

The Learning Habit Limited



Work Package No 1

Manual Reading/Consolidation Exercises

Instructions

This Work Package is broken down into 17 separate sections – each one covering a Chapter in the PRINCE2 Manual.

Read a chapter and then attempt the relevant section of questions - initially from memory but then from reference to the Manual Chapter (you have been provided with page/paragraph references to assist)

Note: All of these identified questions relate to PRINCE2 Foundation syllabus topics

Please bring this completed Work Package with you to the course as it will act as a useful revision source



PRINCE2® is a Registered Trade Mark of the Office of Government Commerce in the United Kingdom and other countries.
The Swirl logo™ is a Trade Mark of the Office of Government Commerce.

Chapter 1 – Introduction

| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
|--|---|-------------------------------------|
| A project is (definition)? | A Organization that is created for the purpose of one or more according to an agreed | Pg 3 1.3 |
| The five characteristics of a project that distinguish it from routine work (business as usual) are? | 1. 2. 3. 4. 5. | Pg 3/4 1.3 |
| According to PRINCE2 what are the six aspects of project performance that need to be managed? | 1. 2. 3. 4. 5. 6. | Pg 4/5 1.5.2 |
| PRINCE2 is an integrated framework of (four elements)? | 1. 2. 3. 4. | Pg 5 1.5.3 |
| There are 14 stated benefits of using PRINCE2 which are? | 1. 2. | Pg 7 1.7 |

| | | |
|--|---|--|
| | 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. | |
|--|---|--|

Chapter 2 - Principles

| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
|--|--|-------------------------------------|
| The PRINCE2 Principles are characterized as? | 1. 2. 3. | Pg 11 Para 2 |
| The seven principles of PRINCE2 are? | 1. 2. 3. 4. 5. 6. 7. | Pg 11 Para 4 |

Chapter 19 - Tailoring

| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
|--|---|--|
| The embedding of PRINCE2 means what? | | Pg 215 19.1 |
| The tailoring of PRINCE2 means what? | | Pg 215 19.1 |
| Projects are different from programmes in that Projects are? but Programmes are? | Projects are: Programmes are:..... | Pg 217 19.4 + Fig 19.2 (Pg 218) |

The Themes

Please first read Chapter 3 – introduction to PRINCE2 themes

Chapter 4 - Business Case

| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
|--|--|-------------------------------------|
| The purpose of this theme is to what? | Establish to judge whether the is (and remains) and as a means to support in its (continued) | Pg 21 4.1 |
| How does this theme support the “Continued Business Justification” principle? | The business justification is documented in a: The ongoing and ever present decision regarding the Business Case is: | Pg 21 4.1 |
| The purpose of a Business Case is to document what? | | Pg 237 A.2.1 |
| An Output is? | | Pg 21 4.2.2 |

| | | |
|--|--|-----------------|
| An Outcome is? | | Pg 21 4.2.2 |
| A Benefit is? | | Pg 21 4.2.2 |
| The recommended composition of a Business Case is? | 1. 2. 3. 4. 5. 6. 7. 8. 9. | Pg 25 4.3.4 |
| The purpose of a Benefits Review Plan is to define what? | | Pg 235 A.1.1 |

Chapter 5 - Organisation

| | | |
|--|----------------|-------------------------------------|
| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
| The purpose of this theme is to? | | Pg 31 5.1 |
| This theme supports the “Defined Roles and Responsibilities” principle by what? | | Pg 31 5.2.4 |
| The three project interests are what? | 1. 2. 3. | Pg 31/32 5.2.5 |
| The four levels of management within the | 1. | Pg 33 |

| | | |
|--|----------------|------------------|
| project management structure are? | 2. 3. 4. | Fig 5.2 |
| Business Interest is represented on the Project Board by which role? | | Pg 32 5.2.5 |
| User Interest is represented on the Project Board by which role? | | Pg 32 5.2.5 |
| Supplier Interest is represented on the Project Board by which role? | | Pg 32 5.2.5 |
| Describe briefly the role of the Project Board – just using key words | | Pg 34 5.3.2.2 |
| Describe briefly the role of the Project Manager– just using key words | | Pg 38 5.3.2.6 |
| Describe briefly the role of Project Assurance– just using key words | | Pg 36 5.3.2.3 |
| Describe briefly the role of a Change Authority – just using key words | | Pg 36 5.3.2.4 |
| Describe briefly the role of a Team Manager– just using key words | | Pg 38 5.3.2.7 |

| | | |
|--|---|------------------|
| Describe briefly the role of Project Support– just using key words | | Pg 39 5.3.2.8 |
| Stakeholders are likely to be? | Individuals or groups who are not but who may or who may | Pg 41 5.3.5.1 |
| The purpose of a Communication Management Strategy is to? | | Pg 239 A.4.1 |
| What are the eight defined roles in the Organization theme? | 1. 2. 3. 4. 5. 6. 7. 8. | Pg 33 Fig 5.3 |

Chapter 6 - Quality

| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
|--|--|-------------------------------------|
| The purpose of this theme is to? | | Pg 47 6.1 |
| The Quality theme supports the “Learn from Experience” principle – how? | | Pg 47 6.1 |
| What is the difference between Quality Assurance and Project Assurance? | Quality Assurance Project Assurance | Pg 48 6.2.6 Table 6.1 |
| The Objective of the Quality Review Technique is to? | | Pg 55 6.3.2.1 |
| The purpose of Quality Planning is to? | | Pg 48 6.2.4 |
| Customer’s quality expectations are? | | Pg 50 6.3.1.1 |
| The purpose of the Quality Register is? | | Pg 258 A.23.1 |
| The purpose of the Quality Management Strategy is? | | Pg 257 A.22.1 |
| Quality Control focuses on? | | Pg 48 6.2.5 |
| The purpose of a Product Description is? | | Pg 251 A.17.1 |

Chapter 7 - Plans

| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
|--|----------------------|-------------------------------------|
| The purpose of the Plans theme is to? | | Pg61 7.1 |
| How does the Plans theme support the principle: Focus on Products? | | Pg 64 7.3.1 |
| How does the Plans theme support the principle: Manage by Exception? | | Pg 63 7.2.7 |
| How does the Plans theme support the principle: Manage by Stages? | | Pg62 7.2.5 |
| What are the three levels of plan recommended by PRINCE2? | | 62 Fig 7.1 |
| What are the steps in producing a plan (called approach to plans)? | | Pg 63 Fig 7.2 |
| What are the four tasks of Product-based Planning? | 1. 2. 3. 4. | Pg 64 Fig 7.3 |
| What are the three types of management product? | 1. 2. 3. | Pg 235 Appx A |

Chapter 8 - Risk

| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
|---|--|---|
| The purpose of the RISK theme is to? | | Pg77 8.1 |
| The Risk theme supports the “Continued Business Justification” principle. How? | | Pg77 8.1 |
| A risk is defined as? | An event or set of events that, should it occur, will on the of | Pg 77 8.2.1 |
| A threat is? An opportunity is? | A Threat is An opportunity is | Pg 77 8.2.1 |
| For risk management to be effective risks need to be? | 1. 2. 3. | Pg77 8.2.3 |
| Risk management applies from four (organizational) perspectives; they are? | 1. 2. 3. 4. | Pg 77 8.2.3 & Fig 8.1 (Pg 78) |
| A starting point for risk management in projects will be to identify what? | | Pg 78 8.3.2 |
| Where a project forms part of a programme the project’s approach to risk will be determined by what? | | Pg 79 8.3.2 |
| A description of how risk management will be embedded in the project management activities will be found in which of the options shown? | The Projects Risk Register The Projects Risk Management Strategy The Quality Register The Programme Risk Register | Pg 79 8.3.3 |

| | | |
|---|--|--|
| <p>The Risk response types in response to a THREAT are?</p> | <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. | <p>Pg85 Fig 8.7 Tab 8.2 (Pg 86/87)</p> |
| <p>The Risk response types in response to an OPPORTUNITY are?</p> | <ol style="list-style-type: none"> 1. 2. 3. 4. | <p>Pg85 Fig 8.7 Tab 8.2 (Pg 86/87)</p> |
| <p>A risk owner is? A risk actionee is?</p> | <p>Risk Owner: Risk Actionee:</p> | <p>Pg 85 8.3.5.4</p> |
| <p>The five activity steps within the risk management procedure are?</p> | <ol style="list-style-type: none"> 1. 2. 3. 4. 5. | <p>Pg 79 8.3.5 Fig 8.2 (Pg 80)</p> |
| <p>A risk budget is?</p> | | <p>Pg 87 8.3.6</p> |
| <p>In relation to risk: Probability is? Impact is? Proximity is?</p> | | <p>Pg 83 8.3.5.2</p> |

| | | |
|---|--|--|
| What do the following mean? Risk cause Risk event Risk effect | Risk cause: Risk event: Risk effect: | Pg 81 8.3.5.1 Fig 8.4 (Pg 82) |
| Risk appetite is? Risk tolerance is? | Risk appetite: Risk tolerance: | Pg78/79 8.3.2/ 8.3.3 |
| The purpose of a Risk Management Strategy is? | | Pg 259 A.24.1 |
| When is a project's Risk Management Strategy created and reviewed and possibly updated? | Created: Reviewed and possibly updated: | Pg 80 8.3.5.1 |
| The purpose of a Risk Register is? | | Pg 260 A 25.1 |

Chapter 9 - Change

| | | |
|---|--|-------------------------------------|
| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
| The purpose of the CHANGE theme is? | | Pg 91 9.1 |
| The Change theme supports the "Manage by Exception" principle. How? | | Pg 91 9.1 |
| In which PRINCE2 process would projects controls for issues/changes/config. mng be: 1) Defined/established and 2) Reviewed? | 1. 2. | Pg 92 9.3.1 |
| The configuration management procedure involves five core activities which are? | 1. 2. 3. 4. 5. | Pg 94 9.3.2 |

| | | |
|---|----------------------------|-------------------|
| The three types of issue are? | 1. 2. 3. | Pg 92 Tab 9.1 |
| A change budget is? | | Pg 93 9.3.1.1 |
| A Change Authority is? | | Pg 93 9.3.1.1 |
| An Issue Report is? | | Pg 94 9.3.1.6 |
| The purpose of an Issue Register is? | | Pg 94 9.5.1.5 |
| The purpose of the Configuration Management Strategy is? | | Pg 241 A.6.1 |
| The purpose of the Configuration Item Records is? | | Pg 93 9.3.1.2 |
| The purpose of the Product Status Account is? | | Pg 93 9.3.1.3. |
| Issue & Change Control Procedure involves five steps which are? | 1. 2. 3. 4. 5. | Pg 95 Fig 9.1 |
| What choices face a Project Board when dealing with an off-specification? | 1. 2. 3. 4. 5. | Pg 97 Tab 9.2 |
| What is a Concession? | | Pg 304 Gloss |

Chapter 10 - Progress

| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
|--|--|-------------------------------------|
| The purpose of the Progress Theme is to? | | Pg101 10.1 |
| The progress theme supports the principle "Management by Stages" How? | | Pg101 10.1 |
| The progress theme supports the principle "Learn From Experience" How? | | Pg 108 10.3.3.3 |
| The progress theme supports "Manage by Exception" | | Pg 101 10.1 |
| What is an Exception? | | Pg 306 Gloss |
| What is Tolerance? | | Pg 314 Gloss |
| The project's controls should be documented in which management product? | | Pg 102 10.3 |
| Every PRINCE2 project will have at least ... how many stages? | | Pg 104 10.3.2.1 |
| What are time-driven controls in PRINCE2? | | Pg 106 10.3.3 |
| What are event-driven controls in PRINCE2? | | Pg 106 10.3.3 |
| The reporting channels between Team Manager and Project Manager are? | | Pg 110 Tab 10.2 |
| The reporting channels between Project Manager and Project Board are? | | Pg 110 Tab 10.2 |
| The frequency of Highlight Reports would be documented in (which management product)? | | Pg 108 10.3.3.4 |

| | | |
|---|--|--|
| Management stages are? | | Pg 104 10.3.2 |
| Technical stages are? | | Pg 105 10.3.2.3 |
| 1. Can technical stages overlap ? 2. Can management stages overlap ?: | 1. Yes/no? 2. Yes/no? | Pg 105 10.3.2.3 |
| What factors should be considered when identifying the length of management stages? | 1. 2. 3. 4. | Pg 105 10.3.2.2 |
| Where may tolerances usefully be applied? | 1 2 3 4 5 6 | Pg 101 10.2.3 + Tab 10.1 (Pg 102) |
| In which management products is tolerance documented? | 1.Time 2.Cost 3.Scope 4.Risk 5.Quality 6.Benefits | Pg 102 Tab 10.1 |
| What is the purpose of a Daily Log? | | Pg 305 Gloss |
| What is the purpose of a Work Package? | | Pg 261 A. 26.1 |
| What is the purpose of a Lessons Log? | | Pg 248 A.14.1 |
| What is the purpose of a Checkpoint Report? | | Pg 238 A.3.1 |

| | | |
|---|--|------------------|
| What is the purpose of a Highlight Report? | | Pg 245 A.11.1 |
| What is the purpose of an End Stage Report? | | Pg 244 A.9.1 |
| What is the purpose of an Exception Report? | | Pg 245 A.10.1 |
| What is the purpose of an End Project Report? | | Pg 243 A.8.1 |
| What is the purpose of an Issue Report? | | Pg 247 A.13.1 |
| What is the purpose of a Lessons Report? | | Pg 249 A.15.1 |

The Processes

Please first read Chapter 11 - Introduction to Processes

Chapter 12 - Starting up a Project (SU)

| | | |
|--|--|-------------------------------------|
| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
| The purpose of Starting up a Project (SU) is to answer which question? | | Pg 121 12.1 |
| The trigger for SU is? | | Pg 122 12.3 |
| The objective of SU is to ensure what? | | Pg 121 12.2 |
| The context of SU is? | | Pg 122 12.3 |

| | | |
|---|----------------------------------|-------------------------------------|
| How does SU supports the seven PRINCE2 principles? | | Pg 121 12.2 |
| The activities within SU are: | 1. 2. 3. 4. 5. 6. | Pg 121 Fig 12.1 |
| The responsibilities within the activities of SU are? | | Pgs 123 to 131 Tabs 12.1 to 12.6 |
| What is the purpose of a Project Brief? | | Pg 253 A.19.1 |
| What is the purpose of a Project Product Description? | | Pg 256 A.21.1 |
| In which Activity of SU is the Project Product Description created? | | Pg127 12.4.4 |
| Will the solution be developed in-house or contracted to third-parties? Is a question asked in which Activity of SU? | | Pg 128 12.4.5 |

| | | |
|---|--|---|
| In which activity of SU is the Daily Log created? | | Pg 122 Fig 12.2+ Tab 12.1 |
| Which logs are created in SU? | | Pgs 123 &125 Tab 12.1 12.2 |

Chapter 13 - Directing a Project (DP)

| | | |
|--|--|-------------------------------------|
| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
| The purpose of Directing a Project (DP) is? | | pg135 13.1 |
| The Project Board manages by what principle? | | Pg135 13.3 |
| The trigger for the DP activities are? | | Pg 135 Fig 13.1 |
| The objectives of DP are: | | Pg 135 13.2 |
| The context of DP is? | | pg135 13.3 |
| What management product should record how the Project Board will engage with corporate/programme management? | | Pg 135 13.3 |

| | | |
|--|--|--|
| <p>DP supports the seven PRINCE2 principles. How?</p> | | <p>Pg 135 13.1/2/3</p> |
| <p>When Authorizing Initiation the Project Board review and approve a detailed Business Case. True or false?</p> | <p>True/False?</p> | <p>Pg 137 13.2.1</p> |
| <p>What are the activities within DP?</p> | <ol style="list-style-type: none"> 1. 2. 3. 4. 5. | <p>Pg 136 13.4</p> |
| <p>What are the responsibilities within the activities of DP?</p> | | <p>137-145 Tabs 13.1 to 13.5</p> |
| <p>What are the inputs and outputs from the DP process?</p> | | <p>Pgs 136 To 144 Fig 13.2 - 13.6</p> |

| | | |
|---|------------------------------|-------------------------------|
| “Review and approve the Benefits Review Plan” is an action within which DP Activity? | | Pg 138 13.4.2+ Tab 13.2 |
| Deviations from the Project Plan may need approval from which level of management? : | | Pg 139 13.4.3 |
| The project Board authorizes a management stage by doing two things. what are they? | 1. Reviewing 2. Approving | 139/140 13.4.3 |
| Every Work Package exception should be raised to the Project Board for approval. True or false? | True/false? | 139 13.4.3 |
| When is the need for consultation between Project Manager and Project Board likely to be particularly frequent? | 1. 2. | Pg 141 13.4.4 |
| Responsibility for which plan needs to transfer to corporate or programme management at the end of the project? | | Pg 145 13.4.5 |

Chapter 14 - Initiating a Project (IP)

| | | |
|--|--|-------------------------------------|
| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
| The purpose of Initiating a Project (IP) is to? | | Pg 149 14.1 |
| What is the trigger(s) of the IP process? | | Pg 149 Fig 14.1 |
| The objectives of IP are? | | Pg 149 14.2 |

| | | |
|--|--|--|
| <p>The context of IP is?</p> | | <p>Pg 150 14.3</p> |
| <p>How does IP supports the seven PRINCE2 principles?</p> | | <p>Pg 149-150 14.1/2/3</p> |
| <p>What are the activities within IP?</p> | <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. | <p>Pg 150 14.4</p> |
| <p>The responsibilities within the activities of IP are?</p> | | <p>Pg 151 to 164 Tabs 14.1 to 14.8</p> |

| | | |
|--|--|---|
| <p>How are the following inputs in the IP process used?</p> | <ol style="list-style-type: none"> 1. Daily Log 2. Lessons Log 3. Project Brief 4. Project Product Description 5. Outline Business case | <p>Pg 151 - 163</p> <p>Fig 14.2 - 14.9</p> |
| <p>What is the purpose of the Project Initiation Documentation?</p> | | <p>Pg 254</p> <p>A.20.1</p> |
| <p>What is the composition of the following management products?</p> | <ol style="list-style-type: none"> 1. Business Case 2. Product Description 3. Risk Register 4. Issue Register 5. Quality Register | <p>Pg237</p> <p>A.2.2</p> <p>Pg 251</p> <p>A.17.2</p> <p>Pg 260</p> <p>A.25.2</p> <p>Pg 246</p> <p>A.12.2</p> <p>Pg 258</p> <p>A.23.2</p> |

Chapter 15 - Controlling a Stage (CS)

| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
|--|---|-------------------------------------|
| The purpose of Controlling a Stage (CS) is? | | Pg 167 15.1 |
| The triggers of the CS process are? | | Pg 167 Fig15.1 |
| The objectives of CS are? | | Pg 167 15.2 |
| The context of CS is? | | Pg 168 15.3 |
| CS supports the seven PRINCE2 principles. How? | | Pg 167/8 15.1/2/3 |
| The activities within CS are? | <p>Work Packages</p> <ol style="list-style-type: none"> 1. 2. 3. <p>Monitoring & reporting</p> <ol style="list-style-type: none"> 4. 5. <p>Issues</p> <ol style="list-style-type: none"> 6. 7. 8. | Pg 168 15.4 |

| | | |
|--|--|---|
| <p>The responsibilities within the activities of CS are?</p> | | <p>Pg 170 - 182</p> <p>Tab 15.1 - 15.8</p> |
| <p>The following are used in the CS process in what way?</p> <p>(Input to an activity Output of an activity Updated by an activity etc.)</p> | <ol style="list-style-type: none"> 1.PID 2.Issue Report 3.Issue Register 4.Risk Register 5.Quality Register 6.Checkpoint Report 7.Plans (Stage/Team) 8.Product Description 9. Configuration item Record 10 Product Status Account 11.Lessons Log 12. Daily Log | <p>Pgs 168 - 181</p> <p>Tab 15.2 – 15.9</p> |
| <p>What is the composition of an Issue report?</p> | | <p>Pg 247</p> <p>A.13.2</p> |

Chapter 16 - Managing Product Delivery (MP)

| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
|--|---|-------------------------------------|
| The purpose of Managing Product Delivery (MP) is? | | Pg 185 16.1 |
| The trigger for MP is? | | Pg 185 Fig 16.1 |
| The objectives of MP are? | | Pg 185 16.2 |
| The context of MP is? | | Pg 185 16.3 |
| MP supports the seven PRINCE2 principles. How? | | Pg185/6 16.1/2/3 |
| The activities within MP are? | 1. 2. 3. | Pg 186 16.4 |
| The responsibilities within the activities of MP are? | | Pg 186 - 189 Tabs 16.1 - 16.3 |
| How are the following used as inputs to MP? | 1.Work Package 2.Product Description | Pg 186/8 16.4.1 Fig 16.2 |

Chapter 17 - Managing a Stage Boundary (SB)

| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
|--|----------------------------|-------------------------------------|
| The purpose of Managing a Stage Boundary (SB) is? | | Pg 193 17.1 |
| The trigger(s) for SB are? | | Pg 193 Fig 17.1 |
| The objectives of SB are? | | Pg 194 17.2 |
| The context of SB is? | | Pg 194 17.3 |
| SB supports the seven PRINCE2 principles. How? | | Pg 193/4 17.1/2/3 |
| The activities within SB are? | 1. 2. 3. 4. 5. | Pg 194 17.4 |

| | | |
|--|---|---|
| <p>The responsibilities within the activities of SB are?</p> | | <p>Pg 195 – 202</p> <p>Tabs 17.1 - 17.5</p> |
| <p>How are the following used as inputs within SB?</p> | <ol style="list-style-type: none"> 1.PID 2.Project Plan 3.Business Case 4.Quality Management Strategy 5.Risk Management Strategy 6.Communication Management Strategy 7.Configuration management Strategy 8.Stage Plan 9.Exception Report 10.Configuration item Record 11.Product Status Account 12. Benefits Review Plan 13. Issue Register 14.Quality Register 15. Risk Register 16. Lessons Log | <p>Pgs 195 - 201</p> <p>Fig 17.2 – 17.6</p> |

Chapter 18 - Closing a Project (CP)

| Please read the Manual Chapter Then try the below questions (from memory and/or reference) | | Page ref & Para/table /figure |
|--|----------------------------|--|
| The purpose of Closing a Project (CP) is? | | Pg 205 18.1 |
| The trigger(s) for CP are? | | Pg 205 Fig 18.1 |
| The objectives of CP are? | | Pg 205 18.2 |
| The context of CP is? | | Pg 205/6 18.3 |
| How does CP support the seven PRINCE2 principles? | | Pg 205/6 18.1/2/3 |
| The activities within CP are? | 1. 2. 3. 4. 5. | Pg 206 18.4 |
| The responsibilities within the activities of CP are? | | Pg 207 - 212 Tabs 18.1 - 18.5 |