

# PRINCE2® Sample Papers

## The Official PRINCE2 Accreditor Sample Examination Papers

### Terms of use

Please note that by downloading and/or using this document, you agree to comply with the terms of use outlined below:

1. All sample papers (in electronic or paper format) are for personal use only.
2. The sample papers are intended for the following use only:
  - As a study aid for candidates who wish to sit a PRINCE2 examination, or
  - For reference purposes.
3. By downloading a complimentary digital copy of any of the PRINCE2 sample papers, you agree not to:
  - Print or reproduce it (unless it is for your own personal use);
  - Forward or share it to/with any third party;
  - Sell the document.
4. If you wish to use the whole, or part, of this sample paper for any purpose other than for your own study or reference, please contact the AXELOS Accreditation Team ([accreditation@axelos.com](mailto:accreditation@axelos.com)).



***The PRINCE2® Practitioner Examination***

***Sample Paper 2***

***Answers and rationales***

**PRINCE2® Practitioner Examination**

---

For exam paper: EN\_P2\_PRAC\_2017\_SamplePaper2\_QuestionBk\_v1.0

Qu	Correct answer	Syll topic	Rationale
1	D	1.1.1d	<p>A. Incorrect. Although it is true that the executive needs to ensure that business investment provides value for money, it is not appropriate for work packages agreed with team managers to be signed off by the project board. It is not appropriate because it conflicts with the 'manage by stages' principle as the project manager should have delegated responsibility to manage the day-to-day delivery of the stages. Ref 3.4</p> <p>B. Incorrect. Although it is true that the project should be divided into at least two management stages, it is not appropriate for work packages agreed with team managers to be signed off by the project board. Ref 3.4</p> <p>C. Incorrect. It is not appropriate for work packages agreed with team managers to be signed off by the project board. This conflicts with the 'manage by stages' principle as the project manager should have delegated responsibility to manage the day-to-day delivery of the stages. Ref 3.4</p> <p>D. Correct. The 'manage by stages' principle requires that the project board delegates the authority for day-to-day control of a management stage, within agreed tolerances, to the project manager. Requiring the project board to sign off work packages before the project board starts work breaches this principle. Ref 3.4</p>
2	A	1.1.1e	<p>A. Correct. Applying the 'manage by exception' principle enables appropriate governance by defining distinct responsibilities for directing, managing and delivering the project and clearly defining accountability at each level. This is achieved by delegating authority from one management level to the next by setting tolerances for the respective level of the plan. Ref 3.5</p> <p>B. Incorrect. It is true that action needs to be taken so that the production costs do not exceed the album sales. However, this does not explain why the principle being applied is 'manage by exception'. Ref 3.5</p> <p>C. Incorrect. While it is true that cost tolerance should be set for each work package in a stage, this is an application of the 'manage by exception' principle, not the 'manage by stages' principle. Ref 3.5, 3.4</p> <p>D. Incorrect. The 'manage by stages' principle ensures that key decisions are made prior to the detailed work needed to implement them. However, this relates to decisions by the project board and not the authorization of work packages by the project manager. Ref 3.5</p>

**PRINCE2® Practitioner Examination**

3	A	1.1.1f	<p>A. Correct. Applying the 'focus on products' principle helps a PRINCE2 project to be more product/output-oriented rather than work-oriented. An output-oriented project is one that agrees and defines the project's products prior to undertaking the activities required to produce them, thus reducing the risk of user dissatisfaction and acceptance disputes. Ref 3.6</p> <p>B. Incorrect. It is true that the team is responsible for the delivery of the product(s). However, this does not explain why the action described follows the 'focus on products' principle. The product(s) should be defined in the work package to ensure that only the work that directly contributes to the delivery of the desired product is carried out. Ref 3.6</p> <p>C. Incorrect. It is an appropriate application of the 'focus on products' principle. Also, external team managers/members should be able to access the description documents of the products they are creating or modifying. Ref 3.6</p> <p>D. Incorrect. It is true that the product description is a management product, not a specialist product. However, this does not explain why the action described follows the 'focus on products' principle. Ref 3.6</p>
4	C	1.1.1a	<p>A. Incorrect. It is true that a project is typically cross-functional, may involve more than one organization, and may involve a mix of full-time and part-time resources. However, it is the 'continued business justification' principle that ensures alignment with corporate strategies. Ref 3.1, 3.3</p> <p>B. Incorrect. It is true that to be successful, projects must have an explicit project management team structure consisting of defined and agreed roles and responsibilities for the people involved in the project and a means for effective communication between them. However, it is the 'continued business justification' principle that ensures alignment with corporate strategies. Ref 3.1, 3.3</p> <p>C. Correct. Organizations that lack rigour in business justification may find that projects proceed even where there are few real benefits or where a project has only tentative associations with corporate, programme or customer strategy. Poor alignment with corporate, programme or customer strategies can also result in organizations having a portfolio of projects that have mutually inconsistent or duplicated objectives. Ref 3.1</p> <p>D. Incorrect. The 'continued business justification' principle requires for all projects that the justification remains valid, and is re-validated, throughout the life of the project. However, this does not explain why this principle could have assisted in avoiding a duplicate project being started. Ref 3.1</p>
5	A	1.1.1b	<p>A. Correct. In this situation, the project team are learning from an experience within the project. Lessons should be sought and learning applied throughout the project lifecycle, as well as being sought and passed on at the beginning and closure of a project. Ref 3.2</p> <p>B. Incorrect. It is not always necessary to carry out checks additional to a quality inspection. However, in this situation, the project team have learnt, during the project, that this is necessary. Ref 3.2, 8.3.13</p> <p>C. Incorrect. Lessons are looked for, recorded and acted upon throughout the life of the project, not just at the beginning of a project. Ref 3.2</p> <p>D. Incorrect. Lessons are looked for, recorded and acted upon throughout the life of the project, not just at the closure of a project. Ref 3.2</p>

**PRINCE2® Practitioner Examination**

6	A	1.1.1c	<p>A. Correct. One person can carry out more than one role, as long as that person has the capacity to undertake the combined responsibilities and there is no conflict of interest. In this situation it may be necessary to have two or more senior suppliers to represent different supplier stakeholders. The Vice President can carry out the role of executive and represent the record company, which is supplying some of the products itself. Ref 7.2.1.10, 7.2.1.4</p> <p>B. Incorrect. It is an appropriate application of 'defined roles and responsibilities' principle that one person can carry out more than one role, as long as that person has the capacity to undertake the combined responsibilities and there is no conflict of interest. However, the senior user, not the senior supplier, should represent the user interest and ensure that the expected benefits (derived from the project's outcomes) are realized. Ref 3.3, tab 6.1</p> <p>C. Incorrect. It is an appropriate application of 'defined roles and responsibilities' principle. There can be more than one senior supplier on the project board. Ref 3.3</p> <p>D. Incorrect. It is an appropriate application of 'defined roles and responsibilities' principle. The executive role cannot be shared between two or more individuals, however the executive can carry out another role in addition. The Vice President of the record company supervises the production of the album and can act as senior supplier to represent the record company. Ref 3.3</p>
7	C	1.1.1g	<p>A. Incorrect. The project manager may be learning from experience, but is not using that experience appropriately. Without tailoring to suit the project, it is unlikely that the project management effort and approach would be appropriate for the needs of the project. Ref 3.7</p> <p>B. Incorrect. Cost may be reduced but the proposed course of action is contrary to the 'tailor to suit the project' principle. It is unlikely that the project management effort and approach would be appropriate for the needs of the project. Ref 3.7</p> <p>C. Correct. Unless PRINCE2 is tailored to suit the project environment, size, complexity, importance, team capability and risk, it is unlikely that the project management effort and approach would be appropriate for the needs of the project. Using PRINCE2 approaches from a large multi-national record company are unlikely to be appropriate. Ref 3.7</p> <p>D. Incorrect. The project should focus on specialist products, but also ensure that the project management approaches are appropriate. Without tailoring to suit the project, it is unlikely that the project management effort and approach would be appropriate for the needs of the project. Ref 3.7</p>

**PRINCE2® Practitioner Examination**

8	D	1.1.1f	<p>A. Incorrect. The 'focus on products', not the 'continued business justification' principle, is being applied, as the project board is making sure there is a common understanding of the product required. Moreover, establishing limits of delegated authority is necessary to apply the 'manage by exception' principle. Ref 3.5, 3.6</p> <p>B. Incorrect. The 'focus on products', not the 'continued business justification' principle, is being applied, as the project board is making sure there is a common understanding of the product required. This does not ensure that funds are invested in worthwhile objectives. Ref 3.6, 3.1</p> <p>C. Incorrect. It is true that applying the 'focus on products' principle helps in delivering products to budget, however it does not ensure this. Applying other principles, primarily 'manage by exception' ensures that budget limits are not exceeded. Ref 3.5, 3.6</p> <p>D. Correct. The 'focus on products' principle is being applied, as the project board is making sure there is a common understanding of the product required. Agreeing what is to be produced reduces the risk of user dissatisfaction and acceptance disputes. Ref 3.6</p>
9	B	2.1.1a	<p>B. Correct. This identifies why the recommended business option was chosen. Ref A.2.2</p> <p>A, C, D, E, F. Incorrect. Ref A.2.2</p>
10	A	2.1.1a	<p>A. Correct. This is one of the reasons why the project is required. Ref A.2.2</p> <p>B, C, D, E, F. Incorrect. Ref A.2.2</p>
11	F	2.1.1a	<p>F. Correct. The focus of this project is to increase sales. This is a threat to the company's existing sales, and is therefore a major risk. Ref A.2.2</p> <p>A, B, C, D, E. Incorrect. Ref A.2.2</p>
12	B	2.1.2	<p>A. Incorrect. Sales are generated and monitored after the project. However, this is not why the Vice President (VP), who is undertaking business assurance, should assess the impact of the risk of low sales on the business case during the project. Ref C.7, A.2.1</p> <p>B. Correct. The role of business assurance, which the Vice President (VP) is undertaking, should assess the impact of the risk of low sales on the business case. Ref C.7, A.2.1</p> <p>C. Incorrect. The executive is ultimately accountable for the project's success. However, this does not invalidate the VP carrying out business assurance on the executive's behalf. Ref C.7, A.2.1</p> <p>D. Incorrect. The Marketing Manager could undertake the role of risk owner/actionee for this risk. However, this is not a reason why the VP, undertaking business assurance, should not assess the impact of the risk of low sales on the business case. Ref C.7, A.2.1</p>

**PRINCE2® Practitioner Examination**

13	C	2.1.2	<p>A. Incorrect. The executive is responsible for both the business case and the benefits review plan for the duration of the project. During the 'closing a project' process, it is the project manager who is responsible for reporting the results of the project against the expected benefits in the business case. Ref tab 6.1, C.2</p> <p>B. Incorrect. The end project report is used to report project performance during project closure. Preparing this report is the responsibility of the project manager. Ref tab 6.1, 20.4.4, C.2</p> <p>C. Correct. The project manager is responsible for preparing the end project report. One section in this report is the assessment of the results of the project against the expected benefits in the business case. Ref tab 6.1, 20.4.4, C.5.1, A.8.2</p> <p>D. Incorrect. The project manager is responsible for preparing the end project report which includes an assessment of the results of the project against the expected benefits in the business. However, project assurance verifies and monitors the business case against external events and project progress. Ref tab 6.1, 20.4.4, C.5.1, C.7.1</p>
14	B	2.2.1c	<p>B. Correct. The CEO, part of corporate management, delegates management of new singers to the Vice President. The Vice President supervises the production of albums and has an interest in their success. Therefore, the Vice President is the most appropriate person to be the executive and take responsibility for the business case. Ref C.2</p> <p>A, C, D, E, F. Incorrect. Ref 7.3.4, C.2, C.4, C.7.1</p>
15	C	2.2.1c	<p>C. Correct. There are a number of specialist suppliers to this project. The Contracts Manager is responsible for each of their contracts and is therefore the most appropriate person to be senior supplier. Ref 7.3.4, C.4</p> <p>A, B, D, E, F. Incorrect. Ref 7.3.4, C.2, C.4, C.7.1</p>
16	D	2.2.1c	<p>D. Correct. According to the scenario, the Marketing Director verifies whether the sales of the album will exceed the production costs and should therefore fulfil a business project assurance role. Ref C.7.1</p> <p>A, B, C, E, F. Incorrect. Ref 7.3.4, C.2, C.4, C.7.1</p>
17	A	2.2.2	<p>A. Correct. The programme and project management team structures and roles need to be integrated so that there are clear lines of responsibility from top to bottom. Ref 7.3.3</p> <p>B. Incorrect. Although roles need to be integrated, this is not because of the need for continued business justification. Ref 7.3.3</p> <p>C. Incorrect. This is an activity for a project within an agile environment, not a programme. Ref 7.3.5</p> <p>D. Incorrect. This is an activity for a project within an agile environment, not a programme. Ref 7.3.5</p>

**PRINCE2® Practitioner Examination**

---

18	B	2.2.2	<p>A. Incorrect. It is true that stakeholders external to the customer organization can exert influence on the project. However, this does not explain why defining the Marketing Manager as an internal stakeholder with communication needs is an appropriate application of the organization theme. Ref 7.3.9</p> <p>B. Correct. Stakeholders are individuals or groups that have an interest in the project. They may be internal or external to the customer organization and may affect or be affected by the project. The communication management approach is used to document how stakeholder engagement will be carried out. The Marketing Manager is an internal stakeholder with a clear need for bi-directional communication with the focus groups. The information shared could affect the business justification for the project. Ref 7.3.9, glossary</p> <p>C. Incorrect. This is an appropriate application of the organization theme. Also, a stakeholder is any individual or group that has an interest in a project, who may affect or be affected by it. Ref 7.1, 7.3.9</p> <p>D. Incorrect. The focus groups are stakeholders who should be included in the communication management approach. However, this does not mean that the Marketing Manager is not also a stakeholder whose communication needs should be included. Ref 7.3.9, glossary</p>
19	E	2.3.1b	<p>E. Correct. Project assurance should assist the project board and project manager by reviewing the product descriptions and advising the project manager on suitable quality reviewers. Ref tab 8.1</p> <p>A, B, C, D, F. Incorrect. Ref tab 8.1, A.17.2</p>
20	B	2.3.1b	<p>B. Correct. The 'launch event plan' is a key user product and the format and presentation of this product would be included in the product description. The senior user approves product descriptions for key user products. Ref tab 8.1, A.17.2</p> <p>A, C, D, E, F. Incorrect. Ref tab 8.1, A.17.2</p>
21	C	2.3.1b	<p>C. Correct. The project manager prepares and maintains product descriptions. Ref tab 8.1</p> <p>A, B, D, E, F. Incorrect. Ref tab 8.1, A.17.2</p>



**PRINCE2® Practitioner Examination**

22	D	2.3.2	<p>A. Incorrect. The project manager should ensure that team managers implement the quality control measures agreed in product descriptions and work packages. However, the senior user should provide resources to undertake user quality activities and product approval, rather than the project manager giving approval. Ref tab 8.1</p> <p>B. Incorrect. It is true that as part of the 'plan the next management stage' activity, product descriptions should be updated for the products to be delivered in the next stage. However, this does not explain why it is the senior user, not the project manager, who should approve the delivered product. Ref 19.4.1, tab 8.1</p> <p>C. Incorrect. It is true that the senior user should confirm the customer quality expectations and acceptance criteria for the project. However, this does not explain why it is the senior user, not the project manager, who should approve the delivered product. Ref tab 8.1</p> <p>D. Correct. The senior user should provide resources to undertake user quality activities and product approval. Therefore, the project manager should not approve the 'launch event plan'. Ref tab 8.1</p>
23	A	2.3.2	<p>A. Correct. It is important to be clear about who is responsible for which aspect of quality. This is particularly important in commercial customer/supplier situations, where the contract needs to make clear what the quality expectations are. It is also advisable to define the customer's rights of inspection and audit in terms of what can be inspected or audited, how often and how much notice needs to be given for any inspection or audit. Ref 8.3.7</p> <p>B. Incorrect. The senior supplier approves the quality methods, techniques and tools adopted in product development. However, this does not explain why it is also advisable to define the customer's rights of inspection. Ref 8.3.7, tab 8.1</p> <p>C. Incorrect. The team manager is responsible for producing products consistent with product descriptions. However, this does not explain why it is also advisable to define the customer's rights of inspection. Ref 8.3.7, tab 8.1</p> <p>D. Incorrect. There must be a shared understanding between the customer and the supplier of the quality expected. However, this does not explain why the customer should specify their right to inspect the quality of a product or products. Ref 8.3.6, 8.3.7</p>
24	C	2.4.1a	<p>C. Correct. Lessons incorporated are details of relevant lessons from previous similar projects, which have been reviewed. Therefore, this is an example of a lesson being incorporated. Ref A.16.2</p> <p>A, B, D, E, F. Incorrect. Ref A.16.2</p>
25	D	2.4.1a	<p>D. Correct. Monitoring and control details of how the plan will be monitored and controlled. The project manager will determine how and when they want to monitor aspects of the project. Ref A.16.2</p> <p>A, B, C, E, F. Incorrect. Ref A.16.2</p>
26	B	2.4.1a	<p>B. Correct. The work in stage 3 will be dependent on compliance with the recording studio's health and safety policies and procedures. These already exist outside of the project, so therefore are an external dependency. Ref A.16.2</p> <p>A, C, D, E, F. Incorrect. Ref A.16.2</p>

**PRINCE2® Practitioner Examination**

27	A	2.4.2	<p>A. Correct. It is appropriate to update the amount of change budget remaining, as this information will be of value when making decisions regarding requests for change in the future. Ref 15.4.4, 9.2.1.1, A.16.2</p> <p>B. Incorrect. The project plan provides the business case with planned costs and is used by the project board as a baseline to monitor project progress against. The project board will consider business justification and impact to the project when they make decisions relating to requests for change. However, this does not explain why the action described is appropriate, as the decision to approve the request for change has already been taken place. Ref 15.4.4, 9.2.1.1</p> <p>C. Incorrect. The project plan is used by the project board as a baseline for measuring actual progress. However, this does not explain why updating the amount of change budget remaining is an appropriate action in this situation. Ref 9.2.1.1</p> <p>D. Incorrect. The use of the change budget will not require a change to the project budget. However, this does not explain why it is appropriate to update the amount of change budget remaining. Ref A.16.2, glossary</p>
28	A	2.4.2	<p>A. Correct. After finalizing the description of the project product, a hierarchy of products is produced, known as a product breakdown structure. The project product is broken down into its major products, which are then further broken down until an appropriate level of detail for the plan is reached. Only after identifying a product it is possible to explore and understand its detailed nature and other features such as purpose and function. Ref 9.3.1.2, fig 9.6, 9.2</p> <p>B. Incorrect. The hierarchy of products, known as the product breakdown structure, is helpful in identifying the products at the level of detail necessary for a plan. It is a product flow diagram that identifies and defines the dependencies between the products. Ref 9.3.1.2</p> <p>C. Incorrect. A product flow diagram is used to identify and define the sequence in which the products will be developed and any dependencies between them. This is created in the fourth step of 'defining and analyzing the products'. It is true that the products and their interdependencies should be identified before deciding what activities and resources are required to deliver those products. However, identifying the products is the immediate priority. Ref 9.3.1.2 fig 9.6, 9.1.3</p> <p>D. Incorrect. A product flow diagram is used to identify and define the sequence in which the products will be developed and any dependencies between them. This is created after producing a hierarchy of the products within the project, known as a product breakdown structure, and then writing more detailed product descriptions. Identifying the products is the immediate priority. Ref 9.3.1.2, fig 9.6</p>
29	A	2.5.1c	<p>A. Correct. This identifies the risk cause that the singer may be offered more favourable terms by another record company. Ref 10.4.1.2</p> <p>B, C, D, E, F - Incorrect. Ref 10.4.1.2, 10.4.4</p>
30	D	2.5.1c	<p>D. Correct. This is an 'implement' the response activity as it is an action to reduce the chances of the singer signing with the other company. Ref 10.4.4</p> <p>A, B, C, E, F - Incorrect. Ref 10.4.1.2, 10.4.4</p>

**PRINCE2® Practitioner Examination**

---

31	D	2.5.1c	D. Correct. This is an 'implement' the response activity as it is an action to reduce the chances of the singer signing with the other company. Ref 10.4.4  A, B, C, E, F - Incorrect. Ref 10.4.1.2, 10.4.4
32	D	2.5.2	A. Incorrect. The project manager has not enhanced the opportunity. Funding the singer to perform at the festival on the Friday is simply exploiting the opportunity. Ref tab 10.3  B. Incorrect. The project manager has not enhanced the opportunity. Funding the singer to perform at the festival on the Friday is simply exploiting the opportunity. An increase in sales is a possible result from this. Ref tab 10.3  C. Incorrect. It is true that the increase in sales is not guaranteed, but this is a possible result from exploiting the opportunity. The uncertainty of the result does not define which risk response is being employed. Ref tab 10.3  D. Correct. Funding the singer to perform on the Friday would exploit the opportunity offered, however by negotiating for the singer to appear on the Saturday, the opportunity could be enhanced. The singer would have a larger audience and there would be a greater impact. Ref tab 10.3
33	C	2.5.2	A. Incorrect. The risk effect should describe the impact(s) that the risk would have on the project objectives should the risk materialize. The risk event and effect have been defined, but not the risk cause Ref 10.4.1.2  B. Incorrect. Risks can, and should, be identified at any time during the management and delivery of the project. However, the risk event and effect have been defined, but not the risk cause. Ref 10.4.1.2  C. Correct. The risk cause should describe the source of the risk. An important aspect of identifying risks is being able to provide a clear and unambiguous expression of each one. Without understanding the risk cause, it is not possible to manage the risk effectively. Ref 10.4.1.2  D. Incorrect. The risk effect should describe the impacts that the risk would have on the project objectives, should the risk materialize. The risk effect is clearly described. Therefore, this does not explain why the risk is poorly identified. Ref 10.4.1.2
34	B	2.6.1c	B. Correct. As part of the 'assessing issues' step, it may be necessary to request advice from the project board to check their understanding of the issue's priority or severity before proposing resolutions. Ref 11.4.2  A, C, D, E. Incorrect. Ref 11.4.1-5
35	B	2.6.1c	B. Correct. During the 'assessing issues' step, when the impact is reviewed, the decision can be taken that the issue needs to be managed formally rather than informally, as may have been decided during 'capturing issues'. Ref 11.4.1, 11.4.2  A, C, D, E. Incorrect. Ref 11.4.1-5
36	D	2.6.1c	D. Correct. As part of the 'deciding on corrective actions' step, the project manager checks if the issue could be handled without the need to escalate it to the project board. If not, the issue will be escalated to the project board for a decision and they may ask for an exception plan. Ref 11.4.4  A, B, C, E. Incorrect. Ref 11.4.1-5

**PRINCE2® Practitioner Examination**

37	C	2.6.2	<p>A. Incorrect. A request for change is a request for permission to change a product baseline. In this case, the product has been produced to a higher quality than the original specification. Therefore, this issue is an off-specification. Ref tab 11.1, glossary</p> <p>B. Incorrect. If a request for change is approved, the product description will be updated. However, this is not a request for permission to change a product baseline. In this case, the product has been produced to a higher quality than the original specification. Therefore, this issue is an off-specification. Ref tab 11.1, glossary</p> <p>C. Correct. An off-specification is something that should be provided by the project, but currently is not (or is forecast not to be) provided. This might be a missing product or a product not meeting its specification. In this case, although the recording quality of the songs will be improved, it will still be something different from what was planned. Ref tab 11.1</p> <p>D. Incorrect. The issue is an off-specification as the product has been produced to a higher quality than the original specification. However, this is not a proposal for a change to a baseline. Ref tab 11.1</p>
38	A	2.6.2	<p>A. Correct. When a product is granted a concession, the product description will need to be revised before the product is handed over to the user. Ref tab 11.3</p> <p>B. Incorrect. When a product is granted a concession, the product description will need to be revised before the product is handed over to the user. However, product descriptions are not updated to show the status of a product. It is the configuration item record or product status account which records the current status of a product. A.6.1, A.18.1</p> <p>C. Incorrect. When a product is granted a concession, the product description will need to be revised before the product is handed over to the user. Ref tab 11.3</p> <p>D. Incorrect. When a product is granted a concession, the product description will need to be revised before the product is handed over to the user. Although project support usually administers the issue and change control procedure, it is not mandatory for project support to update the product description. Ref tab 11.2, tab 11.3</p>
39	D	2.7.1.b	<p>D. Correct. The executive makes decisions on stage tolerances and exception plans should there be a forecast in exceeding stage-level tolerances set. Ref tab 12.2</p> <p>A, B, C, E. Incorrect. Ref tab 12.2</p>
40	A	2.7.1.b	<p>A. Correct. Team managers notify the project manager of any forecast deviation from work package tolerances. Ref tab 12.2</p> <p>B, C, D, E. Incorrect. Ref tab 12.2</p>
41	E	2.7.1.b	<p>E. Correct. Project support contributes expertise in specialist project management tools (for example, planning and control tools). Ref tab 12.2</p> <p>A, B, C, D. Incorrect. Ref tab 12.2</p>

**PRINCE2® Practitioner Examination**

42	B	2.7.2	<p>A. Incorrect. Increasing the frequency of checkpoint reports would provide the project manager with more frequent information about work package progress, however this would not prevent exceptions. Ref 12.2.1</p> <p>B. Correct. The project manager controls the progress within the stage by reviewing reports on the progress of work packages. Increasing the frequency of checkpoint reports increases the project manager's control of the team's work by giving the project manager more frequent information. Ref 12.2.2.4, 12.2.2.2</p> <p>C. Incorrect. Increasing tolerances for the work package would increase the permissible deviation and fewer issues would be raised. However, this is not what is required to address the project manager's concerns. Ref 12.2.1</p> <p>D. Incorrect. Increasing tolerances for the work package so that they are the same as the stage-level tolerances is not an appropriate course of action. Tolerances should be set according to the level of control needed and the capability to manage by exception at each level of management. Ref 12.2.1</p>
43	A	2.7.2	<p>A. Correct. There are two reasons to implement a change: to introduce a new benefit or to protect an existing benefit. The action described is appropriate, as the project board should be given the opportunity to consider a change that may impact positively on the project's justification. The situation should be reported by raising an issue. The songs meet the minimum quality requirements, therefore there is no exception at this point. Ref 11.1, tab 11.2, tab 11.3</p> <p>B. Incorrect. If the change is approved, the stage would be in exception, as stage tolerances would be exceeded. An exception plan is only produced when the project board requests it, following the consideration of an exception report. The project manager has raised an issue, not an exception report, because at this point the change has not been approved and there is no exception. Ref 12.2.3</p> <p>C. Incorrect. The project manager could reject the issue as the songs have been recorded within the quality tolerance required. However, the recommendation from the team manager to re-record songs could result in an improved business justification and should be raised as an issue for project board consideration. The senior user will want to safeguard the expected benefits and the executive will want to focus on the continued business justification. Ref tab 11.2, tab 11.3, 12.2.3</p> <p>D. Incorrect. The project manager does not have the authority to take this corrective action as requests for change must be escalated to the change authority and improving the quality of the songs would lead to an exception. Ref 11.1, tab 11.2, tab 11.3, 12.2.3</p>
44	B	3.1.1.a	<p>B. Correct. The 'capture previous lessons' activity involves consulting with individuals or teams with previous experience of similar projects. Ref 14.4.2</p> <p>A, C, D, E, F. Incorrect. Ref 14.4.1, 14.4.2</p>
45	D	3.1.1b	<p>D. Correct. The 'prepare the outline business case' activity involves assembling any relevant background information (e.g. contracts, feasibility reports, service-level agreements). Ref 14.4.4</p> <p>A, B, C, E, F. Incorrect. Ref 14.4.1, 14.4.2</p>

**PRINCE2® Practitioner Examination**

---

46	A	3.1.1.b	<p>A. Correct. Activities when appointing the executive and the project manager include reviewing the project mandate to check understanding of the scope of the project and creating the daily log. Ref 14.4.1</p> <p>B, C, D, E, F. Incorrect. Ref 14.4.1, 14.4.2</p>
47	B	3.1.2	<p>A. Incorrect. Major risks should be identified and included in the outline business case, but not in the 'project approach' part of the project brief. A.2.2, A.19.2</p> <p>B. Correct. When selecting the project approach any security constraints that apply to the project should be considered. Ref 14.4.5</p> <p>C. Incorrect. Lessons related to communications should be used to develop the communications management approach during the 'initiating a project' process. However, this does not explain why it is appropriate to use these lessons when developing the project approach. Ref 16.4.5, 14.4.5</p> <p>D. Incorrect. When selecting the project approach any security constraints that apply to the project should be considered, as well as recording lessons in the lessons log. Ref 14.4.5, 14.4.2</p>
48	A	3.2.1.b	<p>A. Correct. The executive approves the updated benefits management approach as part of the 'authorize a stage or exception plan' and 'authorize project closure' activities. Ref tab 15.3, tab 15.5</p> <p>B, C, D, E. Incorrect. Ref tab 15.3-5, tab 6.1</p>
49	A	3.2.1.b	<p>A. Correct. As part of the 'give ad hoc direction' activity, in response to advice and decisions from corporate, programme management or the customer, the project manager needs to be notified by raising an issue. All members of the project board can do this. However, it is the executive who oversees the development of a viable business case, ensuring that the project is aligned with corporate, programme management or customer strategies. Ref tab 15.4, tab 6.1</p> <p>B, C, D, E. Incorrect. Ref tab 15.3-5, tab 6.1</p>
50	D	3.2.1.b	<p>D. Correct. Project assurance reviews the tolerances for the project provided by corporate, programme management or the customer to ensure that they are appropriate and realistic as part of 'authorize the project' activities. Ref tab 15.1, 15.4.1</p> <p>A, B, C, E. Incorrect. Ref tab 15.3-5, tab 6.1</p>

**PRINCE2® Practitioner Examination**

---

51	B	3.2.2	<p>A. Incorrect. The degree of formality to authorize the project may differ in different circumstances provided decisions are explicit and traceable. Members of the project board do not have to meet in person. Ref 3.5, 15.5.1</p> <p>B. Correct. The degree of formality to authorize the project may differ in different circumstances provided decisions are explicit and traceable, ranging from verbal advice and decisions to those which are formally documented in email, meeting minutes or other traceable formats. Management products can be in other formats and do not necessarily need to be “text documents”. These could be slides or spreadsheets. Ref 15.5.1, Appendix A</p> <p>C. Incorrect. Applying the 'manage by exception' principle provides for very efficient use of senior management time as it reduces senior managers' time burden without removing their control by ensuring decisions are made at the right level in the organization. However, this decision is being made at the right level, and the project board can choose to meet in person. The degree of formality to authorize the project may differ in different circumstances provided decisions are explicit and traceable. Ref 3.5, 15.5.1</p> <p>D. Incorrect. The 'authorize the project' activity will be triggered by a request from the project manager for authorization to deliver the project, and may be undertaken in parallel with authorizing a stage or exception plan. Ref 15.4.2</p>
52	A	3.3.1.a	<p>A. Correct. When agreeing the tailoring requirements, the project manager should consult with project assurance to check that any proposed tailoring will meet the needs of corporate, programme management, or the customer. Ref 16.4.1</p> <p>B, C, D, E, F. Incorrect. Ref 16.2, 16.4.1-7</p>
53	E	3.3.1.a	<p>E. Correct. The communication management approach addresses both internal and external communications. It should contain details of how the project management team will send information to, and receive information from, the wider organization(s) involved with, or affected by, the project. Ref 16.4.5</p> <p>A, B, C, D, F. Incorrect. Ref 16.2, 16.4.1-7</p>
54	F	3.3.1.a	<p>F. Correct. As part of the 'create the project plan' activity, the activities, resources and timings for the project controls should be identified and included in the plan. This would include when a stage boundary will take place. Ref 16.4.7</p> <p>A, B, C, D, E. Incorrect. Ref 16.2, 16.4.1-7</p>

**PRINCE2® Practitioner Examination**

---

55	D	3.3.2	<p>A. Incorrect. It is true that the project manager produces the risk management approach as part of the 'initiating a project' process. However, it does not explain why the programme office should provide support when producing the risk management approach to ensure consistency with programme standards. Ref 16.5.3, 16.4.2</p> <p>B. Incorrect. It is true that the risk management approach should define how the risk register will be managed and maintained. However, it does not explain why the programme office should provide support when producing the risk management approach to ensure consistency with programme standards. Ref 16.5.3, A.24.2</p> <p>C. Incorrect. Initiating a simple project is likely to be less formal than for a larger project, with management products combined into a small number of documents. However, this does not explain why the programme office should provide support in producing the risk management approach. Ref 16.5.4.1</p> <p>D. Correct. The project manager may assign whoever is appropriate to the task of producing the management products. Often support may be provided by a higher level programme office or similar. The risk management approach should comply with any corporate, programme management or customer strategies, standards or practices relating to risk management need to be applied by the project. Ref 16.5.3, 16.4.2</p>
56	E	3.4.1.c	<p>E. Correct. Issues that can be handled informally are recorded in the daily log. Issue and change control is part of the change theme. Ref 17.4.6, 11.4.1</p> <p>A, B, C, D, F. Incorrect. Ref 17.4.1-8</p>
57	E	3.4.1.c	<p>E. Correct. As part of the 'review the management stage status' activity, the project manager should check the status of any corrective actions. This is related to managing issues as part of the change theme. Ref 17.4.4, 17.4.6, 11.4.5</p> <p>A, B, C, D, F. Incorrect. Ref 17.4.1-8</p>
58	A	3.4.1.c	<p>A. Correct. As part of the 'review the management stage status' activity, the required benefit actions are carried out to ensure and confirm that benefits are realized. This is part of the business case theme. Ref 6.2.3, 17.4.4</p> <p>B, C, D, E, F. Incorrect. Ref 17.4.1-8</p>



**PRINCE2® Practitioner Examination**

59	A	3.4.2	<p>A. Correct. Work packages are used to define and control the work to be done by teams and will contain the product descriptions for the work. The project manager will create the product description for the new product filmed recording whilst updating the stage plan in the activity 'take corrective action'. Ref 17.2, 17.4.8, glossary</p> <p>B. Incorrect. The request for change will already have been assessed by the project manager during the activity 'capture and examine issues and risks'. This will have been in accordance with the change control approach. A minimum requirement is to assess whether issues might have a material impact on the business justification of the project. This does not explain the project manager's action of creating a product description. Ref 11.2, 17.4.6</p> <p>C. Incorrect. The project manager creates or updates product descriptions, if used, during the activity 'plan the next management stage' in the 'managing a stage boundary' process. However, in this case it is appropriate for the project manager to create the product description for the new product 'recorded video' when updating the stage plan in the activity 'take corrective action', and include this in the amended work package. Ref 19.4.1, 17.4.8</p> <p>D. Incorrect. The project manager will create the product description for the new product 'recorded video' when updating the stage plan in the activity 'take corrective action'. However, the action to update the work package is appropriate. Ref 17.4.8</p>
60	A	3.5.1a	<p>A. Correct. Although a team plan is optional, it is appropriate when following an agile approach to produce a team plan to show that a product can be completed within a timebox. Ref 18.4.1, 9.2.1.4, 9.3.3</p> <p>B. Incorrect. Team plans are optional, irrespective of whether the team manager role is being carried out by the project manager. However, it is appropriate when following an agile approach to produce a team plan to show that a product can be completed within a timebox. Ref 9.2.1.4, 18.4.1,</p> <p>C. Incorrect. Team plans are optional, irrespective of whether the team is external or internal to the customer organization. However, it is appropriate when following an agile approach to produce a team plan to show that a product can be completed within a timebox. Ref 9.2.1.4, 18.4.1</p> <p>D. Incorrect. It is not mandatory when following an agile approach to produce a team plan. Ref 9.2.1.4, 18.4.1, 9.3.3</p>

**PRINCE2® Practitioner Examination**

61	A	3.5.1a	<p>A. Correct. When accepting a work package, the team manager should review the work package and consult with project assurance as to whether any extra reviewers are required. Ref 18.4.1</p> <p>B. Incorrect. When accepting a work package, the team manager should review the work package and consult with project assurance as to whether any extra reviewers are required. If the concern cannot be resolved it may then be appropriate to raise a risk. Ref 18.4.1</p> <p>C. Incorrect. When accepting a work package, the team manager should review the work package and consult with project assurance as to whether any extra reviewers are required. If it is agreed that a specialist reviewer is required it may then be appropriate to ask the senior supplier for the resource. Ref 18.4.1</p> <p>D. Incorrect. When accepting a work package, the team manager should review the work package and consult with project assurance as to whether any extra reviewers are required before any corrective action is taken. Ref 18.4.1</p>
62	D	3.5.2	<p>A. Incorrect. Management products should be tailored to the requirements and environment of each project. However, there is no interface between managing product delivery and programme management. Ref 18.5.4.4, App. A</p> <p>B. Incorrect. Checkpoint reports should be provided in the manner and at the frequency defined in the work package. However, this does not explain whether it is appropriate to send checkpoint reports to programme management. Ref 18.4.2</p> <p>C. Incorrect. The team manager should notify the project manager that the work package is complete as part of the 'deliver a work package' activity. However, this does not explain why it is inappropriate for the team manager to provide checkpoint reports to the programme manager. Ref 18.4.2, 18.4.3</p> <p>D. Correct. The project should be managed at the four management levels. The 'managing product delivery' process has no direct interface with programme management. As part of the 'managing product delivery' process, the progress of work packages is reported to the project manager, who then reports highlights as part of the 'controlling a stage' process. Ref 18.5.4.4, fig 17.6</p>
63	A	3.6.1a	<p>A. Correct. For an exception plan, depending on the point within the management stage when the exception occurred, it may be appropriate to produce an end stage report for the activities to date. Whether this is required will be advised by the project board in response to the exception report. Ref 19.4.4</p> <p>B. Incorrect. The business case is revised as part of 'update the business case' activity. Ref 19.4.3</p> <p>C. Incorrect. The benefits management approach is updated as part of 'update the business case' activity. Ref 19.4.3</p> <p>D. Incorrect. The project plan is revised as part of 'update the project plan' activity. Ref 19.4.2</p>

**PRINCE2® Practitioner Examination**

64	C	3.6.1.a	<p>A. Incorrect. The 'plan the next management stage' activity is used to plan the next stage of a project when the previous stage approaches its planned end. In this case, there has been an exception and the project manager has been asked to produce a plan to replace the remainder of the current stage and incorporate some additional products. The plan will therefore be an exception plan, not a stage plan. Ref 19.4.5</p> <p>B. Incorrect. 'Prepare premature closure' is an activity that is part of the 'closing a project' process. The current stage will be re-planned, but the project is not being closed. Ref 20.4.2, 19.4.5</p> <p>C. Correct. The stage is in exception. The project board has asked the project manager to produce a plan to replace the remainder of the current stage and incorporate some additional products originally expected to be created during stage 3. The project manager is therefore producing an exception plan, not the next stage plan. Ref 19.4.5, 19.4.1</p> <p>D. Incorrect. The stage is in exception and the project manager has been instructed to re-plan the remainder of the stage together with additional products. Therefore, the appropriate activity to use is 'produce an exception plan'. It is unclear whether the project is also now in exception. However, 'create a project plan' is an activity of the 'initiating a project' process and is not used to re-plan a project that is in exception. A project exception plan is, like a stage exception plan, created using the 'produce an exception plan' activity. Ref 19.4.5, 16.4.7</p>
65	D	3.6.2	<p>A. Incorrect. It is true that PRINCE2 can be tailored to meet the specific needs of the organization and scaled to the size and complexity of different projects. However, changing the project management team members at any time without any urgent requirement can interrupt the project flow. Ref 19.4.2, 1.1</p> <p>B. Incorrect. Changing the graphics design company in stage 2 is not expected to result in an exception as production of the 'artwork' is scheduled to happen in stage 3. The decision should therefore be implemented as part of the 'managing a stage boundary' process. Ref 19.4.2</p> <p>C. Incorrect. The action is not appropriate as project management team changes should happen at a stage boundary, unless there is an exception or other urgent situation. Also, there may be more than one individual on the project board as a senior supplier. Ref 19.4.2, 7.2.1.4, 7.3.4</p> <p>D. Correct. As part of 'plan the next stage' activity in the 'managing a stage boundary' process, the components of the project initiation documentation are reviewed. This is the right time for reviewing and, if necessary, updating any change in the project management team or their role descriptions (in particular the situation with regard to external resources or suppliers). In the situation described there is no urgency or exception that would require an immediate change. Ref 19.4.2</p>

**PRINCE2® Practitioner Examination**

66	C	3.7.1.a	<p>A. Incorrect. During the 'prepare planned closure' activity, the project manager ensures that all the project products have been achieved and delivered. Ref 20.4.1, 20.4.4</p> <p>B. Incorrect. During the 'hand over products' activity, the projects products are passed to the operational and maintenance environment. This is where follow-on action recommendations are created. Ref 20.4.3, 20.4.4</p> <p>C. Correct. The report is recording a lesson that should be considered by a future project, not a follow on action about a product from this project. The report is therefore a lessons report which should be submitted for approval by corporate, programme management or the customer as part of the 'evaluate the project' activity. Ref 20.4.4</p> <p>D. Incorrect. During the 'recommend project closure' activity, the project manager confirms to the project board that the project can be closed. Ref 20.4.5, 20.4.4</p>
67	B	3.7.1.a	<p>A. Incorrect. Confirming acceptance from the operations and maintenance organizations is an action during the 'hand over products' activity. Ref 20.4.3</p> <p>B. Correct. The project manager should, as part of the 'evaluate a project' activity, review useful measurements such as how effective the quality management approach was in designing, developing and delivering fit-for-purpose products (e.g. how many errors were found after products had passed quality inspections). Ref 20.4.4</p> <p>C. Incorrect. Confirming that the correct operational and maintenance environment is in place is an action during the 'hand over products' activity. Ref 20.4.3</p> <p>D. Incorrect. Requesting a product status account from project support is an action during the 'prepare planned closure' activity. Ref 20.4.1</p>
68	B	3.7.2	<p>A. Incorrect. During the 'hand over products' activity of the 'closing a project' process, follow-on action recommendations for the project's products to include any uncompleted risks should be created. Although some benefits cannot be measured until after the project's products have been in operational use for some time. However, the project can be closed provided the benefits management approach includes post-project activities to confirm these benefits. Ref 20.4.3</p> <p>B. Correct. During the 'hand over products' activity of the 'closing a project' process, follow-on action recommendations for the project's products to include any uncompleted risks should be created to enable the risk to be closed in the register. Ref 20.4.3, 20.4.5</p> <p>C. Incorrect. During the 'hand over products' activity of the 'closing a project' process, follow-on action recommendations for the project's products to include any uncompleted risks should be created. Follow-on actions can be addressed to individuals or distinct user groups. Ref 20.4.3</p> <p>D. Incorrect. During the 'hand over products' activity of the 'closing a project' process, follow-on action recommendations for the project's products to include any uncompleted risks should be created. The benefits management approach should include post-project activities. These are in addition to creating follow-on actions and may be derived from them. Ref 20.4.3</p>