

1 Introduction – PRINCE2

1.1 The PRINCE2 Training Manual

The official PRINCE2 manual for the Project Manager is called **"Managing Successful Projects with PRINCE2"**; this is an excellent reference manual. The manual is designed for:

- Experienced Project Managers who want to learn PRINCE2
- Project Managers who want to have a reference manual for PRINCE2

This **PRINCE2 Foundation Training Manual** is different from the official PRINCE2 manual in the following ways:

- It is focused on the Foundation exam syllabus
- It is much more of a training manual and less of a reference manual.
- PRINCE2 terms are explained with examples, which makes it easier to understand.
- Manual is written in plain English so that you understand it the first time you read it.
- A lot of management documents examples are provided and we will continue to add more.
- A project timeline overview has been provided to help understand how a project is divided.
- Questions at the end of each chapter provide a good way to test your knowledge.
- Available in PDF format (easier to search and find the information you are looking for)

To summarize, if you want to learn PRINCE2 and prepare for the PRINCE2 Foundation Exam, then use this **PRINCE2 Foundation training manual** and if you want a very good reference manual then use the official PRINCE2 manual **"Managing Successful Projects with PRINCE2"**.

1.2 What are Projects?

Projects are seen as a way to introduce change, hence they are unique by nature, i.e., two identical projects are never done. Now some of you may be thinking that in your company the same projects keep repeating. Well, if they are exactly the same, then these are referred to as processes; and processes that repeat are referred to as "business as usual" or operations.

Let us start with a more general definition of a project. I got this from Wikipedia.

A project is a unique series of actions designed to accomplish a unique goal within specific time and cost limitations.

I like this definition, as it is concise and easy to understand. It mentions terms like "series of actions," "unique goal" and "within the constraints of time and money."

Another definition of a project is as follows:

A project is a temporary endeavour undertaken to create a unique product or service.

This might sound like something from Star Trek but it is actually from the Project Management Body of Knowledge (PMBOK®).

Now let us hear what PRINCE2 says about what a project is. This is a quote from the manual:

*"A project is a **temporary organization** that is created for the purpose of delivering one or more business products according to an agreed Business Case."*

You may not have understood this, as you need to know a little more about PRINCE2 first. It should start to make more sense in a few minutes after I start explaining what is meant by the words like *temporary organization* and *unique*, which appear in the definition.

The word **organization** refers to the project team, the persons involved in the project and how they relate to each other. Each project has a definite start and end, so it is **temporary**. Remember, projects that go on forever are referred to as "operations" or "business as usual" and are not projects (e.g., maintenance of a software application).

Business Case is one of the documents that exists in a PRINCE2 project. It includes information such as the reasons for the project, the benefits, costs and time information and ROI calculation.

Sample Training Guides

Wenbin Ji



Sample Training Guides:

Occupational Training Guide United States. Employment and Training Administration,1976 **A Training Guide for in Situ Conservation On-farm** Devra I. Jarvis,L MEYER,H. Klemick,2000 Quality Control Training Manual Syed Imtiaz Haider,Syed Erfan Asif,2016-04-19 Written to help companies comply with GMP GLP and validation requirements imposed by the FDA and regulatory bodies worldwide Quality Control Training Manual Comprehensive Training Guide for API Finished Pharmaceutical and Biotechnologies Laboratories presents cost effective training courses that cover how to apply advances in the life sciences to produce commercially viable biotech products and services in terms of quality safety and efficacy This book and its accompanying downloadable resources comprise detailed text summaries test papers and answers to test papers providing an administrative solution for management Provides the FDA Health Canada WHO and EMEA guidelines directly applicable to pharmaceutical laboratory related issues Offers generic formats and styles that can be customized to any organization and help management build quality into routine operations to comply with regulatory requirements Contains ready to use training courses that supply a good source of training material for experienced and inexperienced practitioners in the biotechnology biopharmaceutical industries Includes downloadable resources with downloadable training courses that can be adopted and directly customized to a particular organization Supplies ready to use test papers that allow end users to record all raw data up to the issuance of the attached certificate The biotechnology bioscience industries are regulated worldwide to be in compliance with cGMP and GLP principles with particular focus on safety issues Each company must create a definite training matrix of its employees The training procedures in this book enable end users to understand the principles and elements of manufacturing techniques and provide documentation language ranging from the generic to the specific The training courses on the downloadable resources supply valuable tools for developing training matrices to achieve FDA Health Canada EMEA MHRA UK WHO and GLP compliance **The Ultimate Employee Training Guide- Training Today, Leading Tomorrow** Gerard Assey,2024-02-21 In an era of constant change and fierce competition organizations must harness the power of their workforce to thrive The Ultimate Employee Training Guide Training Today Leading Tomorrow is your definitive guide to unleashing the true potential of employee training It explores the evolution of training from traditional classrooms to cutting edge technology and unveils the profound benefits of investing in employee development while illuminating the stark repercussions of neglecting it Discover training as an investment measuring its Return on Investment ROI through real life case studies that showcase its undeniable impact Learn to assess diverse training needs choose the right vendors and design implement and evaluate training programs effectively This book takes you on a journey into the future of training where technology personalization and continuous learning reign supreme It emphasizes the crucial role of HR and corporate leadership in fostering a culture of empowerment and growth With ethical considerations legal guidelines and inspiring case studies The Ultimate Employee Training Guide equips you to navigate the

dynamic landscape of employee training ensuring success in an ever evolving world Here s what you ll find inside Preface The Importance of Training Employees Investing in Training Understanding the ROI Key Skills Attributes and Traits of an Effective Trainer Assessing Training Needs Sample Formats for Assessing Training Needs Selecting the Right Training Vendor Planning and Implementing Training Programs Sample Formats of Planning and Implementing Training Programs Measuring the Impact of Training Sample Formats for Measuring the Impact of Training Legal and Ethical Considerations in Training Common Challenges Managers Encounter during Training Initiatives Steps a Training Manager Trainer Undertakes to Remain Effective and Up to date Creating a Culture of Continuous Learning Training in the Future Emerging Trends International Perspectives on Training Cultural Differences and Global Best Practices Case Studies of Successful Training Programs Case Studies from Various Industries Formats and Samples of Other Assessments and Forms Templates and Checklists for Training Initiatives Sample Training Program Outlines The Future of Employee Training Conclusion

Spriggs's Essentials of Polysomnography: A Training Guide and Reference for Sleep Technicians Lisa M. Endee, 2020-02-10 Spriggs s Essentials of Polysomnography Third Edition is a comprehensive full color text designed specifically for sleep technicians and professionals Updates and additions make this book a thorough and up to date resource for professionals and the new all in one package design makes it the ideal choice for anyone preparing for a career in polysomnography This is an excellent tool for training new sleep technicians or preparing for the RPSGT and CPSGT certification exams and a comprehensive contemporary reference for physicians sleep lab managers DME reps and sleep lab front office staff members New content incorporates therapeutic treatment options and the impact of medications on sleep and new case studies provide further impactful opportunities to apply the material in each chapter This new edition also expands upon existing content enriching the coverage of the consequences of sleep deprivation risk factors for sleep disorders clinical practice guidelines and patient safety among many other important topics The Third Edition s content and questions reflect ICSD 3 classifications and the latest exam standards guided by the most recent RPSGT and CPSGT exam blueprints and version 2 5 of the AASM Scoring Manual Topics include An overview of normal sleep and the history of sleep disorders Patient education and the patient flow process Life as a sleep technician Patient hookup procedures Polysomnography overview and interpretation Pediatric sleep medicine Hundreds of sample epochs depicting sleep stages artifacts and events All in One packaging The Pocket Guide and Flashcards are now included in the back of the book and are perforated for easy use Following the BRPT matrix and equipped with our TestPrep platform this text is an exceptional reference for those who are interested in taking the RPSGT and CPSGT certification exams NEW Chapter 17 titled Medications and Sleep containing content on commonly prescribed sleep aids and the effect of drugs on sleep efficiency and architecture NEW Chapter 18 titled Other Therapeutic Modalities dedicated to the various therapeutic options for the treatment of sleep disorders The text features new and updated content that reflects the latest AASM scoring rules and sleep

disorder nosology and is correlated to the most recent RPSGT exam blueprint released in 2018 EXPANDED content on the far reaching consequences of sleep deprivation various risk factors for sleep disorders components of the sleep consultation and physical assessment examination clinical practice guidelines for PAP titration home sleep testing and reporting pediatric sleep testing and scoring and emergency preparedness and maintaining patient safety in the sleep testing environment NEW Case Studies have been integrated within the chapters to facilitate the application of content and to foster critical thinking Intro to Polysomnography Clinical Application of Sleep Medicine Polysomnographic Instrumentation Monitoring Techniques Patient and Equipment Preparation Scoring and Interpretation Pediatric Polysomnography Theoretical Fundamentals of Polysomnography Clinical Fundamentals of Polysomnography Therapeutic Interventions and Clinical Patient Management 2021 482 pages

The Complete Idiot's Guide to Positive Dog Training Pamela Dennison, 2006-02 The Complete Idiot's Guide to Positive Dog Training Second Edition takes more of a purist approach to positive training Punishment based training methods have long been the standard when it comes to teaching puppies new commands and correcting aggressive behavior but these methods have limited effectiveness when it comes to training older dogs as well as some potential consequences for puppies More and more trainers are practicing positive training methods based on a system of rewards and encouragement to elicit the same behavioral goals However some trainers who claim to embrace the new methods still cling to many of the old practices such as choke collars This book shows readers how to use positive training to teach basic commands and housetraining and to correct a host of problem behaviors without resorting to the old ways

Guidelines for Asset Integrity Management CCPS (Center for Chemical Process Safety), 2017-01-06 This book is an update and expansion of topics covered in Guidelines for Mechanical Integrity Systems 2006 The new book is consistent with Risk Based Process Safety and Life Cycle approaches and includes details on failure modes and mechanisms Also example testing and inspection programs is included for various types of equipment and systems Guidance and examples are provided for selecting and maintaining critical safety systems

A training of trainers manual to develop capacities in gender sensitive rural advisory services Food and Agriculture Organization of the United Nations, World Health Organization, 2017-01-01 This manual provides guidance for organizing and facilitating training of trainers in gender sensitive rural advisory services design and delivery It has been developed as part of the FAO project Capacity Development Support to Rural Women on the Socio economic and Gender Aspects of Sustainable Rural Development which was implemented in Turkey and Azerbaijan in 2014 16 The project was realized under the FAO Turkey Partnership Programme and financed by the Government of Turkey The manual is based on the pilot trainings carried out in Turkey and Azerbaijan and is intended to help meet the needs for training guidelines specifically designed for strengthening the gender sensitivity of rural advisory services The guidelines are developed to be applied not just to one country situation but for easy adaptation and use in strengthening advisory services globally The manual content is organized into three main sections Section 1 introduces the manual section 2 provides

detailed guidelines for all stages of a workshop design and preparation and section 3 is a step by step programme for delivery of a four day workshop A final section of annexes includes sample training materials sample slide presentations and notes for use in workshop delivery a glossary of gender related terminology and useful references and resource material on gender and agriculture

Soils Sampling and Testing Training Guide for Field and Laboratory Technicians on Roadway Construction Eugene R. Russell,1999 **Or Surgical Fire Training Guide** Jane Flowers,2005 **Peer Justice and Youth Empowerment** Tracy M. Godwin,2000-07 Youth courts also known as teen courts organizing the community legal issues developing a program purpose goals determining a target population designing program services developing a program model recruiting using examining human program evaluation

Over 200 U.S. Department of Energy Manuals Combined: CLASSICAL PHYSICS; ELECTRICAL SCIENCE; THERMODYNAMICS, HEAT TRANSFER AND FLUID FUNDAMENTALS; INSTRUMENTATION AND CONTROL; MATHEMATICS; CHEMISTRY; ENGINEERING SYMBOLOGY; MATERIAL SCIENCE; MECHANICAL SCIENCE; AND NUCLEAR PHYSICS AND REACTOR THEORY , Over 19 000 total pages Public Domain U S Government published manual Numerous illustrations and matrices Published in the 1990s and after 2000 TITLES and CONTENTS ELECTRICAL SCIENCES Contains the following manuals Electrical Science Vol 1 Electrical Science Vol 2 Electrical Science Vol 3 Electrical Science Vol 4 Thermodynamics Heat Transfer And Fluid Flow Vol 1 Thermodynamics Heat Transfer And Fluid Flow Vol 2 Thermodynamics Heat Transfer And Fluid Flow Vol 3 Instrumentation And Control Vol 1 Instrumentation And Control Vol 2 Mathematics Vol 1 Mathematics Vol 2 Chemistry Vol 1 Chemistry Vol 2 Engineering Symbolology Prints And Drawings Vol 1 Engineering Symbolology Prints And Drawings Vol 2 Material Science Vol 1 Material Science Vol 2 Mechanical Science Vol 1 Mechanical Science Vol 2 Nuclear Physics And Reactor Theory Vol 1 Nuclear Physics And Reactor Theory Vol 2 CLASSICAL PHYSICS The Classical Physics Fundamentals includes information on the units used to measure physical properties vectors and how they are used to show the net effect of various forces Newton s Laws of motion and how to use these laws in force and motion applications and the concepts of energy work and power and how to measure and calculate the energy involved in various applications Scalar And Vector Quantities Vector Identification Vectors Resultants And Components Graphic Method Of Vector Addition Component Addition Method Analytical Method Of Vector Addition Newton s Laws Of Motion Momentum Principles Force And Weight Free Body Diagrams Force Equilibrium Types Of Force Energy And Work Law Of Conservation Of Energy Power ELECTRICAL SCIENCE The Electrical Science Fundamentals Handbook includes information on alternating current AC and direct current DC theory circuits motors and generators AC power and reactive components batteries AC and DC voltage regulators transformers and electrical test instruments and measuring devices Atom And Its Forces Electrical Terminology Units Of Electrical Measurement Methods Of Producing Voltage Electricity Magnetism Magnetic Circuits Electrical Symbols DC Sources DC Circuit Terminology Basic DC Circuit Calculations Voltage Polarity And Current Direction Kirchhoff s Laws DC

Circuit Analysis DC Circuit Faults Inductance Capacitance Battery Terminology Battery Theory Battery Operations Types Of Batteries Battery Hazards DC Equipment Terminology DC Equipment Construction DC Generator Theory DC Generator Construction DC Motor Theory Types Of DC Motors DC Motor Operation AC Generation AC Generation Analysis Inductance Capacitance Impedance Resonance Power Triangle Three Phase Circuits AC Generator Components AC Generator Theory AC Generator Operation Voltage Regulators AC Motor Theory AC Motor Types Transformer Theory Transformer Types Meter Movements Voltmeters Ammeters Ohm Meters Wattmeters Other Electrical Measuring Devices Test Equipment System Components And Protection Devices Circuit Breakers Motor Controllers Wiring Schemes And Grounding

THERMODYNAMICS HEAT TRANSFER AND FLUID FUNDAMENTALS The Thermodynamics Heat Transfer and Fluid Flow Fundamentals Handbook includes information on thermodynamics and the properties of fluids the three modes of heat transfer conduction convection and radiation and fluid flow and the energy relationships in fluid systems Thermodynamic Properties Temperature And Pressure Measurements Energy Work And Heat Thermodynamic Systems And Processes Change Of Phase Property Diagrams And Steam Tables First Law Of Thermodynamics Second Law Of Thermodynamics Compression Processes Heat Transfer Terminology Conduction Heat Transfer Convection Heat Transfer Radiant Heat Transfer Heat Exchangers Boiling Heat Transfer Heat Generation Decay Heat Continuity Equation Laminar And Turbulent Flow Bernoulli s Equation Head Loss Natural Circulation Two Phase Fluid Flow Centrifugal Pumps

INSTRUMENTATION AND CONTROL The Instrumentation and Control Fundamentals Handbook includes information on temperature pressure flow and level detection systems position indication systems process control systems and radiation detection principles Resistance Temperature Detectors Rtds Thermocouples Functional Uses Of Temperature Detectors Temperature Detection Circuitry Pressure Detectors Pressure Detector Functional Uses Pressure Detection Circuitry Level Detectors Density Compensation Level Detection Circuitry Head Flow Meters Other Flow Meters Steam Flow Detection Flow Circuitry Synchro Equipment Switches Variable Output Devices Position Indication Circuitry Radiation Detection Terminology Radiation Types Gas Filled Detector Detector Voltage Proportional Counter Proportional Counter Circuitry Ionization Chamber Compensated Ion Chamber Electroscope Ionization Chamber Geiger M ller Detector Scintillation Counter Gamma Spectroscopy Miscellaneous Detectors Circuitry And Circuit Elements Source Range Nuclear Instrumentation Intermediate Range Nuclear Instrumentation Power Range Nuclear Instrumentation Principles Of Control Systems Control Loop Diagrams Two Position Control Systems Proportional Control Systems Reset Integral Control Systems Proportional Plus Reset Control Systems Proportional Plus Rate Control Systems Proportional Integral Derivative Control Systems Controllers Valve Actuators

MATHEMATICS The Mathematics Fundamentals Handbook includes a review of introductory mathematics and the concepts and functional use of algebra geometry trigonometry and calculus Word problems equations calculations and practical exercises that require the use of each of the mathematical concepts are also presented Calculator Operations Four Basic

Arithmetic Operations Averages Fractions Decimals Signed Numbers Significant Digits Percentages Exponents Scientific Notation Radicals Algebraic Laws Linear Equations Quadratic Equations Simultaneous Equations Word Problems Graphing Slopes Interpolation And Extrapolation Basic Concepts Of Geometry Shapes And Figures Of Plane Geometry Solid Geometric Figures Pythagorean Theorem Trigonometric Functions Radians Statistics Imaginary And Complex Numbers Matrices And Determinants Calculus

CHEMISTRY The Chemistry Handbook includes information on the atomic structure of matter chemical bonding chemical equations chemical interactions involved with corrosion processes water chemistry control including the principles of water treatment the hazards of chemicals and gases and basic gaseous diffusion processes Characteristics Of Atoms The Periodic Table Chemical Bonding Chemical Equations Acids Bases Salts And Ph Converters Corrosion Theory General Corrosion Crud And Galvanic Corrosion Specialized Corrosion Effects Of Radiation On Water Chemistry Synthesis Chemistry Parameters Purpose Of Water Treatment Water Treatment Processes Dissolved Gases Suspended Solids And Ph Control Water Purity Corrosives Acids And Alkalies Toxic Compound Compressed Gases Flammable And Combustible Liquids

ENGINEERING SYMBOLOGY The Engineering Symbology Prints and Drawings Handbook includes information on engineering fluid drawings and prints piping and instrument drawings major symbols and conventions electronic diagrams and schematics logic circuits and diagrams and fabrication construction and architectural drawings Introduction To Print Reading Introduction To The Types Of Drawings Views And Perspectives Engineering Fluids Diagrams And Prints Reading Engineering

P neutron characteristics reactor theory and nuclear parameters and the theory of reactor operation Atomic Nature Of Matter Chart Of The Nuclides Mass Defect And Binding Energy Modes Of Radioactive Decay Radioactivity Neutron Interactions Nuclear Fission Energy Release From Fission Interaction Of Radiation With Matter Neutron Sources Nuclear Cross Sections And Neutron Flux Reaction Rates Neutron Moderation Prompt And Delayed Neutrons Neutron Flux Spectrum Neutron Life Cycle Reactivity Reactivity Coefficients Neutron Poisons Xenon Samarium And Other Fission Product Poisons Control Rods Subcritical Multiplication Reactor Kinetics Reactor

The UNESCO Training Manual for the Protection of the Underwater Cultural Heritage in Latin America and the Caribbean Netherlands. Ministry of Education, Culture and Science. Cultural Heritage Agency, UNESCO, 2021-03-10 De Engelstalige UNESCO Training Manual for the Protection and Management of Underwater Cultural Heritage in Latin America and the Caribbean is samen met UNESCO ontwikkeld en vormt de basis voor trainingen in onderwater cultureel erfgoedbeheer in Latijns Amerika en de Cara ben Het is een vervolg op een eerder verschenen trainingsmanual 2012 waarin gefocused werd op Azi en de Pacifische regio uitgever

Home Health Aide Training Manual Kay Green, 1996 This Protocol delineates the evidence for using devices for noninvasive patient monitoring of blood pressure heart rhythms pulse oximetry end tidal carbon dioxide and respiratory waveforms These protocols guide clinicians in the appropriate selection of patients for use of the device application of the device initial and ongoing monitoring device removal and selected aspects of quality control

Training Manual United States. War Dept,1923 **NAVOSH Training Guide for Forces Afloat** ,1991 Sure Victory at Home: Your Self-Training Guide to Boot Camp Workouts that Blast Fat & Build Power Sure Victory at Home: Your Self-Training Guide to Boot Camp Workouts that Blast Fat & Build Power Georgette Pann,Tammy Greear, *Introduction to related subjects instruction and inservice training materials* ,1982 **Medicaid Eligibility Quality Control : Training Guide** United States. Social and Rehabilitation Service,1975 *Publications Combined: Army Combat Fitness Test (ACFT) Training Guide, Handbook, Equipment List, Field Testing Manual & More* ,2019-03-05 Over 600 total pages CONTENTS Army Combat Fitness Test Training Guide Version 1 2 FIELD TESTING MANUAL Army Combat Fitness Test Version 1 4 Army Combat Fitness Test CALL NO 18 37 September 2018 FM 7 22 ARMY PHYSICAL READINESS TRAINING October 2012 IOC TESTING ACFT EQUIPMENT LIST 1 X LANE REQUIREMENT Version 1 1 4 September 2018 ACFT Field Test Highlight Poster Final OVERVIEW The Army will replace the Army Physical Fitness Test APFT with the Army Combat Fitness Test ACFT as the physical fitness test of record beginning in FY21 To accomplish this the ACFT will be implemented in three phases Phase 1 Initial Operating Capability IOC includes a limited user Field Test with approximately 60 battalion sized units from across all components of the Army While the ACFT is backed by thorough scientific research and has undergone several revisions there are still details that have not been finalized The ACFT requires a testing site with a two mile run course and a flat field space approximately 40 x 40 meters The field space should be grass well maintained and cut or artificial turf that is generally flat and free of debris While maintaining testing standards and requirements commanders will make adjustments for local conditions when necessary The start and finish point for the two mile run course must be in close proximity to the Leg Tuck station When test events are conducted indoors the surface must be artificial turf only Wood and rubberized surfaces are not authorized as they impact the speed of the Sprint Drag Carry When environmental conditions prohibit outdoor testing an indoor track may be used for the 2 Mile Run The Test OIC or NCOIC are responsible to inspect and certify the site and determine the number of testing lanes There should not be more than 4 Soldiers per testing group for the SPT HRP and SDC The OIC or NCOIC must add additional lanes or move Soldiers to a later testing session to ensure no more than 4 Soldiers per testing group Concerns related to Soldiers graders or commanders will be addressed prior to test day The number of lanes varies by number of Soldiers testing A 16 lane ACFT site will have the following ACFT specific test equipment requirements 16 hexagon trap bars 60 pounds each with a set of locking collars While all NSN approved hexagon bars must weigh 60 pounds there is always a small manufacturer s production tolerance The approved weight tolerance for the hexagon bar is 2 pounds 58 62 pounds Weight tolerance for the hexagon bar and therefore the 3 Repetition Maximum Deadlift does not include the collars On average hexagon bar collars weigh 2 0 pounds per pair and are considered incidental to the totalweight of the MDL weight Approximately 3 000 lbs of bumper plates 16 x 10 lb medicine ball 16 x nylon sled with pull straps 32 x 40 lb kettle bells Permanent or mobile pull up bars 16 x pull up bars at approximately 7 5 feet off the ground

with step ups for shorter Soldiers Common unit equipment for set up and grading 16 stop watches 8 x 25m tape measures 8 x wooden or PVC marking sticks for the SPT One stick for every two lanes 70 x 18 traffic cones 50 field dome cones A soft flat dry test area approximately 40m x 40m on grass or artificial turf half of a soccer or football field A site that is free of any significant hazards A preparation area can be same as briefing area to conduct Preparation Drill A generally flat measured running course with a solid improved surface that is not more than 3 percent uphill grade and has no overall decline start and finish must be at the same altitude

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