

# An Introduction to PRINCE 2

A half day workshop

Wednesday 20 January 2010

Leicester

NIACE is currently providing half-day workshops to raise awareness of PRINCE2 processes, components and techniques. It will enable you to begin to develop an understanding of PRINCE2 methodology and its applications in your organisation.

## Who would benefit from attending

The training will be particularly relevant to:

- People who are thinking about or beginning to adopt PRINCE2 in their work
- People who are working on projects with other organisations that use PRINCE2
- People who want to explore what PRINCE2 has to offer to decide if it is right for their organisation
- People who know nothing about PRINCE2 but would like a practical overview.

## Training Aim

The workshop aims to define the different roles and responsibilities in projects using PRINCE2 methodology and will enable participants to start using some elements of PRINCE2 immediately.

The workshop will have some practical and interactive elements, but most importantly it will give participants the opportunity to ask questions about PRINCE2, assess the benefits of using PRINCE2 in their organisation and begin to know what to expect from projects using PRINCE2.

## Training Objectives

By the end of the workshop participants should:

- have increased their understanding of PRINCE2 principles and processes
- be more familiar with the structure and layout of PRINCE2 Project Management Methodology
- have a better understanding of the roles and responsibilities defined by PRINCE2
- have been introduced to a range of PRINCE2 tools and begin to develop some ideas of how to incorporate PRINCE2 into their current ways of working.

## What are the benefits of attending:

By the end of the day participants should be better able to:

- assess the benefits of using PRINCE2 in their organisation and assess the potential of this methodology to help improve working practice
- understand what you should expect from project partners using PRINCE2
- begin making judgements about how to use PRINCE2 tools with consideration of their organisational needs and available resources
- consider how PRINCE2 materials could be used to improve individual and organisational practice
- begin to think about whether PRINCE2 is right for you or your organisation and where to go next with it.

**NOTE:** This session will not give you any formal qualification in PRINCE2. It is an information session containing interactive elements.

PRINCE2® is a registered trade mark of the Office of Government Commerce

For more information, to download an application form or to reserve a place online, visit the NIACE website:

<http://www.niace.org.uk/campaigns-events/events>

Enquiries to NIACE Events Team - Tel: 0116 204 2833 / e-mail: [courses@niace.org.uk](mailto:courses@niace.org.uk)

## Programme

**12:15** Registration , lunch and networking (tea/coffee available)

**13:00** PRINCE2

- Whistle stop tour of PRINCE2
- Pick a project of your own
- Starting up a project
- Business Case
- Organisation
- Project Brief
- Initiating a Project and the PID
- Plans
- Controls
- Risk Management

**15:00** Tea/coffee break

PRINCE2

- Quality in a Project Environment
- Configuration Management
- Change Control
- Ending a Project

**16:30** Evaluation and session close(tea/coffee available)

This programme is correct at the time of going to press. The organisers reserve the right to make changes to the published programme in the event of one or more of the advertised speakers being unable to attend. Delegates have no claim against NIACE in respect of such changes.

## Event Information

- Arrival and registration is at 12:15pm for a 13:00pm start. The event will end at 16:30pm.
- Event fee per person: £99 (Non NIACE members rate)  
Event fee per person: £84 (NIACE members rate)  
(includes lunch, tea/coffee)  
**NB: NIACE does not charge VAT on conference or course fees.**
- Only application forms with the payments section completed will be processed.  
**NB: If you wish us to invoice your employer we require a copy of the Purchase Order before the form is processed.**
- Places will be allocated in order of receipt of completed application forms.
- Completed and signed application forms must be faxed or posted to NIACE by the closing date. Reservations by telephone cannot be accepted
- Application forms are individually acknowledged by e-mail. Joining instructions, including map and directions, will be e-mailed one week before the event
- Participants should be prepared to take their own notes as there will not be handouts for all sessions
- If you have not received an e-mail confirming your attendance and joining instructions 4 working days before the event please contact:

**Raksha Kanani**

Tel: 0116 204 2811

Fax: 0116 285 9670

Minicom: 0116 255 6049

E-mail: [courses@niace.org.uk](mailto:courses@niace.org.uk)

## Application Conditions

Event: Wednesday 20 January 2010

**Closing Date: Thursday 7 January 2010**

- Cancellations are non-refundable
- The full fee is payable prior to the event
- Substitutions are to be advised **5 working days** prior to the event
- A **10 working days** notice period is required for provision of electronic note-takers, sign language interpreters and transcription to Braille
- NIACE reserves the right to reject applicants who are not from the target audience list.

NIACE, the National Institute of Adult Continuing Education, was founded in 1921. The National Institute seeks to secure an education system responsive to the diversity of adults' needs and aspirations as learners, and in particular to those who benefited least from initial education. It is our belief that a system fit for adults of all ages and in all their complexity will work better for all learners.

The National Institute is active in many areas - in research, development, publishing, seminars, conferences and training courses, and has an active individual membership.

NIACE is a company limited by guarantee.  
Registration no. 2603322 Registered charity no. 1002775.  
Registered Address: 21 De Montfort Street, Leicester LE1 7GE

NIACE Events Team  
21 De Montfort Street  
Leicester LE1 7GE  
Tel: 0116 204 2833 Fax: 0116 254 8368  
Minicom: 0116 255 6049  
E-mail: [conferences@niace.org.uk](mailto:conferences@niace.org.uk)  
<http://www.niace.org.uk/campaigns-events/events>



Please complete the application in **BLOCK CAPITALS**

My organisation has authorised my attendance on **Wednesday 20 January 2010, Leicester**

## Participant's details

Title \_\_\_\_\_ Full name \_\_\_\_\_

Job title \_\_\_\_\_ Organisation \_\_\_\_\_

Daytime tel No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Please provide an e-mail address that is your own and regularly accessed as this will be used to send you joining instructions.

E-mail

Address \_\_\_\_\_

Postcode \_\_\_\_\_

This is my  Home address  Work address

Joining instructions will be sent by e-mail, if you would prefer to receive these by post, please tick this box

## Payment - NIACE does not charge VAT on conference/course fees (The signatory is responsible for payment)

**Event Fee per person:** (includes lunch, tea/coffee)  
 Event fee per person: **£99** (Non NIACE members rate)  
 Event fee per person: **£84** (NIACE members rate)

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I enclose a cheque for £..... made payable to NIACE

Please send me a receipt

I enclose Purchase Order No. \_\_\_\_\_

and request you to invoice my employer for £.....

**Please note that the absence of a Purchase Order/ Order Number will delay the processing of your application form.**

Invoice address:

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Please debit my credit/debit card with the value of £.....

**We do not accept payment by AMEX**

Valid from:  Expires on:

Three digit security code on reverse of card:

Issue No: (Switch/Maestro)

Name as it appears on the card:

Cardholder's signature:

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Cardholder's address:

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## Participant's requirements

I have no special requirements	I will require a hearing loop	
I will need support for my visual impairment	I will need wheelchair access	
I will need an electronic note-taker	I will need facilities for an assistance dog	
I will require a sign language interpreter (please specify)		
I require event materials in a specified format (please specify)		
I have the following dietary requirements (please specify)		
I have further additional requirements (please specify)		

We require a 10 working days notice period to make arrangements for electronic note-takers, sign language interpreters and transcription to Braille.

## Sectoral Monitoring

Adult Education College	Community Education Provider	Further Education
Government Body	Higher Education	Information/ Guidance Provider
Learning and Skills Council	Libraries, Museums, Archives, Arts	Local Government (inc. Ed Authorities)
Media	Offender Education	Open, Distance or e-learning Provider
Union	Vocational Education and Training	Voluntary Sector and Charities

## Ethnic and Equal Opportunities Monitoring

Bangladeshi	Black African	Black Caribbean	Chinese
Dual Heritage	Indian	Other Asian	Other Black
Pakistani	White	Any other ethnic group	
<b>Gender</b>	Female	Male	
<b>Age</b>	Under 30	30-50	51+

## Agreement - I accept the NIACE Event Information and Application Conditions

Signature	Date

C1968/0110

Event Date: Wednesday 20 January 2010  
Closing Date: Thursday 7 January 2010

## Data Protection Act

The National Institute of Adult Continuing Education (NIACE) is registered under the Data Protection Act 1998 (Registration Number Z7412510). Personal information supplied to NIACE will be stored securely and used in relation to NIACE's work. Full details of the purposes for which NIACE processes personal information is in our Data Protection Register entry, which can be found on the Information Commissioner's website [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk). At no time will we divulge personal information to third parties without your express consent. Participants may be contacted by letter or e-mail with details of future events and publications organised or promoted by NIACE which may be of interest to you. Database mailing update forms are sent out periodically. These provide you with the opportunity to have your details amended or deleted from the database. If you wish to receive such further information please tick this box

Please return completed application form to Raksha Kanani: Fax: 0116 285 9670  
NIACE Events Team, Renaissance House, 20 Princess Road West, Leicester LE1 6TP  
Enquiries to: Tel: 0116 204 2811 E-mail: [courses@niace.org.uk](mailto:courses@niace.org.uk)