PRINCE2® 7 Practitioner
Syllabus

Official Training Materials

1. Introduction

The PRINCE2 7 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 7 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.

2. Exam Overview

Material allowed	PRINCE2 Official Book	This is an 'open book' exam. The *PRINCE2 7 Managing Successful Projects* Official Book, 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	70 marks	There are 70 (part) questions, each worth 1 mark. There is no negative marking.
Pass mark	42 marks	You will need to get 42 (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 **analyse** 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.

3. Question Types

Example 'standard' question:

The project is in the 'XXX' process. The project manager has decided to do Y.

Was this an appropriate action for the project manager to take, and why?

a) Yes, because XXX
b) Yes, because YYY
c) No, because XXX
d) No, because YYY

Example 'Matching' question:

Here are three actions related to XXX

Which role (A-E) is responsible for each action? Choose only **ONE** role for each action.
Each role can be used once, more than once, or not at all.

1) To do XXX	A. Project manager
	B. Team manager
2) To do XXX	C. Senior user
	D. Senior supplier
3) To do XXX	E. Project executive

Please see the sample paper for an example of the exam format and content.

4. Syllabus

The tables below give a summary of the concepts that are tested in the exam, and the main parts of the Official Book in which these are described.

Learning Outcome	Assessment Criteria	Bloom's Level
1. Understand how to apply the PRINCE2 principles in context	1.1 Analyse the application of PRINCE2 principles in context: a) Ensure continued business justification (2.1) b) Learn from experience (2.2) c) Define roles, responsibilities and relationships (2.3) d) Manage by stages (2.4) e) Manage by exception (2.5) f) Focus on products (2.6) g) Tailor to suit the project (2.7)	BL4
2. Understand how to apply effective people management in successful projects	2.1 Assess whether an approach to leadership and management of teams is appropriate (3.3, 3.1)	BL4
	2.2 Assess whether an approach to leadership and management of change within a project, and people affected by a project, is appropriate (3.2, 3.1)	BL4
	2.3 Apply the approach to the following: • communications (3.4) • people central to the method (3.5)	BL3
	2.4 Apply the key management products required to support the people element of projects: • communication management approach (3.4) • change management approach (3.2)	BL3

3. Understand how to apply and tailor relevant aspects of PRINCE2 practices in context	**3.1 Business case**
	3.1.1 Apply the PRINCE2 'business case' practice, demonstrating an understanding of:
	a) the key management products required to support the 'business case' practice (5.5):
	   o business case
	   o PID: benefits management approach
	   o PID: sustainability management approach
	   o project brief
	b) The areas of focus for key roles associated with the 'business case' practice (tab 5.1)
	c) Effective management and associated techniques (5.2, 5.3)
		BL3

	3.1.2 Analyse whether an approach to applying the 'business case' practice is effective and fit for purpose, taking into consideration: the PRINCE2 principles, and the effective management and associated techniques of the practice, and tailoring to the project's environment/context (5.2, 5.3, 5.4, 5.7,)	BL4
	3.2 Organizing 3.2.1 Apply the PRINCE2 'organizing' practice, demonstrating an understanding of: a) the key management products required to support the 'organizing' practice (6.5): o PID: project management team structure	BL3

Learning Outcome	Assessment Criteria	Bloom's Level
	o PID: role descriptions o PID: commercial management approach b) The areas of focus for key roles associated with the 'organizing' practice (tab 6.4) c) Effective management and associated techniques (6.2, 6.3)	
	3.2.2 Analyse whether an approach to applying the 'organizing' practice is effective and fit for purpose, taking into consideration: the PRINCE2 principles, and the effective management and associated techniques of the practice, and tailoring to the project's environment/context (6.2, 6.3, 6.4, 6.7)	BL4
	3.3 Plans 3.3.1 Apply the PRINCE2 'plans' practice, demonstrating an understanding of: a) the key management products required to support the 'plans' practice (7.5): o plan (project, stage, team & exception plans) o project product description o work package description b) The areas of focus for key roles associated with the 'plans' practice (tab 7.1) c) Effective management and associated techniques (7.2, 7.3)	BL3
	3.3.2 Analyse whether an approach to applying the 'plans' practice is effective and fit for purpose, taking into consideration: the PRINCE2 principles, and the effective management and associated techniques of the practice, and tailoring to the project's environment/context (7.2, 7.3, 7.4, 7.7)	BL4
	3.4 Quality 3.4.1 Apply the PRINCE2 'quality' practice, demonstrating an understanding of: a) the key management products required to support the 'quality' practice (8.5): o product description o project log: product register o PID: quality management approach o project log: quality register b) The areas of focus for key roles associated with the 'quality' practice (tab 8.2) c) Effective management and associated techniques (8.2, 8.3)	BL3
	3.4.2 Analyse whether an approach to applying the 'quality' practice is effective and fit for purpose, taking into consideration: the PRINCE2 principles, and the effective management and associated techniques of the practice, and tailoring to the project's environment/context (8.2, 8.3, 8.4, 8.7)	BL4
	3.5 Risk	BL3

Learning Outcome	Assessment Criteria	Bloom's Level

	3.5.1 Apply the PRINCE2 'risk' practice, demonstrating an understanding of:
	a) the key management products required to support the 'risk' practice (9.5):
	   ○ PID: risk management approach
	   ○ project log: risk register
	b) The areas of focus for key roles associated with the 'risk' practice (tab 9.3)
	c) Effective management and associated techniques (9.2, 9.3)	

	3.5.2 Analyse whether an approach to applying the 'risk' practice is effective and fit for purpose, taking into consideration: the PRINCE2 principles, and the effective management and associated techniques of the practice, and tailoring to the project's environment/context (9.2, 9.3, 9.4, 9.7)	BL4

	3.6 Issues
	3.6.1 Apply the PRINCE2 'issues' practice, demonstrating an understanding of:
	a) the key management products required to support the 'issues' practice (10.5):
	   ○ PID: issue management approach
	   ○ issue register
	   ○ issue report
	b) The areas of focus for key roles associated with the 'issues' practice (tab 10.2)
	c) Effective management and associated techniques (10.2, 10.3)
		BL3

	3.6.2 Analyse whether an approach to applying the 'issues' practice is effective and fit for purpose, taking into consideration: the PRINCE2 principles, and the effective management and associated techniques of the practice, and tailoring to the project's environment/context (10.2, 10.3, 10.4, 10.7)	BL4

	3.7 Progress
	3.7.1 Apply the PRINCE2 'progress' practice, demonstrating an understanding of:
	a) the key management products required to support the 'progress' practice (11.5):
	   ○ project log: daily log
	   ○ project log: lessons log
	   ○ lessons report
	   ○ end stage report
	   ○ end project report
	   ○ checkpoint report
	   ○ highlight report
	   ○ exception report
	   ○ PID: digital and data management approach
	b) The areas of focus for key roles associated with the 'progress' practice (tab 11.3)
		BL3

Learning Outcome	Assessment Criteria	Bloom's Level
	c) Effective management and associated techniques (11.2, 11.3)	
	3.7.2 Analyse whether an approach to applying the 'progress' practice is effective and fit for purpose, taking into consideration: the PRINCE2 principles, and the effective management and associated techniques of the practice, and tailoring to the project's environment/context (11.2, 11.3, 11.4, 11.7)	BL4

4. Understand how to apply (and tailor) relevant aspects of PRINCE2 processes in context	**4.1 Starting up a project**
	4.1.1 Carry out the 'starting up a project' process, demonstrating an understanding of:
	   a) The activities, inputs and outputs (tab 13.1, 13.4)
	   b) The recommended roles and responsibilities within the process (RACI table) (tab 13.2)
	   c) How the practices are applied (tab 13.3)
		BL3

	4.1.2 Analyse whether the 'starting up a project' process activities, roles and responsibilities are effective and fit for purpose, taking into consideration: tailoring to the project's environment/context, the PRINCE2 practices, and the purpose and objectives of the process (13.1, 13.2, 13.4, 13.5, 13.6, 13.7)	BL4

	4.1 Directing a project
	4.2.1 Carry out the 'directing a project' process, demonstrating an understanding of:
	   a) The activities, inputs and outputs (tab 14.1, 14.4)
	   b) The recommended roles and responsibilities within the process (RACI table) (tab 14.2)
	   c) How the practices are applied (tab 14.3)
		BL3

	4.2.2 Analyse whether the 'directing a project' process activities, roles and responsibilities are effective and fit for purpose, taking into consideration: tailoring to the project's environment/context, the PRINCE2 practices, and the purpose and objectives of the process (14.1, 14.2, 14.4, 14.5, 14.6, 14.7)	BL4

	4.3 Initiating a project
	4.3.1 Carry out the 'initiating a project' process, demonstrating an understanding of:
	   a) The activities, inputs and outputs (tab 15.1, 15.4)
	   b) The recommended roles and responsibilities within the process (RACI table) (tab 15.2)
	   c) How the practices are applied (tab 15.3)
		BL3

	4.3.2 Analyse whether the 'initiating a project' process activities, roles and responsibilities are effective and fit for purpose, taking into consideration: tailoring to the project's environment/context, the PRINCE2 practices, and the purpose and objectives of the process (15.1, 15.2, 15.4, 15.5, 15.6, 15.7)	BL4
	4.4 Controlling a stage 4.4.1 Carry out the 'controlling a stage' process, demonstrating an understanding of:	BL3

Learning Outcome	Assessment Criteria	Bloom's Level
	a) The activities, inputs and outputs (Tab 16.1, 16.4) b) The recommended roles and responsibilities within the process (RACI table) (tab 16.2) c) How the practices are applied (tab 16.3)	
	4.4.2 Analyse whether the 'controlling a stage' process activities, roles and responsibilities are effective and fit for purpose, taking into consideration: tailoring to the project's environment/context, the PRINCE2 practices, and the purpose and objectives of the process (16.1, 16.2, 16.4, 16.5, 16.6, 16.7)	BL4
	4.5 Managing product delivery 4.5.1 Carry out the 'managing product delivery' process, demonstrating an understanding of: a) The activities, inputs and outputs (tab 17.1, 17.4) b) The recommended roles and responsibilities within the process (RACI table) (tab 17.2) c) How the practices are applied (tab 17.3)	BL3
	4.5.2 Analyse whether the 'managing product delivery' process activities, roles and responsibilities are effective and fit for purpose, taking into consideration: tailoring to the project's environment/context, the PRINCE2 practices, and the purpose and objectives of the process (17.1, 17.2, 17.4, 17.5, 17.6, 17.7)	BL4
	4.6 Managing a stage boundary 4.6.1 Carry out the 'managing a stage boundary' process, demonstrating an understanding of: a) The activities, inputs and outputs (tab 18.1, 18.4) b) The recommended roles and responsibilities within the process (RACI table) (tab 18.2) c) How the practices are applied (tab 18.3)	BL3
	4.6.2 Analyse whether the 'managing a stage boundary' process activities, roles and responsibilities are effective and fit for purpose, taking into consideration: tailoring to the project's environment/context, the PRINCE2 practices, and the purpose and objectives of the process (18.1, 18.2, 18.4, 18.5, 18.6, 18.7)	BL4
	4.7 Closing a project 4.7.1 Carry out the 'closing a project' process, demonstrating an understanding of: a) The activities, inputs and outputs (tab 19.1, 19.4) b) The recommended roles and responsibilities within the process (RACI table) (tab 19.2) c) How the practices are applied (tab 19.3)	BL3
	4.7.2 Analyse whether the 'closing a project' process activities, roles and responsibilities are effective and fit for purpose, taking into consideration: tailoring to the project's environment/context, the PRINCE2 practices, and the purpose and objectives of the process (19.1, 19.2, 19.4, 19.5, 19.6, 19.7)	BL4

5. Exam Specification

The **PRINCE2 Practitioner examination** will consist of **four** (**4**) sections with the following structure:

Learning Outcome	Weighting %
1. Understand how to apply the PRINCE2 principles in context	10%
2. Understand how to apply effective people management in successful projects	9%
3. Understand how to apply and tailor relevant aspects of PRINCE2 practices in context	51%
4. Understand how to apply (and tailor) relevant aspects of PRINCE2 processes in context	30%
Total	**100%**

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