mark), you have a question and four options (A,B,C,D). For the 'matching' questions (3 marks) you have 3 pieces of information and you have to choose an answer for each from a list of 5 or 6 options.

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. (Ch = chapter, † = all subsections of that section of the manual.)

Learning outcome 1 - Apply the PRINCE2 principles in context			
Assessment Criteria	**Book references**	**Bloom's level**	**No. marks**
1.1 Analyze the application of PRINCE2 principles in context	Ch. 3†,4.1, 4.3†	BL4	8

Learning outcome 2 - Apply and tailor relevant aspects of PRINCE2 themes in context			
Assessment Criteria	**Book references**	**Bloom's level**	**No. marks**
2.1.1 Apply the PRINCE2 requirements for the business case theme, demonstrating an understanding of: • benefits management approach & business case • the recommended roles and responsibilities • outputs, outcomes, benefits and dis-benefits	6.1, fig 6.1, 6.2, A.1, A.2	BL3	3
2.1.2 Assess whether an approach to applying the business case theme is effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and requirements of the theme	6-6.3†, 4.3†, 5.1, A.1†, A.2†, App.C†, 14.5.2, 16.5.2	BL4	2
2.2.1 Apply the PRINCE2 requirements for the organization theme, demonstrating an understanding of: • communication management approach • the recommended roles and responsibilities • the recommended project management team structure	7.1, 7.2†, fig 7.2, 7.3.1, 7.3.7, A.5, App C†	BL3	3
2.2.2 Assess whether an approach to applying the organization theme is effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and requirements of the theme	7.1-2†, 7.3.1-5, 7.3.7, 4.3†, 5.1, 16.5.2, A.5†, App.C†, 15.5.2, 14.5.3, 16.5.3, 17.5.3, 18.5.3, 19.5.3, 20.5.3	BL4	2
2.3.1 Apply the PRINCE2 requirements for the quality theme, demonstrating an understanding of: • product description, project product description, quality management approach, quality register • recommended roles and responsibilities • quality planning, quality control, quality assurance	8.1.1, fig 8.1, 8.2, 8.3.5, 8.3.6, 8.3.8-9, 8.3.11, A.17, A.21, A.22, A.23,	BL3	3
2.3.2 Assess whether an approach to applying the quality theme is effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and requirements of the theme	Ch.8† (excluding 8.3.10 & 8.3.12), 4.3†, 5.1, 16.5.2, 19.5.2, A.17†, A.21-23†, App.C†	BL4	2
2.4.1 Apply the PRINCE2 requirements for applying the plans theme, demonstrating an understanding of: • project plan, stage plan, exception plan, team plan • recommended roles and responsibilities • the recommended approach to planning, including the recommended approach to defining and analyzing the products	tab 9.1, 9.2.1†, 9.2†, 9.3.1-7(excluding detailed estimating and resource scheduling techniques), A.16†	BL3	3

Syllabus (continued)

Learning outcome 2 (continued) - Apply and tailor relevant aspects of PRINCE2 themes in context			
Assessment Criteria	**Book references**	**Bloom's level**	**No. marks**
2.4.2 Assess whether an approach to applying the plans theme is effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and requirements of the theme	9.1-3† (excluding detailed estimating and resource scheduling techniques), 9.4.1, 4.3†, 5.1, 14.5.2, 16.5.2, 18.5.2, 19.5.2, A.16†, App.C†	BL4	2
2.5.1 Apply the PRINCE2 requirements for applying the risk theme, demonstrating an understanding of: • risk management approach, risk register • recommended roles and responsibilities • the recommended risk management procedure	10.2, tab 10.1, 10.3.2, 10.4† (excluding risk estimation and evaluation techniques), A.24†, A.25†	BL3	3
2.5.2 Assess whether an approach to applying the risk theme is effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and requirements of the theme	Ch.10† (excluding risk estimation and evaluation techniques), 4.3†, 5.1†, 16.5.2, A.24-25†, App.C†	BL4	2
2.6.1 Apply the PRINCE2 requirements for applying the change theme, demonstrating an understanding of: • change control approach, configuration item record, issue register, issue report, product status account • recommended roles and responsibilities • the recommended issue and change control procedure	11.1, tab 11.1, 11.2†, tab 11.2, 11.4†, 11.3.6, A.3†, A.6†, A.12†, A.13†	BL 3	3
2.6.2 Assess whether an approach to applying the change theme is effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and requirements of the theme	Ch.11†, 4.3†, 5.1, 16.5.2, 17.5.2, A.3†, A.6†, A.12†, A.13†, A.18†, App.C†	BL 4	2
2.7.1 Apply the PRINCE2 requirements for controlling progress, demonstrating an understanding of: • checkpoint report, daily log, end project report, end stage report, exception report, highlight report, lessons log, work package • recommended roles and responsibilities • tolerances and raising exceptions	12.2†, tab 12.2, 12.2.1, 12.2.3, A.4†, A.7†, A.8†, A.9†, A.10†, A.11†, A.14†, A.26†	BL 3	3
2.7.2 Assess whether an approach to applying the progress theme is effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and requirements of the theme	12.1-3†, 4.3†, ,5.1, 14.5.2, 17.5.2, 18.5.2, 19.5.2, 20.5.2, A.4†, A.7-11†, A.14†, A.26†, App.C†	BL4	2

Syllabus (continued)

Learning outcome 3 - Apply (and tailor) relevant aspects of PRINCE2 processes in context			
Assessment Criteria	Book references	Bloom's level	No. marks
3.1.1. Carry out the starting up a project process activities, demonstrating an understanding of: • the recommended associated actions • recommended roles and responsibilities • how the themes may be applied	14.2-4†, 14.4†, A.19†, 14.1-6, Ch, 6-12†	BL 3	3
3.1.2 Assess whether starting up a project process activities/actions, roles and responsibilities are effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and objectives of the process	Ch.14† (excluding 14.5.2), 4.3†, 13.4, A.19†, App.C†	BL4	1
3.2.1 Carry out the directing a project process activities, demonstrating an understanding of: • the recommended associated actions • recommended roles and responsibilities • how the themes may be applied	15.2-4†, 15.4†, tab 15.1-6, Ch, 6-12†	BL 3	3
3.2.2 Assess whether directing a project process activities/actions, roles and responsibilities are effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and objectives of the process	Ch.15†, 4.3†, 13.4, A.19†, App.C†	BL 4	1
3.3.1 Carry out the initiating a project process activities, demonstrating an understanding of: • the recommended associated actions • recommended roles and responsibilities • how the themes may be applied	16.2-4†, 16.4†, A.20†, tab 16.1-9, Ch, 6-12†	BL 3	3
3.3.2 Assess whether initiating a project process activities/actions, roles and responsibilities are effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and objectives of the process	Ch.16† (excluding 16.5.2), 4.3†, 13.4, A.20†, App.C†	BL 4	1
3.4.1 Carry out the controlling a stage process activities, demonstrating an understanding of: • the recommended associated actions • recommended roles and responsibilities • how the themes may be applied	17.2-4†, 17.4†, tab 17.1-8, Ch 6-12†	BL 3	3
3.4.2 Assess whether controlling a stage process activities/actions, roles and responsibilities are effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and objectives of the process	Ch.17† (excluding 17.5.2), 4.3†, 13.4, App.C†)	BL 4	1
3.5.1 Carry out the managing product delivery process activities, demonstrating an understanding of: • the recommended associated actions • recommended roles and responsibilities • how the themes may be applied	18.2-4†, 18.4†, tab 18.1-3, Ch 6-12†	BL 3	2
3.5.2 Assess whether managing product delivery process activities/actions, roles and responsibilities are effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and objectives of the process	Ch.18† (excluding 18.5.2), 4.3†, 13.4, App.C†	BL 4	1

Syllabus (continued)

Learning outcome 3 (continued) - Apply (and tailor) relevant aspects of PRINCE2 processes in context			
Assessment Criteria	Book references	Bloom's level	No. marks
3.6.1 Carry out the managing a stage boundary process activities, demonstrating an understanding of: • the recommended associated actions • recommended roles and responsibilities • how the themes may be applied	19.2-4†, 19.4†, tab 19.1-5, Ch 6-12†	BL 3	2
3.6.2 Assess whether managing a stage boundary process activities/actions, roles and responsibilities are effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and objectives of the process	Ch.19† (excluding 19.5.2), 4.3†, 13.4, App.C†	BL 4	1
3.7.1 Carry out the closing a project process activities, demonstrating an understanding of: • the recommended associated actions • recommended roles and responsibilities • how the themes may be applied	20.2-4†, 20.4†, tab 20.1-5, Ch 6-12†	BL 3	2
3.7.2 Assess whether closing a project process activities/actions, roles and responsibilities and actions are effective and fit for purpose, taking into consideration: the context, the PRINCE2 principles, and the purpose and objectives of the process	Ch.20† (excluding 20.5.2), 4.3†, 13.4, App.C†	BL 4	1