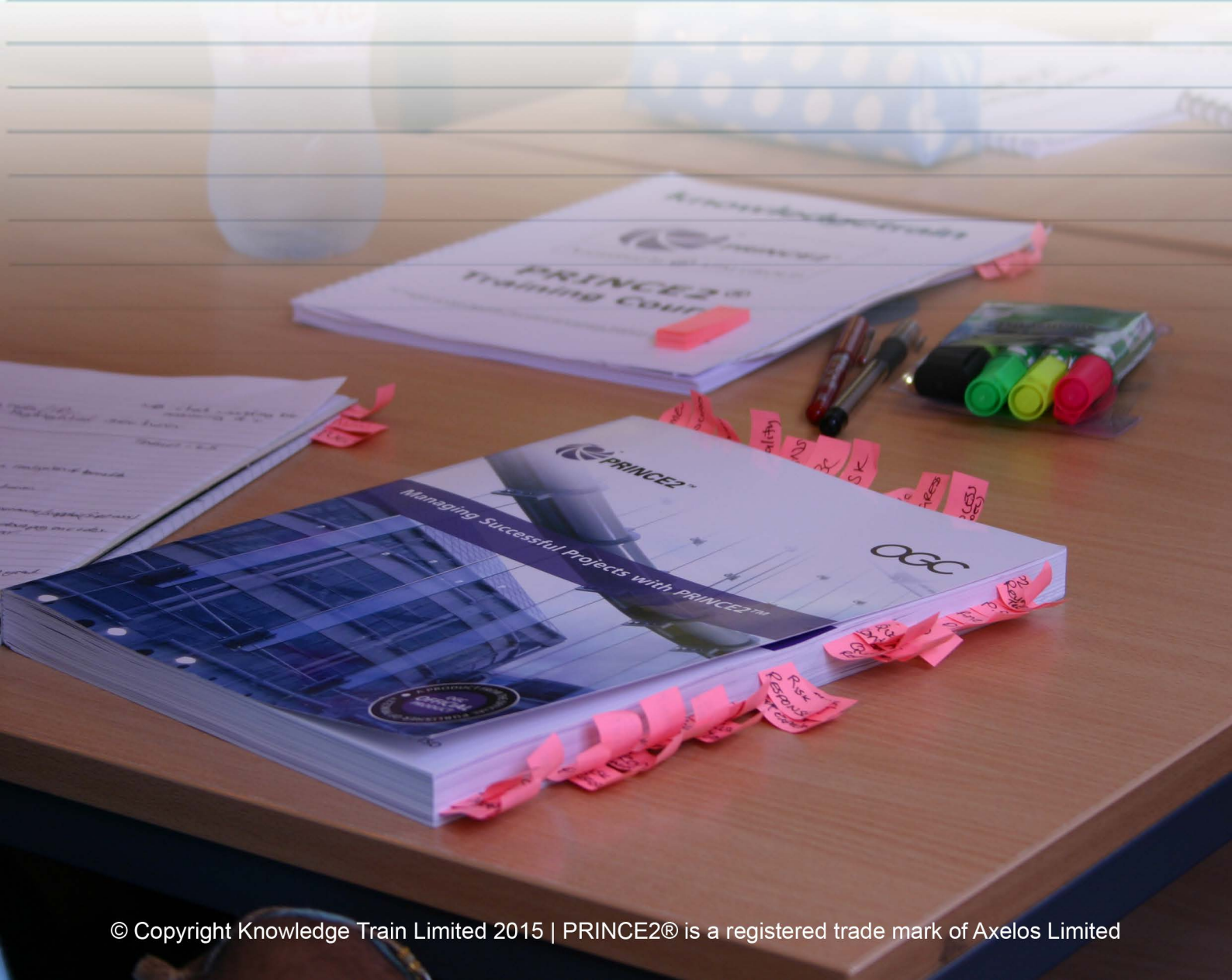


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Passing the PRINCE2[®]
Practitioner exam



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Introduction

Having successfully passed the PRINCE2 Foundation exam, you may be eager to get started on Practitioner training, and looking forward to passing the all-important Practitioner exam.

However, you'll have to fully prepare yourself for the Practitioner exam, which is perhaps the most challenging part of any PRINCE2 course, and very different from the PRINCE2 Foundation exam.

To give you the confidence to succeed, we have compiled this helpful eBook to accompany you on your journey to achieving full PRINCE2 Practitioner status!

Purpose of the exam

The PRINCE2 Practitioner exam encourages you to put your knowledge into practice. Once you have achieved this qualification, you are considered to possess certain skills and knowledge to implement the PRINCE2 method on a wide range of projects.

As the exam is the final part of the PRINCE2 journey, it may come as no surprise that it is a thorough, detailed assessment. You must draw upon your Foundation-level knowledge, as well as use advanced knowledge, such as tailoring PRINCE2 to meet a project's needs.

According to the PRINCE2 syllabus, candidates **should**:

- Understand the relationships between the roles, management products, principles, themes, techniques and processes
- Be able to apply the principles, themes and processes to a project
- Be able to create and assess management products

Syllabus areas examined

- Business Case theme
- Organization theme
- Quality theme
- Plans theme
- Risk theme
- Change theme
- Progress theme
- *Starting Up a Project and Initiating a Project* processes
- *Controlling a Stage and Managing Product Delivery* processes
- *Managing a Stage Boundary, Closing a Project and Directing a Project* processes

8 syllabus areas on the exam:
6 "theme" questions +
2 "process" questions



What does the exam consist of?

- The PRINCE2 Practitioner exam takes **2.5 hours** to complete, and you may take an annotated copy of the **manual** into the exam with you
- You will be examined on 8 of the 10 syllabus area. There will be 6 'theme' questions and 2 'process' questions
- For each of the 8 syllabus area there are 10 individual question lines, each carrying one mark, making a total of 80 marks
- The pass mark is 55% which means you must score 44 marks or more to pass
- You will be given a **Scenario Booklet**, **Question Booklet** and **answer sheets**. The **Scenario Booklet** contains all of the information about a particular project. The **Question Booklet** contains all 80 questions and you write your answers in the **answer sheets**

It's a multiple-choice exam

You DON'T have to write any essays!

8 syllabus areas x
10 marks per area
= 80 marks in total

Pass mark is 55%
(44 marks)

Don't forget to take your annotated PRINCE2 manual into the exam with you

Scenario Booklet

This contains a fictional project scenario which describes an organization investing in a project and is normally about 1 page of A4 text. It is this scenario upon which all the questions are based.

Be aware that each syllabus area might have some additional information which is described in this booklet. You must only read the additional information when told to do so in the question which will always be indicated by the words "based upon the additional information contained within the scenario booklet".

Whenever you see these words you must read the appropriate additional information. Not all syllabus areas have additional information and the additional information will clearly state which question it is for. For example, "Question 2: Business Case theme - Additional Information".

Only read the additional information when it tells you to



Question Booklet

This contains all the 80 question lines, divided into the 8 syllabus areas. Each syllabus area will be divided into 2 or 3 parts, clearly marked Part A, B or C and the number of marks allocated for each. All question lines for a question will be in the same style – see the later sections which describe the question styles.

All question lines in a part will be the same question style



Syllabus Area	Question Number	Part	Marks
Quality Theme	1	B	3

Answer sheets

You fill in your answers in a grid in pencil. The grid is clearly marked to show which question (and part) the grid refers to. In

the example below it can be seen that there are 3 parts to question 4. Part A has 3 question lines, part B has 2 question lines and part C has 5 question lines. Make sure you fill in the correct answer!

Question 4

Part A

1. (a) (b) (c) (d)
2. (a) (b) (c) (d)
3. (a) (b) (c) (d)

Part B

1. (a) (b) (c) (d)
2. (a) (b) (c) (d)

Part C

1. (a) (b) (c) (d)
2. (a) (b) (c) (d)
3. (a) (b) (c) (d)
4. (a) (b) (c) (d)
5. (a) (b) (c) (d)

Make sure you fill in each oval shape correctly. Each oval must be filled in at least 80% as follows:



Don't use a pen to fill in your answers. The scanner can't read pen so you will FAIL!

Question styles

Practice papers are the best way to prepare for the types of questions used during the exam. Even when the training day is over, you should practice at home to fully ensure you get to grips with the type of questions used.

Here are the five question styles you'll have to answer during the Practitioner exam:

- **Classic Multiple Choice** – select **one** answer from a range of options
- **Matching** – link each item in one list to the correct item in a second list
- **Sequencing** – put events in the correct **sequence**
- **Multiple Response** – select the **two** correct answers from the list
- **Assertion/Reason** – decide if an **assertion** and a **reason** statement are each **true** or **false**. If both are true, decide whether the reason explains the assertion

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Classic

This question style is where you must choose one from a range of 3 or 4 options.

Answer the following question about the relationship between the Risk Management Strategy and other PRINCE2 products and themes.

Which statement correctly describes the relationship between the Risk Management Strategy and the Organization theme?

A The Risk Management Strategy is approved by the Project Manager. ~~?~~ X

B The Risk Management Strategy contains a list of the project's risks. X

C The Executive is responsible for ensuring a project Risk Management Strategy exists. ? ✓

Tip: read each option, putting a cross if you know it's wrong or a tick if you are sure it's right. Put a ? if you are not sure. If you didn't write down a tick, then re-read the options with a ? and decide the best option. Then fill in your answer sheet.

Matching

This type is where you link items in one list to items in a second list. Options from the second list may be used one, more than once, or not at all.

Column 1 is a list of **true statements** from the Starting up a Project process. For each statement in Column 1, select from Column 2 the product in which the statement should have been recorded. Each selection from Column 2 can be used once, more than once or not at all.

	Column 1	Column 2
1	The company should develop a new product. B	A Lessons Log B Outline Business Case C Stage Plan D Project Product Description E Project management team role descriptions
2	The Project Manager shall write the Risk Management Strategy. E	
3	The initiation stage will take 3 weeks. C	
4	The main supplier on the previous project didn't do a good job and therefore we should choose a different supplier. A	

Tip: Notice the words "true statements". These can appear in any question. It means the 4 statements above are all facts, so take this into consideration when answering.

Sequencing

This is where you position events in a sequence.

Column 1 is a list of decisions to be made within the project. For each decision in Column 1, decide whether or not it is made in the Starting up a Project process and indicate in which order the decisions which are made should occur.

	Column 1	Column 2
1	Appoint a Project Manager. 1	A NOT made in the Starting up a Project process B First C Second D Third E Fourth
2	Develop the Risk Management Strategy. A	
3	Estimate the costs of the initiation stage. 3	
4	Assess which suppliers to use based upon previous projects. 2	

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Tip: read each option in column one and decide if it is a decision which is made in the Starting Up a Project process or not. If it isn't then write 'A' next to the option. Now re-read the options without an 'A' and jot down 1, 2 3 etc next to each decision in column 1, to indicate the sequence. In the above example, for question 1 you would mark your answer paper B, for question 2 mark it A, for question 3 mark it D and for question 4 mark it C.

Multiple Response

This style asks you to select **two** correct options from a list of 5 options. This is the **only style of question where you must select more than one option to get a mark.**

Answer the following questions about the project's Risk Management Strategy.
Each question includes a list of statements but, according to PRINCE2, only 2 statements are appropriate entries for that heading in the project's Risk Management Strategy.
Remember to select 2 answers to each question.

1 Which 2 statements would be appropriate entries under either the **Records** or **Reporting** headings?

- A Project Support will maintain the Risk Management Strategy. **X**
- B The status of all project risks will be maintained within a Risk Register. **✓**
- C The Project Manager will report monthly to the Project Board on the status of the change budget. **X**
- D Risks that are likely to occur within the next week should be recorded as imminent. **X**
- E A risk summary will be included in the monthly Highlight Reports to the Project Board. **✓**

Tip: read each option, putting a cross if you know it's wrong or a tick if you're sure it's right. Put a ? if you're not sure. If you have 2 ticks and no ?'s then fill in your answer sheet, otherwise you will probably have now eliminated one or two options. So, re-read the options with a tick and a ? and take a decision. Then fill in your answer sheet.

There will be between 20-24 Multiple-response questions

Multiple Response is the ONLY style of question where you must select TWO options to get a mark

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Assertion/Reason

Due to the number of steps you must beware of the difficulty of **Assertion/Reason** questions. Here is what to do:

- Each question consists of **two** statements, one which is referred to as an 'Assertion', the other as a 'Reason'.
- You must determine whether or not each statement is correct, so evaluate each as either **true** or **false**.
- If **both** are true, you must decide whether the **reason** is an accurate explanation for the **assertion**.
- You then select one option (from A to E) as shown below

Using the Project Scenario, answer the following question.

Lines 1 to 2 in the table below consist of an assertion statement and a reason statement. For each line identify the appropriate option, from options A to E, that applies. Each option can be used once, more than once or not at all.

Option	Assertion	Reason	
A	True	True	AND the reason explains the assertion
B	True	True	BUT the reason does not explain the assertion
C	True	False	
D	False	True	
E	False	False	

	Assertion		Reason
1	The expected benefits of cost savings T should be included in the Business Case	BECAUSE A	All benefits should be included in the Business Case T
2	The project does not need an initiation stage F	BECAUSE D	The costs of operating the machinery should be considered when T performing an investment appraisal

Tip: In the first example above, if you had evaluated both the assertion and reason as true, then you should re-read across the whole line with the word "because" in the middle. If the reason explains the assertion, which in the example it does, then mark your paper A, otherwise mark it B. Also in the above example, if you had evaluated question 2 as false-true, then you should mark your answer paper D.

There will be between 20-24 Assertion-Reason questions

Don't wait until the end of the exam before filling in your answer sheet - you might run out of time!

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How to prepare

During this exam, you'll be evaluating, analyzing and actually **applying** the PRINCE2 method to a given project scenario, so it really does test your knowledge and analytical abilities.

Timing yourself whilst you complete practice papers is crucial, so that you become used to working at a speed required to pass all questions.

You therefore need a solid, thorough understanding of the PRINCE2 methodology, and the best way to achieve this is by attending a course, making sure you know how to apply PRINCE2 to projects, and understanding the key terms.

Tabbing and highlighting

Inserting tabs into the PRINCE2 manual will help you find important sections of the book during the exam. Don't have too many though, because having too many will make it harder to find important pages. The key sections I recommend to students to tab are: the contents page, the 7 theme chapters (chapters 4-10), the 7 process chapters (chapters 12-18), appendix A, appendix C and the glossary.

Highlighting **key** parts of the manual will help you as well. Too much highlighting though will hinder you, so make intelligent decisions when deciding which parts to bring to your attention.

You must be confident in your PRINCE2 knowledge, as although you may take the manual into the exam, it is pointless flicking through it for each question, when you should be using it only for the tricky parts.

Top tip - the MOST important section in the PRINCE2 manual is Appendix A. Make sure you know the contents of the composition sections of the 26 management products i.e. A.1.2, A.2.2, A.3.2 etc.

Remember - you cannot lose marks for getting an answer wrong, so make sure your answer all questions.

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During the exam

The exam lasts for 2.5 hours. When the exam starts, spend 5 minutes reading the scenario booklet. Underline or highlight things which appear significant. For example, if it tells you the reason why the project is happening, write “reason” next to the sentence. This will help you when answering questions later.

You will then have 145 minutes left. There are 2 time management strategies you can consider:

Strategy 1: equal time per question

Allocate 17 minutes per syllabus area and then move on to the next syllabus area. Ensure you answer all 10 questions in each syllabus area. This will mean you will answer all 80 questions and you will have a further 9 minutes left at the end to check that your answer sheet has been filled in correctly without mistakes.

Read the scenario - 5 mins

Spend 17 mins per question (8 x 17 mins) - 136 mins

Check your answer paper - 9 mins

Strategy 2: two pass approach

In this strategy, you will go through the entire exam paper twice. The first time through you will answer the easy questions and you will fill in your answer sheets with these answers. “Easy” questions might be the ones which take little time to answer, or the ones which you are confident that you know the answer for.

Skip any questions which you think are too difficult or take a lot of time to read.

During the second pass through, you will answer the questions which you skipped in the first pass. Don't spend too long thinking about a question. It's better to guess and move onto the next

question than to spend a lot of time trying to work it out. The risk with this approach is that it is more difficult to keep track of time and you might end up not completing all questions.

Pass one - answer the easy questions, skip the hard ones
Pass two - answer the harder questions but don't linger too long

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Lastly, remember to answer **every** question. As marks are not deducted for wrong answers, you might just be right, and trusting your instincts will usually serve you well.

What to bring with you

You must remember to bring:

- **Photo ID** (such as a passport or driving licence) otherwise you **can't** sit the exam
- **Pencil and eraser**
- **Pen** for completing the candidate details form



You might like to bring

- Water, to keep your concentration levels high
- Highlighter to highlight important details in the scenario booklet

Important points to remember

- In order to take the PRINCE2 Practitioner exam, you **must** have passed the Foundation exam first. Usually, you must provide your Foundation
- candidate number when you book for the Practitioner
- If English is not your native language, or you have a condition such as dyslexia, you may be eligible for **extra time** to help you complete the exam. Ask your training provider for more details
- If you feel ill during the exam, or something in the room such as noise or sunlight is bothering you, tell the invigilator as soon as possible
- You will be issued with a **candidate number** before the exam starts, which you must write on your exam papers instead of your name. These numbers look like this: P2R/XXXXXX
- When changing answers, make sure you **thoroughly** erase the wrong answer, to avoid mistakes when the exam is electronically marked
- You must **switch off** all electronic devices before the exam begins, and do not use them during the exam
- Do **not** take the exam papers away with you

Students who drink water during an exam score on average 5% higher marks than students who don't

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After the exam

Finally! The exam is over. Here are some helpful things to remember:

- If your training provider is marking your exam using a scanner, you will receive a provisional result on the day of the exam. The exam board can change your provisional result (which is very unlikely) and you will be notified if this happens
- If you pass the exam, you should expect to receive the certificate **four weeks** later
- If you pass the exam, your candidate number, date of exam, name and training company will appear on the **Successful Candidate Register**, on the exam board (APMG) website. This is useful for potential employers to verify you hold the qualification. You may opt-out of it on the candidate details form

Re-registration

By passing the PRINCE2 Practitioner exam, you will be able to call yourself a “Registered PRINCE2 Practitioner” and this status lasts for **five** years. After this time you may choose to take the Re-registration exam to maintain your status for another 5 years. The exam is a shortened version of the Practitioner exam.

Conclusion

We hope that you find this eBook helpful when intending to pass the PRINCE2 Practitioner exam.

Remember – success in the exam requires a strong **knowledge** of PRINCE2, how to **apply** it, plus of course a robust exam **technique**.

Good luck!

Click **here** to book your
PRINCE2 Practitioner exam

