

Other Related Certification Courses that offer:
 PRINCE2® - Project Management and Governance Methodology
 MSP® - Managing Successful Programmes
 P3O® - Portfolio, Programme and Project Offices
 MoP® - Management of Portfolios
 BASA - Business and Systems Analysis
 TOGAF® 9.1 Certification Training
 OBASHI® Foundation Course



Registration Information For Accredited Certification in PRINCE2® courses

Course Schedule for 2016 :

P2 Foundation Level (ONLY)	18 - 21 Jan	22 - 25 Feb	21 - 24 Mar	11 - 14 Apr	16 - 19 May	13 - 16 Jun	25 - 28 Jul	22 - 25 Aug	5 - 8 Sep	10 - 13 Oct	14 - 17 Nov	5 - 8 Dec
P2 Foundation & Practitioner (Both)	18 - 22 & 26 Jan	22 - 29 Feb	21 - 28 Mar	11 - 18 Apr	16 - 23 May	13 - 20 Jun	25 Jul - 1 Aug	22 - 29 Aug	5 - 9 & 14 Sep	10 - 17 Oct	14 - 21 Nov	5 - 9 & 13 Dec
P2 Practitioner (ONLY)	21 - 22 & 26 Jan	25 - 29 Feb	24 - 28 Mar	14 - 18 Apr	19 - 23 May	16 - 20 Jun	28 - 29 Jul & 1 Aug	25 - 29 Aug	8 - 9 & 14 Sep	13 - 17 Oct	17 - 21 Nov	8 - 9 & 13 Dec

Course Timing: 9.00 am to 5.00 pm (*optional additional evening tuition available for those who need it)

Info Spec Sdn Bhd (107393-w) * 33 years of service *

Course Venue: InfoSpec Training Centre

Suite 1309, 13th Flr, Menara AMCORP, 18 Persiaran Barat, 46050 Petaling Jaya, Selangor

(Opposite Taman Jaya LRT Station - Kelana Jaya Line, AMCORP Tower is on the right wing of AMCORP MALL)

Tel: (603) 7957-1806

Fax: (603) 7957-1807

Mobile: (016)6199-188

Email : info@infospec.com.my

www.infospec.com.my

Course Fee

Code	Course Title	Fee Per Person	Group of 3 Fee per person	Group of 5 Fee per person
P2- F ONLY	Accredited PRINCE2 Foundation Level Training (4 Day) * Course Fee are subject to 6% GST from 1st April 2015	RM4,700	RM4,500	RM4,300
P2- F + P2-P	Accredited PRINCE2 Foundation & Practitioner Level (6-Day) * Course Fee are subject to 6% GST from 1st April 2015	RM7,300	RM7,100	RM6,900
P2- P ONLY	Accredited PRINCE2 Practitioner Level Training (3-Day) * Course Fee are subject to 6% GST from 1st April 2015	RM4,100	RM3,900	RM3,700

Fee includes Exams fees, PRINCE2: 2009 Official Manual, PRINCE2 Process Model Wall Chart, pre-course work and all course materials, refreshments. Pre-course Study Pack & PRINCE 2 manual will be sent upon received of confirmed P.O. & payment.

Please call +603-79571806 or whatsapp 0162628131 for MYPROCERT 2015 Special Course Fees and GRANT amount up to RM2,500 for eligible candidate.

*** Fee claimable under PSMB SBL KHAS/ SBL schemes**

Bank Details:

Bank A/C #: 302-438064-001
Branch: Petaling Jaya Branch, Selangor.

A/C Name: Info Spec Sdn Bhd
Bank Swift Code: HBMBMYKL

Bank Name: HSBC Bank Malaysia Bhd.
MOF Contractor #: 357-00040449

REGISTRATION FORM - PRINCE2 Certification Training

Please fax to +603-7957-1807, or email to info@infospec.com.my

Company/Department: _____		
Address: _____		
Tel: _____	Fax: _____	Contact Person: _____
Email: _____	Registration Made By: _____	
Approved By: _____	Designation: _____	Signature: _____
Cheque No: _____	for RM: _____	P.O./L.O. # _____
Attendees:		
Name1: _____	Course Code: _____	Date: _____
Name2: _____	Course Code: _____	Date: _____
Name3: _____	Course Code: _____	Date: _____
Name4: _____	Course Code: _____	Date: _____
Name5: _____	Course Code: _____	Date: _____
Any Remarks: _____		

Seats strictly limited by trainer!

REGISTER NOW - ENSURE YOUR PLACE!

version:2015-sri

PRINCE2® Foundation and Practitioner

Accredited Certification

PRINCE2

Foundation & Practitioner

Level Training

Date :



22nd - 29th Feb 2016

21st - 28th Mar 2016

11th - 18th Apr 2016

16th - 23rd May 2016

13th - 20th Jun 2016

25th Jul - 1st Aug 2016

22nd - 29th Aug 2016

5th - 9th & 14th Sep 2016

10th - 17th Oct 2016

14th - 21st Nov 2016

5th - 9th & 13th Dec 2016

PRINCE2 (Projects in a Controlled Environment) is internationally accepted as the leading "best practice" project management approach. Currently, there are more than 1,000,000 successful PRINCE2 delegates throughout the world!

This 6 day programme provides participants with a thorough coverage of all aspects of the PRINCE2 project management methodology and its practical applications. The course focuses on how to apply the integrated elements of PRINCE2 (Principles, Themes, Processes and Tailoring within a project environment). Real life scenarios to ensure that participants can successfully apply concepts learned to local and international projects.

Info Spec is accredited by PEOPLECERT as an Accredited Training Organization for PRINCE2®, MSP®, P3O®, MoP® training.



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Tel: +603-7957 1806

Accredited PRINCE2® Foundation & Practitioner Level

Overview

PRINCE2 (Projects in a Controlled Environment) is internationally accepted as the leading “best practice” project management approach. The method is scalable and can be tailored to reflect any organisation’s existing standards, approaches and business.

Learning Outcome

- Understand the PRINCE2 method at the Foundation Level and, where chosen, the Practitioner level.
- Understand how to apply the integrated elements of PRINCE2 (principles, processes, themes and tailoring within a work environment).
- Understand the benefits and principles underlying a structured approach to project management.
- Help delegates to operate effectively with colleagues and managers within a structured project management environment.
- To pass the PRINCE2 Foundation Exam, where chosen, the PRINCE2 Practitioner Level Exam.

In-House Training

The tailoring of the PRINCE2 certification programme for all our **in-house training is complimentary**. We highly recommend that you take this option.

We can swiftly build the **tailored private programme** using detail about your organisation, its culture, infrastructure, issues, project materials etc, to be used as real life working examples.

Who Should Attend ?

- Project Managers
- Programme Managers
- Team Managers and support staff
- General Managers, CEOs & Stakeholders
- Staff who will have a defined role in a project
- Auditors, Accountants, Project Assurance & Risk Management Staff
- Project Management Consultants
- Systems Analysts & Business Analysts
- Anyone who involves in a project
- Anyone who intend to be a PRINCE2 Trainer or Consultant

Approach

The event will be delivered by an approved PRINCE2 Trainers with practical experience of using the PRINCE2 method over a wide range of projects.

The style of delivery will be instructor-led with the trainer taking attendees through each elements of the Method and illustrating each key point with examples.

Questions and discussions will be encouraged throughout the event.

A summary of how each Process operates and the linkages that exist between the PRINCE2 Themes & Processes will be presented using Process Integration Models.

Joining instructions including pre-course study pack and PRINCE2 manual are sent out approximately 1-2 weeks before the course start date. Typically pre-course preparation will require 6-8 hours of study.

Info Spec Established Since 1983

Info Spec is the FIRST Accredited Training Organisation (ATO) in Malaysia for PRINCE2® (Project In A Controlled Environment), P3O® (Portfolio, Programme & Project Offices), MoP® (Management of Portfolios), MSP® (Managing Successful Programmes), OBASHI® (Business & IT Management Method).

Trainer Profile

All our PRINCE2 trainers are approved by APMG / PEOPLECERT. They are practising project, programme and portfolio managers with considerable experience in a wide range of public and industry sectors.

Delegate will receive an official PRINCE2 Methodology Manual & other pre-course plus post course materials

**Info
Spec**

Please call us at +603-79571806 or send us an email at info@infospec.com.my or mooifah@infospec.com.my

Course Content

PRINCE2® Foundation Level

Course Introduction

- Course Objectives
- Structure & Approach

PRINCE2 Principles

- Continued Business Justification
- Learn from Experience
- Defined roles & responsibilities
- Manage by Stages
- Manage by Exception
- Focus on Products
- Tailor to suit the project environment

PRINCE2 Processes

- PRINCE2 is a process-based approach for project management. There are 7 processes in PRINCE2 which provide the set of activities required to direct, manage and deliver a project successfully.

- **InfoSpec’s PRINCE2 Process Integration Model** will be used to help delegates understand & appreciate what should be done to manage each project and why it should be done and when in the project life cycle.

PRINCE2 Themes

- Business Case
- Organisation
- Plans
- Progress
- Change
- Quality
- Risk

Case Study

- PRINCE2 Project Walk Through

Exam Technique & Foundation Exam

- PRINCE2 Foundation Exam

Foundation Certificate is a mandatory pre-requisite to undertake the Practitioners exam and is held on Day 4 of the program

- Multiple-Choice
- One hour duration
- 75 questions
- Closed book

PRINCE2 Practitioner Level

Course Introduction

- Scheme & Approach

Project Model Walk Through

- PRINCE2 Principles
- PRINCE2 Themes
- PRINCE2 Processes
- PRINCE2 Roles
- Tailoring PRINCE2 in a project environment

PRINCE2 Project Scenarios

- Business Case
- Organisation
- Quality In A Project Environment
- Product Based Planning
- Management of Risk
- CHANGE Control
- Plans
- Progress (Monitor & Control)

Discussions on how to implement PRINCE2 in your working environment & tailoring the application of PRINCE2 relevant to the size, complexity, risk and importance of a project in a real work environment.

Practical Exercises

Practitioner Level:

Delegates are required to **demonstrate the Application of the PRINCE2 Method through:**

- Appropriate use of themes
- Creation of management products
- Ability to apply appropriate tailoring of the PRINCE2 processes and themes

Exam Structure & Techniques

PRINCE2 Practitioner Exam (2 & 1/2 Hours)

- Practitioner exam is held on Day 6
- 8 questions, with a scenario background & appendices.
 - 2 1/2 - hours duration
 - Open-book examination (only PRINCE2® Manual is allowed)
 - Candidate need to score 55% or more marks to pass.