

## PR2P<sup>Q&As</sup>

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**QUESTION 1**

Which of the following activities could trigger the production of an exception plan?

- A. Review Stage status
- B. Giving ad hoc direction
- C. Escalating a project issue
- D. Report stage end

Correct Answer: B

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**QUESTION 2**

Which of the following principles uses Product Descriptions to provide clarity by defining each product's purpose, composition, derivation, format, quality criteria and quality method?

- A. Tailor to suit the project environment
- B. Focus on products
- C. Manage by stages
- D. Continued business justification

Correct Answer: B

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**QUESTION 3**

Scenario

Extract from the Project Product Description (with errors)

<b>Composition</b>	<ol style="list-style-type: none"> <li>1. Monthly calendar displays</li> <li>2. 100gsm glossy paper</li> <li>3. Full colour</li> <li>4. Selected envelope</li> <li>5. Chosen label design</li> <li>6. List of customers</li> <li>7. Selected photos</li> <li>8. Photo session schedule</li> </ol>
<b>Derivation</b>	<ol style="list-style-type: none"> <li>9. New company logo design</li> <li>10. Previous calendar designs</li> <li>11. Internal creative team</li> <li>12. Production cost forecast</li> </ol>
<b>Development skills required</b>	<ol style="list-style-type: none"> <li>13. Photographer</li> <li>14. Internal creative team</li> <li>15. Printer</li> </ol>
<b>Customer's quality expectations</b>	<ol style="list-style-type: none"> <li>16. Professional photos</li> <li>17. 10% more calendars should be printed than required to allow for any late additions to the list of customers</li> <li>18. Compliance with applicable corporate standards</li> <li>19. The calendar should reflect the company image as described in the corporate branding standards</li> <li>20. The calendar will increase orders by at least 10% with a minimum of 10 further orders from the list of prospective customers within 12 months</li> </ol>
<b>Acceptance criteria</b>	<ol style="list-style-type: none"> <li>21. Appearance - each photo should be sufficiently attractive and humorous that the customer wants to display it</li> <li>22. Appearance - new company logo promotes strong image</li> <li>23. Security - complies with Data Protection Act</li> <li>24. Accuracy - public holidays match the list supplied by Marketing on 01 November</li> </ol>

Which 2 statements apply to the Acceptance criteria section?

- A. Amend entry 21 to Appearance - 12 photos each showing different members of staff.
- B. Move entry 21 to Composition because the photos are part of the final product.
- C. Delete entry 22 because the development of the new company logo is not within the scope of the Calendar project.
- D. Move entry 23 to Derivation because the Data Protection Act already exists.
- E. Delete entry 24 because this is NOT a suitable acceptance criteria for this project.

Correct Answer: AC

**QUESTION 4**

Scenario

Additional Information

Extract from the Communication Management Strategy.

The project information in the table below is true, but it may not be recorded under the correct heading or be in the correct document.

<b>Introduction</b>	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.
<b>Communication procedure</b>	2. See MNO Manufacturing Company standards for all internal company communications.
<b>Tools and techniques</b>	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.
<b>Records</b>	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, be scanned and filed as above.
<b>Timing of communication activities</b>	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.
<b>Stakeholder analysis: Interested parties</b>	11. Photographer. 12. Print company.
<b>Information needs for each interested party</b>	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.

Using the Project Scenario, select the appropriate response to each of the following 5 questions which have been raised by the Project Board. The project is now at the end of the initiation stage. Having decided that the Calendar project is a relatively simple project, the Project Manager combined the Starting Up a Project process and the Initiating a Project process. No Project Brief has been produced. Instead the Project Manager used the project mandate to produce a simple Project Initiation Documentation (PIO). The PIO includes the Business Case, a product checklist and several Product Descriptions, including the Project Product Description. Short sections are also included for each of the strategies and the controls to be applied. The Project Manager has elected to use the Daily Log to record all risks,



issues, lessons and quality - results. After the initiation stage there will be two further stages during which a small number of Work Packages will be authorized. While these are being managed, the Project Manager will hold regular checkpoints, which will support the production of weekly Highlight Reports to the Project Board.

There is no mention of any Stage Plans, yet there are two further stages proposed. How will this be resolved?

A. It is appropriate for the Calendar project to be run as two further stages as there is a key decision to be made at the end of stage 2. Stage Plans will be produced.

B. Whilst the activities are divided into two further stages, there is no reason why the Calendar project should use stages. The project will therefore be run as a single stage project and the activities will be added to the Initiation Stage Plan.

C. There will be three Stage Plans, the two management stages plus an additional stage to plan and complete the activities of the Closing a Project process.

Correct Answer: A

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### QUESTION 5

Scenario:

Techniques, processes and procedures

1.

Any threat that may result in a loss of MFH data must be escalated immediately. Joint agreements

2.

Work is to start at the beginning of week 2 (Stage 4).

3.

The project will take two years to complete, at an estimated cost of ?.5m. Tolerances

4.

None. Constraints

5.

MFH staff must not be involved in any heavy lifting during the removal of existing IT equipment.

6.

Installation work must take place during MFH normal working hours.

7.

+?0,000 / -?5,000. Reporting arrangements

8.

Highlight Report every Monday by 10.00 am.

9.  
The report must contain a summary of all products worked on during the previous week.
10.  
Project Manager must be notified of any issues immediately by telephone. Problem handling and escalation
11.  
Impact analysis of all issues must be completed within 24 hours. Extracts or references
12.  
The Stage Plan for stage 4 is available from Project Support. Approval method
13.  
Project Assurance will review the completed Work Package and confirm completion
- Which 2 statements apply to either the Extracts or references or Approval method sections?
- A. Delete entry 12 because this should be the Team Plan not the Stage Plan.
  - B. A suitable entry for Extracts or references would be '\\Product Descriptions are available from Project Support\\'.
  - C. Move entry 13 to Reporting arrangements because this describes how completion will be advised to the Project Manager.
  - D. Delete entry 13 because this is NOT a Project Assurance responsibility.
  - E. Add '\\The Project Manager is to be advised of completion of the Work Package by email\\'.

Correct Answer: AB

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