Ministry of cooperatives
Labour and Social Welfare

Iran Technical and Vocational
Training Organization

Deputy of training
Plan and curriculums office

Job /Competency Training standard

Title

Managing Successful Projects with PRINCE2

(Practitioner level)

Iran Technical and Vocational Training Organization

Occupational group

Training Services

International code

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Member of Specialized commission IT Curriculum development:

-Ali Mousavi: Director General of Curriculum office
-javad salehi : Director General of international office
-Shahram Shokofian: Manager of Iran TVTO IT Curriculum Development
-Zahra Zamani: Member of Iran TVTO IT Curriculum Development
-marziyeh adabi : expert of international office

Cooperator Specialized organizations for compiling the training standard :

-
-

Revision Process:

-
-

Plan & Curriculum Office
97, nosrat avenue –Tehran, Iran

Tel:+98-21-66569900-9
Fax: +98-21-66944117
E-mail:Barnamehdarci@yahoo.com

	Name & family name	Academic document	field	Job & post	Relevant experiences
۱	Shahram Shokofian	Master	Computer Engineering	Manager of Iran TVTO IT Curriculum Development	17 Years
۲	Zahra Zamani Zenooz	Master	Educational Training	Manager of Iran TVTO Training Curriculum Development	14 Years
3	Hooshang Mahmoodi	Master	Metallogy	Expert	20 Years
4	Marziye Adabi	Master	International Relations	Expert	16 Years
5					
6					
7					

Iran Technical and Vocational Training Organization

Definitions:

Job standard:

The characteristics ' required competencies and abilities for Efficient Performance in work environment is called "the Job standard", and sometimes “The Occupational standard”

Training standard:

The Training Map for achieving the Job’s subset Competencies.

Job title:

Is a set of Tasks and Abilities which is expected from an employed person in the defined level

Job description:

A statement covering the most important elements of a job, namely the position or title of the job, the duties, job’s relation with other jobs in a occupational field, the responsibilities, workplace conditions and required performance standards.

Course duration:

The minimum of time which is required to achieve the training objects.

Admission requirements:

The minimum of competencies and abilities which are obligatory for a potential admission.

Evaluation:

The process of collecting evidence and judgment about wetter a competency is achieved or not.
Include: written examination, practical examination

Required Qualifications for Trainers:

The minimum of Trainer’s technical and vocational abilities which the trainer is required to have.

Competency:

The ability of efficient performing a duty in a variety of workplaces conditions

Knowledge:

The minimum set of facts and mental capacities which is necessary for achieving a competency. This can include science, (Mathematics, physics, chemistry or biology), technology or technical.

Skill:

The minimum coordination between mind and body for achieving an ability or competency. It normally applied to practical skills.

Attitude:

A set of emotional behaviors required for achieving a competency and can have non-technical skills and occupational ethics.

Safety:

The cases which doing or not doing something can cause harm or accident

Environmental Consideration:

A set of consideration about the act which should be done to minimize the environmental damage or pollution.

Iran Technical and Vocational Training Organization

job/competency title:
Managing Successful Projects with PRINCE2 (Practitioner level)
Job/competency description:
PRINCE2 is a generic method for Project Management. It can be used for any project, from running a 1- to 2-day project for the TV program to a company acquisition -- or even to the construction of the main stadium for the London 2012 Olympic Games. PRINCE2 separates the management layer from the work to create the required products that the project has to produce (specialist work). This means that the same management layer can be used for different types of projects. The Management Layer refers to the organization of the project, such as Project Board, Project Manager and Teams.
admission requirements:
minimum degree of education: bachelor of management minimum physical and mental ability: - prerequisite skills: -
Course duration:
Course duration : 190 hours *-theoretical:- hours* *-practical:-hours* *-apprenticeship:- hours* *-project:- hours*
Evaluation :(%)
Written:25% **Practical:65%** **Work ethics:10%**
Required Qualifications for Trainers:
Master of management with 3 years experience

Iran Technical and Vocational Training Organization

job/competency training standard

competencies /tasks

`	Title
1	**The Process Model and Project Timeline**
2	**Applying the principles of project management**
3	**Applying the Themes of project management**
4	**Business Case Theme**
5	**Organization**
6	**Quality**
7	**Design the Plans**
8	**Risk Theme**
9	**Change**
10	**check the Progress**
11	**Introduction to Processes**
12	**Starting Up a Project**
13	**Initiating a Project**
14	**Directing a Project**
15	**Controlling a Stage**
16	**Managing Product Delivery**
17	**Managing a Stage Boundary**
18	**Closing a Project**
19	**Tailoring PRINCE2 to the project environment**

Training standard

Contents analysis form

Title: The Process Model and Project Timeline	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge: The PRINCE2 Process Model Project Timeline Starting Up a Project Initiating a Project Process / Initiation stage how a project starts and how it moves from one process to another when, where and by whom the important documents are created the role of the Project Manager and Project Board how the Project Board controls the project how a typical project closes	Determined by the instructor			Equipment & Tools & Materials & Resources (books, site, software…)
Skill: how a project starts and how it moves from one process to another when, where and by whom the important documents are created the role of the Project Manager and Project Board how the Project Board controls the project how a typical project closes				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard

Contents analysis form

Title: Applying the principles of project management	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge: Introduction to principles Continued business justification Experiences of previous projects Roles and responsibilities Stages and managing them Exception and managing them Products Tailor to suit the project environment	Determined by the instructor			Equipment & Tools & Materials & Resources (books, site, software…)
Skill: Justify the continuation of the project Learn from the experiences of previous projects Define roles and responsibilities Manage by stages & Break large task or project into manageable chunks Manage by Exception Focus on Products Tailor to suit the project's size, environment, complexity, importance, capability and risk. Learn thru questions				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard

Contents analysis form

Title: **Applying the Themes of project management**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge : Introduction to Themes Business Case Organization Quality Plans Risk Change Progress	Determined by the instructor			Equipment & Tools & Materials & Resources (books, site, software…)
Skill: Why are we doing this project? What are the business reasons? What are the benefits for the organization? Who is who in the project? • Who is sponsoring the project? • Who is responsible for the Business Case? • Who represents the Users and Suppliers? • What are the exact roles and responsibilities? • Who is the Project Manager? What quality level must the product be at by the end of the project so that it can be correctly used as intended, or in other words, be fit for use? • What can we do to check the quality during the project and make sure the project delivers the required level of quality? What quality level must the product be at by the end of the project so that it can be correctly used as intended, or in other words, be fit for use? • What can we do to check the quality				

Iran Technical and Vocational Training Organization

during the project and make sure the project delivers the required level of quality? What are the risks? • What if the risks happen? • How can risks be identified, analyzed and documented? • How can the possibility of risk be reduced? • How can risk be managed and monitored throughout the project? How should products be planned, identified, controlled and verified? • How should issues and changes be handled? • What tools will be used (e.g., SharePoint, Niku Clarity, Shared Drive)? • What data should be kept for each product (e.g., Product Description, Configuration Item Records, etc.)? How the project will be controlled? • When reporting will be done? • Where we are now compared to the plan? • Is the project still viable?				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard

Contents analysis form

Title: **Business Case Theme**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge : Introduction to Business Case Knowledge The Business Case knowledge provided by PRINCE2? Different types of Business Case The Benefits Review Plan Poor Business Case The Contents of a Business Case Business Case for CRM Project Appraisal Techniques The approach to confirming the benefits and how the Business Review Plan is used during and after the project. The Business Case roles and responsibilities.	Determined by the instructor	Different responsible of persons		Equipment & Tools & Materials & Resources (books, site, software…)
Skill: What dose a Business Case do for the project How to best describe what you get from a project The path to creating the Business Case Develop the Business Case Verify the Business Case Maintain the Business Case Confirm the Benefits Applying The four points in the project where the Business Case can be verified.				

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Attitude: Speed and accuracy in doing the right thing	
Health & Safety: Compliance with safety protection in the workplace	
Environmental Consideration: Compliance with environmental protection	

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Contents analysis form

Title: **Organization**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge & Skill: Introduction to Organization Knowledge The Organization Knowledge provided by PRINCE2 Organization Definitions Three Project Interests / 3 Stakeholder Categories The four levels of Organization Project Board and their roles Project Assurance: User, Business & Supplier Project Support and centre of excellence Project Manager and the Project Organization	Determined by the instructor			Equipment & Tools & Materials & Resources (books, site, software…)
Skill: The Change Authority Role The Project Manager Role Team Manager & Project Support Working with the Project Management Team Working with the Corporate Organization Working with Stakeholders Stakeholder Engagement The Communication Management Strategy Responsibilities for Organization				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard

Contents analysis form

Title: **Quality**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge & Skill: Introduction to Quality Knowledge The Quality Knowledge provided by PRINCE2 Quality Lingo Quality Management Quality Management Systems (QMS) Quality Planning Quality Control Quality Assurance Introduction to the PRINCE2 Approach to Quality Quality Planning Applying Quality Control & Quality Methods Technique Responsibilities	Determined by the instructor			Equipment & Tools & Materials & Resources (books, site, software…)
Skill: The PRINCE2 Quality Review Managing quality Plan quality Assure quality Gather the customers Quality Expectations: List the Acceptance Criteria: Write the Project Product Description: Create the Quality Management Strategy Write Product Descriptions Lastly, set up the Quality Register. Carrying out the Quality methods: Quality Review Techniques will be used • Maintaining Quality and Approval records • Gaining acceptance & pass Acceptance Record to the customer The Technician who installs the				

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elevator could do an In-Process test to check different parts of the elevator as it is being installed. The Safety persons will use the Appraisal Method, as they will look at the finished product. Quality Summary Foundation and Practitioner Exam				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard

Contents analysis form

Title: **Design the Plans**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge & Skill: Introduction to Plans Knowledge The Plans Knowledge provided by PRINCE2 Plans Lingo Three levels of a Plan The Path to Planning The Project Plan, Stage Plan and Team Plan The Exception Plan The PRINCE2 Planning Steps and Design the Plan Product-Based Planning Introduction Product Flow Diagram The Product Checklist Responsibilities Plans Summary	Determined by the instructor			Equipment & Tools & Materials & Resources (books, site, software…)
Skill: Three levels of a Plan The Path to Planning The Project Plan, Stage Plan and Team Plan The Exception Plan The PRINCE2 Planning Steps and Design the Plan Design the Plan – First of the 7 steps Product-Based Planning Write the Project Product Description Create the Product Breakdown Structure Identify Activities and Dependencies Prepare Estimates Prepare the schedule Document the Plan				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				

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Environmental Consideration: Compliance with environmental protection	

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Training standard

Contents analysis form

Title: **Risk Theme**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge: Introduction to the Risk Knowledge Purpose of the knowledge in the Risk Theme Risk Lingo Risk Management The Management of Risk Method & Risk Context The Risk Register - Risk History The Risk Management Procedure (Identify Assess Risk Assess Risk – Evaluate Plan is about Planning the Responses) Plan the Responses to Threats Risk Roles and Responsibilities	Determined by the instructor			Equipment & Tools & Materials & Resources (books, site, software…)
Skill: Why is there Risk in a project? When is Risk Management done in the project? Management of Risk Applying the Method & Risk Context Identify Assess Risk Assess Risk Evaluate Plan is about Planning the Responses **Implement** **Communicate** Plan the Responses to opportunities Implement the Responses Communicate What is a Risk Budget?				
Attitude: Speed and accuracy in doing the right thing				

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Health & Safety: Compliance with safety protection in the workplace	
Environmental Consideration: Compliance with environmental protection	

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Training standard

Contents analysis form

Title: **Change**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge: Introduction to Change Knowledge Purpose of knowledge in the Change Theme Change Lingo The PRINCE2 Approach to Change Configuration Management Strategy prioritize issues & track severity Change Authority and Change Budget Management Products used by the Change Theme The Configuration Management Procedure	Determined by the instructor			Equipment & Tools & Materials & Resources (books, site, software…)
Skill: When is Issue and Change Control done? What is meant by the term "configuration item? Configure Management Strategy prioritize issues & track severity Change Authority and Change Budget Manage the Products used by the Change Theme Configure Management Procedure Issue and Change Control Procedure Decide Implement. What are the responsibilities of the Corporate and Program Management with regard to change Summary				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				

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Environmental Consideration: Compliance with environmental protection	

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Training standard

Contents analysis form

<table>
<tr><td rowspan="3">Title: check the Progress</td><td colspan="3">time</td><td rowspan="3"></td></tr>
<tr><td>theoretical</td><td>practical</td><td>total</td></tr>
<tr><td colspan="3">Determined by the instructor</td></tr>
<tr><td colspan="4">Knowledge ,skill ,attitude ,safety, Environmental Consideration</td><td>Equipments ,tools, materials ,books</td></tr>
<tr><td>Knowledge:
Purpose of the information in the Progress Theme
Progress, Progress Controls, Exceptions and Tolerances
the PRINCE2 Approach to Progress
What are Technical Stages?
Event-Driven and Time-Driven Controls
What is Raising Exceptions?
Progress Responsibilities</td><td colspan="3">Determined by the instructor</td><td rowspan="6">Equipment & Tools & Materials & Resources (books, site, software…)</td></tr>
<tr><td>Skill:
check the progress of the project compared to the plan,
check project viability
Control any deviations.
Monitor actual progress against plans
Review plans with forecast
Detect problems and identify risks
Initiate corrective action to fix issues
Authorize further work to be done.
What is the PRINCE2 Approach to Progress?
What are the 3 Project Board Controls?
Use of Management Stages for Control
Use of Technical Stages
review progress by Project Manager
Capturing and reporting lessons
Reports used to Report Progress
Progress Summary</td><td></td><td></td><td></td></tr>
<tr><td colspan="4">Attitude:
Speed and accuracy in doing the right thing</td></tr>
<tr><td colspan="4">Health & Safety:
Compliance with safety protection in the workplace</td></tr>
<tr><td colspan="4">Environmental Consideration:
Compliance with environmental protection</td></tr>
</table>

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Training standard

Contents analysis form

Title: **Introduction to Processes**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge: Introduction to Processes The PRINCE2 Processes Pre-Project Initiation Stage Next Stage or Stages after the Initiation Stage The PRINCE2 Process Model Introduction Introduction to the Seven Processes	Determined by the instructor			Equipment & Tools & Materials & Resources (books, site, software…)
Skill: Starting Up a Project Initiating a Project Directing a Project Controlling a Stage Managing Product Delivery Managing a Stage Boundary Closing a Project What happens before the project starts Create a detailed Business Case, Define the product descriptions, Assigns work to be done. Checks that all deliverables have passed the required quality tests. Checks that project is in line with Project Plan. Checks that forecasts are within project tolerances. Directing a Project Process The Starting Up a Project Process The Initiating a Project Process The Controlling a Stage Process The Managing Product Delivery Process The Managing a Stage Boundary Process The Closing a Project Process				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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Training standard

Contents analysis form

Title: **Starting Up a Project**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge: Introduction Purpose & Objective of the Starting Up a Project Process Activities Introduction Appoint the Executive and the Project Manager	Determined by the instructor			Equipment & Tools & Materials & Resources (books, site, software…)
Skill: Appointing the Executive and the Project Board (by Corporate or Program Management & Executive). Capturing Previous Lessons. Designing & appointing the project management team. Preparing the outline Business Case. Selecting the project approach and assembling the Project Brief. Planning the initiation stage. Capture Previous Lessons Design and appoint the Project Management Team Outline Business Case Select Project Approach and Assemble Project Brief Assemble Project Brief Plan the Initiation Stage Summary of Activities				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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<table>
<tr><td rowspan="2">Title: Initiating a Project</td><td colspan="3">time</td><td rowspan="2"></td></tr>
<tr><td>theoretical</td><td>practical</td><td>total</td></tr>
<tr><td colspan="4">Determined by the instructor</td></tr>
<tr><td colspan="4">Knowledge ,skill ,attitude ,safety, Environmental Consideration</td><td>Equipments ,tools, materials ,books</td></tr>
<tr><td>Knowledge:
Introduction
Purpose & Objective
Activities</td><td colspan="3">Determined by the instructor</td><td rowspan="5">Equipment & Tools & Materials & Resources (books, site, software…)</td></tr>
<tr><td>Skill:
Preparing the Risk Management Strategy, which will answer how to manage risk during the project, in other words, manage the rules of engagement for risk.
Preparing the Configuration Management Strategy, which will give information on how to manage the products produced during the project.
Preparing the Quality Management Strategy, which will answer the question on how to ensure quality?
Communication Management Strategy, which will answer questions related to communication with stakeholders.
Setup of Project Controls, which will provide information on how the Project Board can control the project.
Creating the Project Plan, which covers costs, timescales, risks, quality plan?
Refining the Business Case, which means to complete the Business Case?
Lastly, assembling the Project Initiation Documentation, which is to collect and assemble documents & information from most of the documents created to date.</td><td></td><td></td><td></td></tr>
<tr><td colspan="3">Attitude:
Speed and accuracy in doing the right thing</td></tr>
<tr><td colspan="3">Health & Safety:
Compliance with safety protection in the workplace</td></tr>
<tr><td colspan="3">Environmental Consideration:
Compliance with environmental protection</td></tr>
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<table>
<tr><td rowspan="2">Title: Directing a Project</td><td colspan="3">time</td><td rowspan="2"></td></tr>
<tr><td>theoretical</td><td>practical</td><td>total</td></tr>
<tr><td colspan="4">Determined by the instructor</td></tr>
<tr><td colspan="4">Knowledge ,skill ,attitude ,safety, Environmental Consideration</td><td>Equipments ,tools, materials ,books</td></tr>
<tr><td>Knowledge:
Introduction
Introduction to the Directing a Project
Provide authority to initiate the project.
Provide authority to deliver the project's products. The products are the reason to do the project.
Provide direction and control during the project. Be the interface to Corporate or Program Management.
Provide authority to close the project.
Ensure that post-project benefits will be reviewed.</td><td colspan="3">Determined by the instructor</td><td rowspan="5">Equipment & Tools & Materials & Resources (books, site, software…)</td></tr>
<tr><td>Skill:
Authorizing Initiation – which is to allow the Initiation Stage to start
Authorizing the project – which is to allow the project to start and produce products
Authorizing a Stage or Exception Plan – which is to review the existing stage and authorize the next stage to begin, or to authorize exception plan to complete the current stage.
Giving ad hoc direction - The Project Board provides guidance to the Project Manager throughout the project.
Authorizing project closure – Shut down the project after a number of checks.</td><td></td><td></td><td></td></tr>
<tr><td colspan="4">Attitude:
Speed and accuracy in doing the right thing</td></tr>
<tr><td colspan="4">Health & Safety:
Compliance with safety protection in the workplace</td></tr>
<tr><td colspan="4">Environmental Consideration:
Compliance with environmental protection</td></tr>
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<table>
<tr><td rowspan="2">Title: Controlling a Stage</td><td colspan="3">time</td><td rowspan="2"></td></tr>
<tr><td>theoretical</td><td>practical</td><td>total</td></tr>
<tr><td colspan="4">Determined by the instructor</td></tr>
<tr><td colspan="4">Knowledge ,skill ,attitude ,safety, Environmental Consideration</td><td>Equipments ,tools, materials ,books</td></tr>
<tr><td>Knowledge:
Introduction
Purpose & Objective
The Work Package Activities
The Monitoring and Reporting activities
The Issues activities</td><td colspan="3">Determined by the instructor</td><td rowspan="6">Equipment & Tools & Materials & Resources (books, site, software…)</td></tr>
<tr><td>Skill:
Attention is focused on the delivery of the products.
Keep Risks and Issues under control.
Keep the Business Case under review.
Deliver the products for the stage to the agreed quality within agreed cost and time & achieve the defined benefits.
Authorize a Work Package – Assign a Work Package
Review Work Package Status – Check on Work Package progress
Receive completed Work Package – Check if Work Package is complete and signed for
Review the stage status – Continually check how the stage is going
Report Highlights – Send Highlight Reports to the Project Board
Capture and examine issues and risks escalate issues and risks – Escalate to the Project Board
Take corrective action – take action to solve small issues or risks</td><td></td><td></td><td></td></tr>
<tr><td colspan="4">Attitude:
Speed and accuracy in doing the right thing</td></tr>
<tr><td colspan="4">Health & Safety:
Compliance with safety protection in the workplace</td></tr>
<tr><td colspan="4">Environmental Consideration:
Compliance with environmental protection</td></tr>
</table>

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<table>
<tr><td rowspan="2">Title: Managing Product Delivery</td><td colspan="3">time</td><td rowspan="2"></td></tr>
<tr><td>theoretical</td><td>practical</td><td>total</td></tr>
<tr><td colspan="4">Determined by the instructor</td></tr>
<tr><td colspan="4">Knowledge ,skill ,attitude ,safety, Environmental Consideration</td><td>Equipments ,tools, materials ,books</td></tr>
<tr><td>Knowledge:
Introduction
Purpose & Objective
Accepting a Work Package
Executing a Work Package
Delivering a Work Package</td><td colspan="3">Determined by the instructor</td><td rowspan="5">Equipment & Tools & Materials & Resources (books, site, software…)</td></tr>
<tr><td>Skill:
Manage a Product Delivery Activities
The Team Manager accepts the Work Package from the Project Manager and creates the Team Plan to manage the development of the products.
The team produces the products, carries out quality checks, obtains approval, and reports to the Project Manager using the Checkpoint Report.
Deliver a Work Package is delivering proof that the products are complete (e.g. results of test, acceptance) to Project Manager.
This involves ensuring that the Quality Register is updated, that approvals are done, that products are delivered as described in the Configuration Management Document, and that the Project Manager is notified</td><td></td><td></td><td></td></tr>
<tr><td colspan="4">Attitude:
Speed and accuracy in doing the right thing</td></tr>
<tr><td colspan="4">Health & Safety:
Compliance with safety protection in the workplace</td></tr>
<tr><td colspan="4">Environmental Consideration:
Compliance with environmental protection</td></tr>
</table>

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<table>
<tr><td rowspan="2">Title: Managing a Stage Boundary</td><td colspan="3">time</td><td rowspan="2"></td></tr>
<tr><td>theoretical</td><td>practical</td><td>total</td></tr>
<tr><td colspan="4">Determined by the instructor</td></tr>
<tr><td colspan="4">Knowledge ,skill ,attitude ,safety, Environmental Consideration</td><td>Equipments ,tools, materials ,books</td></tr>
<tr><td>Knowledge:
Introduction
Purpose & Objective
The Project Manager has to provide the Project Board with certain information. The outputs of the Stage Boundary process are all for the Project Board.
This information will enable the Project Board to review the current stage, approve the next stage, review updated Project Plan, and confirm continued business justification.</td><td colspan="3">Determined by the instructor</td><td rowspan="8">Equipment & Tools & Materials & Resources (books, site, software…)</td></tr>
<tr><td>Skill:
Planning the next stage
Update the Project Plan
Update the Business Case
Report Stage End
do the “Produce an Exception Plan” activity in this process</td><td colspan="3"></td></tr>
<tr><td colspan="4">Attitude:
Speed and accuracy in doing the right thing</td></tr>
<tr><td colspan="4">Health & Safety:
Compliance with safety protection in the workplace</td></tr>
<tr><td colspan="4">Environmental Consideration:
Compliance with environmental protection</td></tr>
<tr><td colspan="4"></td></tr>
</table>

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<table>
<tr><td rowspan="2">Title: Closing a Project</td><td colspan="3">time</td><td rowspan="2"></td></tr>
<tr><td>theoretical</td><td>practical</td><td>total</td></tr>
<tr><td colspan="4">Determined by the instructor</td></tr>
<tr><td colspan="4">Knowledge ,skill ,attitude ,safety, Environmental Consideration</td><td>Equipments ,tools, materials ,books</td></tr>
<tr><td>Knowledge:
Introduction
Purpose & Objective
Closing a Project Activities</td><td colspan="3">Determined by the instructor</td><td rowspan="6">Equipment & Tools & Materials & Resources (books, site, software…)</td></tr>
<tr><td>Skill:
Preparing planned closure,
Preparing premature closure:
Handover of products:
Evaluating the project,
Recommending project closure,</td><td colspan="3"></td></tr>
<tr><td colspan="4">Attitude:
Speed and accuracy in doing the right thing</td></tr>
<tr><td colspan="4">Health & Safety:
Compliance with safety protection in the workplace</td></tr>
<tr><td colspan="4">Environmental Consideration:
Compliance with environmental protection</td></tr>
<tr><td colspan="4"></td></tr>
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Dan Technical and Vocational Training Organization

Training standard

Contents analysis form

Title: **Tailoring PRINCE2 to the project environment**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge: Introduction and What Tailoring Is What is Tailoring? General Approach to Tailoring What to change when tailoring Principles Terms and Language Project Scale – Simple Projects Tailoring: Effect on Business Case Tailoring: Effect on Organization Tailoring : Effect on Quality & Risk Tailoring: Effect on Plans Project Type	Determined by the instructor			Equipment & Tools & Materials & Resources (books, site, software…)
Skill: Adapting the Themes Adapting the Management Products Adapting the Roles Adapting the Processes Working in a Program Environment Tailoring the Themes of Quality, Plans, Risk, Change & Progress Tailoring Processes & Management Products Tailoring Management Products in a Program Environment Tailoring: Commercial Customer/Supplier Environment				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Iran Technical and Vocational Training Organization

Equipment standard form

	Title	Technical specification	**Quantity***	**Other explanations**

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*Required quantity for each 15 Trainees

Tools standard form

	Title	Technical specification	**Quantity***	**Other explanations**

Iran Technical and Vocational Training Organization

*Required quantity for each 15 Trainees

Materials standard form

	Title	Technical specification	**Quantity***	**Other explanations**

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*Required quantity for each 15 Trainees

Resources (books, site, software…)

	title	author	publication			
	PRINCE2® Training Manual	By Frank Turley, The PRINCE2 Coach	Copyright © 2010 Frank Turley			

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