Other Related Certification Courses that offer:
PRINCE2® - Project Management and Governance Methodology
MSP® - Managing Successful Programmes
BASA - Business and Systems Analysis
TOGAF® 9.1 Certification Training
OBASHI® Foundation Course

**Info Spec**

## Registration Information For Accredited Certification in PRINCE2® courses

**Course Schedule for 2019/2020 :**

| P2 Foundatio Level (ONLY) | 18 - 20 Nov 2019 | 16 -18 ,Dec 2019 | 13 -15 Jan 2020 | 17 - 19 Feb 2020 | 16 - 18 Mar 2020 | 13 -15 Apr 2020 | 22 -24 Jun 2020 | 13 -15 J ul 2020 | 10 -12 Aug 2020 | 21 -23 Sep 2020 | 12 - 14 Oct 2020 | 23 - 25 Nov 2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| P2 Foundation & Practitioner (Both) | 18 - 23 Nov 2019 | 16 - 21 Dec 2019 | 13 -18 Jan 2020 | 17 - 22 Feb 2020 | 16 - 21 Mar 2020 | 13 -18 Apr 2020 | 22 -27 Jun 2020 | 13 -18 J ul 2020 | 10 - 15 Aug 2020 | 21 - 26 Sep 2020 | 12 - 17 Oct 2020 | 23 - 28 Nov 2020 |
| P2 Practitioner (ONLY) | 21 - 23 Nov 2019 | 19 - 21 Dec 2019 | 16 -18 Jan 2020 | 20 - 22 Feb 2020 | 19 - 21 Mar 2020 | 16 -18 Apr 2020 | 25 -27 Jun 2020 | 16 -18 J ul 2020 | 13 -15 Aug 2020 | 24 - 26 Sep 2020 | 15 -17 Oct 2020 | 26 - 28 Nov 2020 |

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)   * 37 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(PutraLine), same Tower as Star Bucks Coffee )

**Tel:** (603) 7957-1806                      **Mobile:** (016) 6199-188
Email : info@infospec.com.my  ;   mooifah@infospec.com.my          www.infospec.com.my
Course Fees  are subject ed to  6% GST

**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 (3 Day) <br> Include Foundation Exam Fee , licensed course  handouts & stationerie. Exclude PRINCE2 Official Manau; | RM4,500 | RM4,300 | RM4,100 |
| P2- F + P2-P | Accredited PRINCE2  **Foundation** & **Practitioner** Level (6-Day) <br> Include  Foundation & practitioner Exam Fees and all course materials | RM7,900 | RM7,700 | RM7,500 |
| P2- P | Accredited PRINCE2 **Practitioner** Level Training (3-Day) <br> Include PRINCE2 Practitioner Exam Fee and all course materials | RM4,700 | RM4,500 | RM4,300 |

, pre-course work and all course materials, refreshments.  Pre-course Study Pack  will be sent upon received of confirmed P.O. & payment.
.

**PSMB**

**Please call +603-79571806 or whatsApp 016- 2628131**

**\* Fee claimable under PSMB SBL schemes**

**Bank Details:**
Bank A/C #: 312-699-560-2          A/C Name: Info Spec Sdn Bhd          Bank Name: PUBLIC  Bank  Berhad.
Branch: PJ New Town Branch, Petaling jaya, Selangor.          Bank Swift Code:  PBBEMYKL          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: 2018

---

# PRINCE2® Foundation and Practitioner

## Accredited Certification

## PRINCE2®

## Foundation & Practitioner

## Level Training

### Next Course Date:

**18 - 23 Nov 2019**
**16 - 21 Dec 2019**
**13  - 18 Jan 2020**
**17 - 22 Feb 2020**
**16  - 21 Mar 2020**
**13  - 18 Apr 2020**
**22 - 27 Jun 2020**
**13  - 18 Jul 2020**
**10 - 15 Aug 2020**
**21 - 26 Sep 2020**
**12  - 17 Oct 2020**
**23 - 28 Nov 2020**
**14 - 19 Dec 2020**

**PRINCE2®**
ACCREDITED TRAINING ORGANIZATION
**PeopleCert** ON BEHALF OF **AXELOS**

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 **(ATO)** for PRINCE2®  and MSP® training.

**Info Spec**

www.infospec.com.my

Tel: +603-7957 1806
Mobile:+6016- 6199 188

# Accredited PRINCE2® Foundation & Practitioner Level

## Overview
Info Spec's accredited PRINCE2 Foundation and Practitioner Level course contains all the training and materials you need to attain both the Foundation & Practitoner qualifications in just 6 days. The PRINCE2 Foundation level introduces you to the PRINCE2 method, whilst the Practitioner Level teaches you to apply and tailor PRINCE2 to the running and managing of a project. These courses conforms to the 2017 syllabus.

The first part of the PRINCE2 Foundation training can also be taken as a stand alone PRINCE2 Foundation Level Training.

## Learning Outcomes
Upon completion of the PRINCE2 Foundation and Practitioner training, you should be able to:

• Understand the PRINCE2 method at the Foundation Level and, where chosen, the Practitioner level.
• Understand key concepts relating to projects and PRINCE2.
• Understand how the PRINCE2 principles underpin the PRINCE2 method.
• Understand the PRINCE2 themes and how they are applied throughout the project.
• Understand the PRINCE2 processes and how they are carried throughout the project.
• Understand how to apply the integrated elements of PRINCE2 (principles, processes, themes and tailoring within a work environment).
• Apply the PRINCE2 principles in context.
• Apply and tailor relevant aspects of PRINCE2 themes in context.
• Apply and tailor relevant aspects of PRINCE2 processess in context.
• 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.

## 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 for Accredited PRINCE Foundation & Practitioner training,** including pre-course study pack and PRINCE2 official manual are sent out upon receipt of payment, 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 accredited by PEOPLECERT. They are practising project, programme and portfolio managers with considerable experience in a wide range of public and industry sectors.

# Course Content

## PRINCE2® Foundation Level (3 Days)
PRINCE2 Foundation Level training follows the 2017 syllabus and includes the following modules:

### Course Introduction
• Course Objectives
• What is a project?
• Structure of PRINCE2

### 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 under stand & 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

### PRINCE2 Foundation Exam
• No pre-requisite for PRINCE2 Foundation Exam The Foundation Exam is taken on the end of DAY 3 of Training

### Exam Format
• *Multiple-Choice*
• *One hour duration*
• *60 questions,*
• *Closed book*
• *33/60 required to pass =55% pass mark*

## PRINCE2 Practitioner Level (3 Days)
PRINCE2 Practitioner Level training follows the 2017 syllabus and provide delgeats with the following:-

Info Spec's unique 'preparing for the PRINCE2 Practitioner Examination' workbook, providing sample Practitioner examinatin papers and marking guidelines.

A review of the entire method, consolidating understanding and addressing any areas of concern.

Sample scenario-based exercises, designed to focus candidates on the application of the PRINCE2 method.

**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)

**The Puporse of the PRINCE2 Practitioner** is to confirm that you have achieved sufficient understanding of how to apply and tailor PRINCE2 in a scenario situation.
**The candidate must have passed the PRINCE2 Foundation Eam prior to taking the Practitioner Exam**

## PRINCE2 Practitioner Exam
Practitioner exam is held on Day 6 /last day of training

• 68 questions
• 150 minutes exam duration
• Open-book examination (only Official PRINCE2® Manual is allowed)
• 38/68 required to pass = 55% pass mark.

Info
Spec