



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER THE PRINCE2 FOUNDATION AND DIGITAL CORE GUIDANCE COURSE

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver the PRINCE2 Foundation and Digital Core Guidance course.

2. Background

The Department of Public Works and Infrastructure has in line with the National Skills Development Act and Human Resources Development Strategy conducted a training needs analysis for 2026/27 financial year. The Training Calendar was developed using the training needs received from the units as well as the training gaps identified through the Skills Audit exercise.

PRINCE2 foundation and digital core guidance course was identified by one (01) official from the Chief Directorate: Information Communication Technology (ICT).

3. Expected Outcomes/ Deliverables

The course will help the official to have sufficient knowledge and understanding of the PRINCE2 method to be able to work effectively with, or as a member of, a project management team working within an environment supporting PRINCE2.

4. The course content should cover the following areas:

Overview of PRINCE2® Project Management

- The definitions and characteristics of a project,
- What makes a project a PRINCE2 project, and
- The features and benefits of PRINCE2.



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Department:
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REPUBLIC OF SOUTH AFRICA

Organizing

- Explore and understand the purpose of the organizing practice,
- Understand the organization design and development process, and
- Know and understand the three project interests and the project management team structure.

Starting up a project

- Explore and understand the purpose, objectives, and context of starting up a project, and
- Explore and understand the purpose, objectives, and context of starting up a project.

Business case

- Explore and understand the business case practice,
- Understand the benefits management approach, and
- Know and understand the key concepts related to business justification.

Plans

- Explore and understand the purpose of the plans practice,
- Describe the planning procedure based on a product-based planning technique, and
- Understand the different types of plan: project plan, stage plan, team plan, and exception plan.

Quality

- Explore and understand the purpose of the quality practice,
- Understand the quality management approach and quality register, and
- Understand the PRINCE2 technique for quality management.

Risk

- Explore and understand the purpose of the risk practice,
- Understand the recommended risk management procedure, and



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REPUBLIC OF SOUTH AFRICA

- Understand the purpose of the risk management approach and risk register.

Controlling a stage and managing product delivery

- Explore and understand the purpose, objectives, and context of controlling a stage,
- Explore and understand the activities in the managing product delivery process, and
- Explore and understand how work packages are controlled, managed, and delivered.

Managing a stage boundary

- Explore and understand the purpose, objectives and context of the managing a stage boundary process, and
- Explore and understand the activities in the managing a stage boundary process.

Issues

- Explore and understand the purpose of the issues practice, and
- Understand the issue management procedure.

Progress

- Explore and understand the purpose of the progress practice,
- Know and understand the documents used for progress control, and
- Understand the PRINCE2 technique for progress management.

5. Duration

The course should be conducted over a period of three (03) days.

6. Total number to be trained

One (01) official from Head Office is to attend the course.

7. Certification

The official should be subjected to examination and be awarded Certificate of Competence upon successful completion of the course



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8. Training venue

The training venue should be provided by the service provider.

9. Training date

Training dates shall be determined by the appointed service provider.

10. Specific professional experience and special requirements

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of the PRINCE2 foundation and Digital Core Guidance course. The successful bidder must provide a competent facilitator for this course.

11. Special Requirements

It is a requirement that all service providers facilitating any type of training must be registered/ accredited with the relevant Education Training Quality Assurance (ETQA) Body or Professional Body/Council and must submit a letter confirming accreditation/decision number.

12. Important Documents

The following documents should be attached to the bid:

- Accreditation letter
- Course content/outline
- Facilitator profile

13. All disbursements must be included within the cost per delegate.

14. Enquiries

All enquiries should be directed to:

Ms Princess Mlisa
Training and Development
(012) 406 1157

ATEGORY

PRINCE2 Foundation and Digital Core Guidance (Including Exam)

PM-P2FD



TYPE

Virtual

Classroom ILT

SKILL LEVEL
Foundation



AVAILABLE DATES

April 13, 2026

May 18, 2026

July 13, 2026

LEARNING PATH

Project Programme Management

Virtual

DURATION

3 Days

1 Day

CHOOSE DATE

R13 900,00
Price excluding VAT
Course Type

Virtual Course (R13 900,00)
In-Person Course (R14 900,00)
Total Price: -

ABOUT

COURSE CONTENT

CERTIFICATION

Course objectives

After completing this course, students will be able to:

Have sufficient knowledge and understanding of the PRINCE2 method to be able to work effectively with, or as a member of, a project management team working within an environment supporting PRINCE2.

Course content

Session 1: Overview of PRINCE2® Project Management

- The definitions and characteristics of a project
- The PRINCE2 principles
- What makes a project a PRINCE2 project
- The integrated elements of PRINCE2
- The features and benefits of PRINCE2
- Overview of PRINCE2 processes
- The role of project management
- The user/supplier context
- The seven aspects of project performance to be managed
- Applying and tailoring PRINCE2

Session 2: People

- Explain who is involved in the organizational and project ecosystems
- Describe key people concepts, including collaboration, diversity, capability and
- Explain who is involved in the organizational and project ecosystems
- Explain the importance of communication to manage it for successful projects
- Explain the concept of change management and how to lead change through a project
- Identify how the people aspects are integrated into other PRINCE2 elements
- Distinguish between leadership and management
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Session 3: Organizing

- Explore and understand the purpose of the organizing practice
- Understand the organization design and process
- Know and understand the three project interests and the project management team structure
- Know how the principles apply to the practice.

Session 4: Starting up a project

- Explore and understand the purpose, objectives, and context of starting up a project
- Explore and understand the purpose of a project brief

Session 5: Business case

- Explore and understand the business case practice
- Understand the benefits management approach
- Know and understand the key concepts related to business justification
- Understand the business case management process

Session 6: Plans

- Explore and understand the purpose of the plans practice
- Describe the planning procedure based on project management planning techniques
- Understand the different types of plan: project plan, stage plan, team plan, and exception plan
- Define and analyse the management plan
- Know about structuring the project into management stages
- Understand the project management plan

Session 7: Quality

- Explore and understand the purpose of the quality practice
- Understand the quality management approach and quality register
- Understand the key concepts related to quality
- Understand the PRINCE2 technique for quality management
- Understand the product description and project product description
- Understand the project product description

Session 8: Risk

- Explore and understand the purpose of the risk practice
- Understand the purpose of the risk budget
- Know and understand the key concepts related to risk
- Understand the recommended risk management procedure
- Understand the purpose of the risk management approach and risk register
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Session 9: Controlling a stage and managing product delivery

- Explore and understand the purpose, objectives, and context of controlling a stage.
- Explore and understand the purpose, objectives, and context of managing product delivery
- Explore and understand the activities in managing product delivery process
- Explore and understand how work packages are controlled, managed, and delivered

Session 10 Managing a stage boundary

- Explore and understand the purpose, objectives and context of the managing a stage boundary process
- Explore and understand the activities in managing a stage boundary process

Session 11: Issues

- Explore and understand the purpose of the issues practice
- Understand types of issues
- Explain the issue management approach
- Understand the issue management process
- Know the management products which support issues practice
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Session 12: Progress

- Explore and understand the purpose of the progress practice
- Know and understand key concepts relating to progress

- Know and understand the documents used for progress control
- Understand the PRINCE2 technique for progress management

Session 13: Closing a project

- Explore and understand the purpose and objectives of closing a project
- Understand the context of closing a project

- Understand how to prepare for planned and premature closures
- Know and understand the final activities of a project

Session 14: Directing a project

- Explore and understand the purpose and objectives of the directing a project process
- Understand the context of the directing a project process

- Understand the project board's role in the stages of a project.

Session 15: Course Review

- Recall key terms and concepts covered in the PRINCE2 Foundation course
- Provide feedback on courseware and the course delivery

Prepare for the PRINCE2 Foundation exam

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PRINCE2 Project Management

PRINCE2® Overview

Torque IT offers authorized instructor led PRINCE2® training and certification solutions that ensure that attendees gain a solid understanding of Project Management as well as the PRINCE2® methodology.

The associated certifications, also available through Torque IT, serve to demonstrate that successful candidates possess the Project Management skills knowledge and abilities that are relevant, and in demand, in the industry today.

PRINCE2® (Projects IN Controlled Environments) is the world's most practiced project management methodology and a de facto standard developed and used extensively by project managers around the world.

Embodying established and proven best practice in project management, PRINCE2® is a flexible method that guides you through the essentials for running a successful project. Regardless of type or scale PRINCE2® can be tailored to meet your organization or industry-specific requirements.

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