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Introduction	1. This document contains details of how the project management team will send information to individuals working on the Calendar project, and receive information from them.
Communication procedure	2. See MNO Manufacturing Company standards for all internal company communications.
Tools and techniques	3. Use the staff newsletter to launch the label design competition and to promote the chosen label design. 4. Using the number of responses to the label design competition as a measure, report fortnightly to the Project Board on the effectiveness of the staff newsletter as a vehicle for communication. 5. Use the company website to advertise the promotional calendar to customers.
Records	6. A record should be maintained for each product of the project. As a minimum, this should show the project name, product name, product title, and version number. 7. External email and correspondence relating to the Calendar project should be recorded electronically in the project folder. 8. Information received in hard copy should, where possible, should be scanned and filed as above.
Timing of communication activities	9. At the end of each stage, audit and report on the performance of the communication methods being used. 10. Highlight Reports to be provided to appropriate stakeholders, at the frequency defined in each Stage Plan.
Stakeholder analysis: Interested parties	11. Photographer. 12. Print company.
Information needs for each interested party	13. Weekly updates will be provided by email to the individual producing the staff newsletter. 14. Engineering Manager is to be consulted when preparing the photo session schedule.

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PRINCE2 Practitioner certification exam is a challenging and rigorous exam that tests candidates' knowledge and understanding of the PRINCE2 methodology and their ability to apply it in practice. PRINCE2 Practitioner Exam certification is highly valued by employers and is an excellent way for project managers to demonstrate their expertise and knowledge of the PRINCE2 methodology. It is also an excellent way for professionals who are new to project management to gain a solid understanding of the PRINCE2 methodology and its application to real-world projects.

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PRINCE2 Practitioner Exam Sample Questions (Q258-Q263):

NEW QUESTION # 258

A change authority has been appointed for the project. During the development of the 'classroom-based training material', a large number of changes were proposed to the design of the 'e-learning course'. Therefore, the change authority has decided to use the Moscow technique to prioritize changes based on the impact they will have on completing each stage on time.

Is this an appropriate application of the Moscow technique, and why?

- A. No, because it should define scope tolerances, supporting the management by exception principle.
- B. No, because it should be used to prioritize change based on the project's business justification.
- **C. Yes, because it should be used to prioritize change based on the estimated impact on time.**
- D. Yes, because it is a prioritization technique that should be used to prioritize a product's quality criteria.

Answer: C

Explanation:

Explanation/Reference: https://en.wikipedia.org/wiki/MoSCoW_method

NEW QUESTION # 259

What additional risk will this place on the project?

- A. There is only E70k left in the project change budget.
- **B. None because risks associated with the centralization and rationalization of the Facilities Division will be managed by another project.**
- C. The reduced value of the contracted services required by the Outsourcing project may result in an insufficient number of proposals being received.
- D. These changes will delay stage 3 by three weeks.

Answer: B

NEW QUESTION # 260

Scenario

A central government department, the Ministry of Food Hygiene (MFH), faces increasing pressure to cut costs, better manage suppliers' performance and reduce the confusion caused by inadequate internal controls, outdated standards and outdated technology. External consultants were employed to conduct a feasibility study to identify options to address the problems, and the likely costs and benefits. The following options were considered:

- Do nothing.
- Re-engineer selected business functions.
- Outsource selected business functions.

The feasibility study concluded that there was a case for outsourcing the MFH Information Technology Division and the Facilities Division (maintenance of buildings and grounds). The recommendations were:

- One service provider should be contracted to provide the services currently provided by the Information Technology Division and the Facilities Division.
- A 10-year service contract should be agreed with the selected service provider.

The feasibility study developed high-level designs of the current organization, processes, systems and operating models, plus an outline Business Case for the required project. The external consultants also made the following recommendations for the management of the project:

- Use PRINCE2.
- Set up the project with 4 management stages:

Stage 1. Standard PRINCE2 initiation activities.

Stage 2. Create detailed designs (future organization, processes, systems and operating models) and the service level agreement between MFH and the future service provider.

Stage 3. Request and evaluate proposals, select service provider and agree contract.

Stage 4. Transfer equipment and staff, transfer responsibility for service provision and run trial period.

Initial estimates indicated that the project would cost £2.5m and take two years to complete.

MFH senior management agreed that there was a case for outsourcing, and accepted the recommendations as a basis for the project. There is an expected saving of £20m over 10 years.

The Outsourcing project has completed the Starting up a Project process and is now in the initiation stage.

Because of the strategic importance of the project, the MFH Chief Executive Officer has taken the role of Executive. A PRINCE2-experienced Project Manager has been appointed from within MFH. Staff within the business functions being outsourced will work

with the external consultants who conducted the feasibility study to define the detailed designs.
Which 2 statements should be recorded under the Reasons heading?

- A. The lack of up-to-date technology in MFH means a re-engineering of existing services will not necessarily deliver the performance improvements required.
- **B. The Ministry of Food Hygiene (MFH) needs to deal with the increasing pressure to cut costs and better manage supplier's performance.**
- C. Providing re-engineered services in-house will remove the need to transfer staff to a service provider.
- **D. Relocating staff to the selected service provider's premises will mean that no property transfer is required.**
- E. The inadequate controls, outdated standards and outdated technology must be addressed.

Answer: B,D

Explanation:

Explanation/Reference:

<http://www.whatisprince2.net/prince2-theme-business-case.php>

NEW QUESTION # 261

Which is a correctly defined acceptance criterion for the transferred facilities computer system?

- A. Back-up of data must be kept until the data is no longer needed.
- B. Must be subject to regular back-ups.
- C. Planned periods of shutdowns of the computer system must be kept to a minimum.
- **D. No (zero) loss of system functionality.**

Answer: D

NEW QUESTION # 262

During stage 4, a work package was authorized for the 'delivered pilot courses' to be completed by the end of week 2. The 'finalized materials' work package will start in week 3. Both work packages have zero tolerances, and finalizing the materials is dependent on feedback from the pilot courses.

During week 1, there were some problems with the pilot courses, so at the start of week 2 the team manager rescheduled the courses to week 3, and reported this in the weekly checkpoint report as the end of week 2.

Should the team manager have reported this delay previously as an issue, and why?

- A. Yes, because the work package to deliver the pilot courses was forecast to exceed its time tolerance.
- B. Yes, because a team manager should not change the scheduled order of a work package.
- C. No, because the feedback from the rescheduled courses can be used in week 4 to finalize the materials.
- **D. No, because the checkpoint report for week 1 should include information on any issues that occurred.**

Answer: D

NEW QUESTION # 263

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