

**Betaways Innovation Systems Ltd**, P/bag 017 PostNet, Crossroads, Box 397 Lusaka | Tel/fax: + 260 975280392, +260 955004673  
[www.Betaways-innovations.com](http://www.Betaways-innovations.com)

# Betaways Innovation Systems Ltd



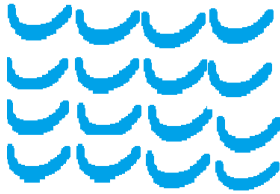
## Training Manual 2017

PRINCE2® is a registered Trade Mark of Axelos. Limited σThe Swirl Logo is a Trade Mark of Axelos Limited.

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## About Betaways Innovation Systems

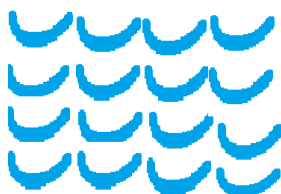
Betaways Innovation Systems is an Information Technology and Project Management consulting firm wholly registered and owned by Africans with vast Project Management, ICT/Telecom/software engineering experiences. Betaways was founded in 2013 and registered in Zambia. Its principal offices are at 1st Floor Godfrey House, Kabelenga Road. The founders of Betaways have over 20 years' experience in ICT consulting, Project Management and training.

Betaways is also a fully accredited by PEOPLECERT on behalf of AXELOS as a certified Authorised Training Organization (ATO). With the global background Betaways has assembled a high profile team of specialists with vast experience in Project Management and IT technologies including Quality Assurance, e-Security and ICT projects. Betaways staff is qualified to undertake specialized project management tasks in Zambia

Services provided by Betaways include:

- Project management consultancy, Project execution support, learning and development as well as recruitment and selection of project management practitioners.
- Providing consulting services to corporate (PMO development and implementation, PMO Review or Audit, PMO Strategy,
- PMO Governance, Project Management Maturity Assessment)
- Project Execution Support (Supporting project managers, program managers and providing project control specialists)
- Project Support through Project Audits, Risk Assessments, External Risk Management, Post Project Reviews, Project Rescue Services
- Formulation of project management training courses
- PRINCE2® Project Management Training (Foundation and Practitioner levels)
- Project Management Professional (PMP) Training, PRINCE2® Agile Practitioner
- Recruitment and training of project management practitioners Accordingly,
- Oracle Databases training and consultancies
- ICT clinics
- Business intelligence / web Portal development
- Project Management and project health checks

At Betaways, it is our key objective to make the latest technologies and services accessible for our Zambian clients. To ensure we exceed our client's quality expectations and successful delivery of projects on time and on budget, Betaways uses PRINCE2® framework and methodology in accomplishing customer's tasks.



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Our professional staffs and consultants have an average of over 15 years' experience in delivering complex project management projects using industry best management practices at international levels. Our experts have vast experience, exposure, technical ability matching international standards coupled with thorough indigenous knowledge of the Zambian environment.

We invite you and your team to attend our forthcoming world-class PRINCE2® project management training to be held at in Lusaka and Siavonga in 2017. The training calendar for 2017 is shown below:

### Betaways Innovation Systems Open Courses from 1<sup>st</sup> January to 30<sup>th</sup> June 2017

Training	Duration	Start	Finish	Venue
PRINCE2® Foundation & Practitioner	5 days	Mon 09/01/17	Mon 13/01/17	Lusaka
PRINCE2® Foundation	3 days	Thu 27/01/17	Sat 29/01/17	Lusaka
PRINCE2® Practitioner	2 days	Sat 04/02/17	Sun 05/02/17	Lusaka
PRINCE2® Foundation	3 days	Mon 24/02/17	Wed 26/02/17	Lusaka
PRINCE2® Foundation & Practitioner	5 days	Mon 27/03/17	Fri 31/03/17	Siavonga
PRINCE2® Agile	3 days	Thur 27/04/17	Sat 29/04/17	Lusaka
PRINCE2® Practitioner	2 days	Sat 13/05/17	Sun 14/05/17	Lusaka
PRINCE2® Foundation & Practitioner	5 days	Mon 19/06/17	Fri 23/06/17	Siavonga
PRINCE2® Foundation & Practitioner	5 days	Mon 26/06/17	Fri 30/06/17	Siavonga

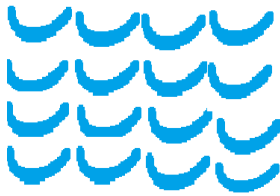
### PRINCE2® Trainings Calendar from 1st July to 30th December 2017

Training	Duration	Start	Finish	Venue
PRINCE2® Foundation & Practitioner	5 days	Mon 03/07/17	Fri 07/07/17	Lusaka
PRINCE2® Foundation & Practitioner	5 days	Thur 10/07/17	Sat 14/07/17	Lusaka
PRINCE2® Agile	3 days	Thur 17/08/17	Sat 19/08/17	Lusaka
PRINCE2® Foundation & Practitioner	5 days	Mon 04/09/17	Fri 08/09/17	Siavonga
PRINCE2® Foundation	3 days	Thur 28/09/17	Sat 30/09/17	Lusaka
PRINCE2® Practitioner	2 days	Sat 14/10/17	Sun 15/10/17	Lusaka
PRINCE2® Foundation	3 days	Thur 26/10/17	Sat 28/10/17	Lusaka
PRINCE2® Practitioner	2 days	Sat 18/11/17	Sun 19/11/17	Lusaka
PRINCE2® Foundation & Practitioner	5 days	Mon 11/12/17	Fri 15/12/17	Siavonga

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Betaways experienced instructors ensure that delegate's knowledge of Project Management PMP - PMBOK and PRINCE2® is strong enough to help delegates extract maximum benefit from attending our courses. Further I will also attach our training calendar for the first and second half of the year.

Betaways Innovation PRINCE2® courses materials are based on the 2009 edition of, "Managing Successful Projects using PRINCE2® ®," and include examinations based on this manual.

### **Pre-Course Reading**

PRINCE2® Foundation and Practitioner event is designed to maximise delegates' potential and success rate in the PRINCE2® training environment.

Following confirmation of booking Betaways will send the Pre-Course work to the delegate. This work consists of;

- 1) Reading chapters of the PRINCE2® manual, "Managing Successful Projects with PRINCE2®"
- 2) 70 multiple choice Questions to test your PRINCE2® with detailed answers

The pre-course work on PRINCE2® course will require around 15-20 hours of study prior to the course start date. PRINCE2® Foundation and Practitioner training event is an intensive 5 day course that includes the PRINCE2® Foundation and Practitioner examinations within the course. Upon booking, Joining Instructions that describe the course location and other administrative details will also be emailed. In addition, delegates will be required to complete a MINIMUM of 2 hours homework each evening which will be set by the instructor.

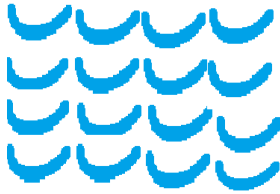
### **Course Pre-Requisites**

There are no formal prerequisites for this course, however, candidates must achieve a pass at Foundation level before attempting to complete the Practitioner examination.

### **PRINCE2® Foundation**

A 75 question multiple choice examination with a pass mark of 35 out of 70. Success in this examination indicates that the candidate would be able to act as an informed member of a project management team using the PRINCE2® method within a project environment supporting PRINCE2®. Please note that success in the Foundation examination is a prerequisite for that candidate to move forward to the Practitioner examination.

### **PRINCE2®: 2009 Practitioner Exam Format**

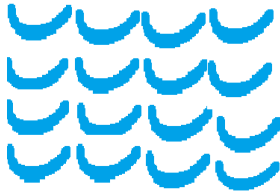


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A 80 question Objective Test Examination with a pass mark of 44 out of 80 (55%). Success in this examination indicates that the candidate could apply PRINCE2® to the running and managing of a non-complex project within an environment supporting PRINCE2® ®. This is the top level of PRINCE2® qualification.

### Course Structure

PRINCE2® Foundation and Practitioner 5 day course follows a two part structure. The first three days of the course involve familiarisation with the content of the PRINCE2® manual, preparing for the Foundation examination. Following successful completion of the Foundation examination, delegates will spend one day preparing for the PRINCE2® Practitioner examination, sitting this examination on the final day of the course.



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## PRINCE2® Foundation

During the last decade, project management skills have become increasingly recognised as an **essential requirement** for managers in all levels. PRINCE2® (Projects In Controlled Environments) is the number one project management methodology in the world. It is a process-based approach for project management providing an easily tailored and scalable method for the management of all types of projects. PRINCE2® provides benefits to the managers and directors of a project and to an organisation, through the **controllable use** of resources and the ability to manage business and project risk more effectively.

### Who should attend

Newly appointed and **current project managers** as well as all managers who have project responsibility. All project team members, stakeholders and directors on the project board. Project support office staff.

### Benefits of attending

Without a project management method, projects are rarely completed on time and within acceptable cost. This training will give you the skills to understand and then use PRINCE2® ®, and of course pass the exam!

### Trainer

**Dr. Laban Mwansa, PMP** has been delivering corporate learning solutions in Zambia, RSA and Europe for over 15 years. He gained practical experience as a project manager while working in the ICT/Telecom industry. He is a fully **accredited** PRINCE2® trainer and to date has a 100% record with participants on his training passing exams.

**Mr Patrick Mwansa, MBS, PRINCE2®** has been delivering corporate learning solutions in South Africa for over twelve years. He gained practical experience as a project manager while working in the ICT and academia. He is a fully **accredited** PRINCE2® trainer

### Training content

Project Principles  
Starting up a project  
Initiating a project  
Directing a project  
Controlling a stage  
Managing product delivery  
Managing stage boundaries  
Closing a project  
Business case  
Organisation  
Progress  
Risk  
Quality  
Change  
Plans  
Tailoring PRINCE2

### Format and investment

**Date:** refer to training calendar

**Time:** 9.00 – 17.00

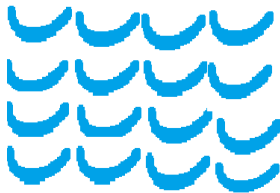
**Venue:** Lusaka | Siavonga

**Investment: 850 USD**

**Includes:** training, Lunch, coffee and drinks, training material, PRINCE2® manual and **exam fee**  
This training will lead to Foundation exam and certification on passing!

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## PRINCE2® Practitioner



**Date:** Please refer to 2016 training calendar

**Duration:** 2 days

**Venue:** Lusaka | Siavonga

**Investment:** 799 USD

### PRINCE2® Foundation and Practitioner Combined

During the last decade, project management skills have become increasingly recognised as an **essential requirement** for managers in all levels. PRINCE2® (Projects In Controlled Environments) is the number one project management methodology in the world. It is a process-based approach for project management providing an easily tailored, and scalable method for the management of all types of projects. PRINCE2® provides benefits to the managers and directors of a project and to an organisation, through the **controllable use** of resources and the ability to manage business and project risk more effectively. **PRINCE2® Practitioner Training Course Goals:** This course is aimed at:

- Giving delegates a deeper understanding of the philosophy behind the PRINCE2® method
- Learning & practising how to apply PRINCE2® to the running and managing of a project within an environment, which supports PRINCE2®
- Preparing delegates for the official PRINCE2® Practitioner certification exam, which they sit at the end of the course.

### Participants & Benefits

This course is suitable for project managers, team managers, project support staff, quality assurance staff and anybody else who is involved in managing projects, wishes to improve his/her abilities to apply the PRINCE2® method in practise or would like to obtain an independent, globally recognised certificate of his project management skills by taking the PRINCE2® Practitioner exam.

### Course Description

Our PRINCE2® Practitioner is a 2 day course with the official AXELOS Group PRINCE2® Practitioner certification exam sat on day 2. It consists of PRINCE2® application practice using delegates' own projects and sample Practitioner exam papers, as well as of Practitioner exam strategy & techniques explanation and practice. The course is led by one of our PRINCE2® Approved Trainers.

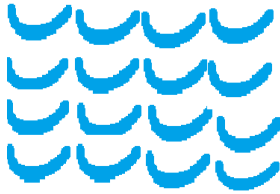
Before attending this course the delegates must have either taken a PRINCE2® Foundation course either through Betaways or another AXELOS accredited PRINCE2® provider or acquired the needed knowledge by self-study. To be able to sit the PRINCE2® Practitioner exam

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candidates must first pass the PRINCE2® Foundation exam. For maximum effectiveness and high exam success probability, we strongly recommend our students to dedicate 10-20 hours to pre-course preparation using materials and instructions provided by us instructions (in addition to the 10-20 hours needed for Foundation level preparation). We further recommend spreading this pre-course preparation evenly across ca. 2 weeks before the course.

#### Who should attend

Newly appointed and **current project managers** as well as all managers who have project responsibility. All project team members, stakeholders and directors on the project board. Project support office staff.

#### Benefits of attending

Without a project management method, projects are rarely completed on time and within acceptable cost. This training will give you the skills to understand and then use PRINCE2®, and of course pass the exam!

#### Our Trainers

**Dr. Laban Mwansa, PMP** has been delivering corporate learning solutions in Zambia, RSA and Europe for over 15 years. He gained practical experience as a project manager while working in the ICT/Telecom industry. He is a fully **accredited** PRINCE2® trainer and to date has a 95% record with participants on his training passing exams.

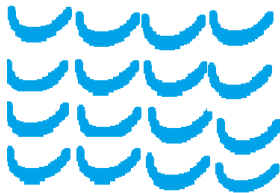
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#### Training content



Project Principles  
Starting up a project  
Initiating a project  
Directing a project  
Controlling a stage  
Managing product delivery  
Managing stage boundaries  
Closing a project  
Business case  
Organisation  
Progress  
Risk  
Quality  
Change  
Plans  
Tailoring PRINCE2





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## PRINCE2® Foundation and Practitioner Combined



**Date:** Please refer to 2016 training calendar

**Duration:** 5 days

**Venue:** Lusaka | Siavonga

**Investment:** 1,649 USD

### PRINCE2® Foundation and Practitioner Combined

During the last decade, project management skills have become increasingly recognised as an **essential requirement** for managers in all levels.

PRINCE2® (Projects In Controlled Environments) is the number one project management methodology in the world. It is a process-based approach for project management providing an easily tailored, and scalable method for the management of all types of projects.

PRINCE2® provides benefits to the managers and directors of a project and to an organisation, through the **controllable use** of resources and the ability to manage business and project risk more effectively.

#### Who should attend

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#### Benefits of attending

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#### Our Trainers

**Dr. Laban Mwansa, PMP** has been delivering corporate learning solutions in Zambia, RSA and Europe for over 15 years. He gained practical experience as a project manager while working in the ICT/Telecom industry. He is a fully **accredited** PRINCE2® trainer and to date has a 95% record with participants on his training passing exams.

#### Training content

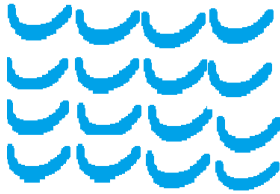


Project Principles  
Starting up a project  
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Managing stage boundaries  
Closing a project  
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Progress  
Risk  
Quality  
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Plans

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**Mr Patrick Mwansa, MBS, PRINCE2®** has Tailoring PRINCE2 been delivering corporate learning solutions in South Africa for over twelve years. He gained practical experience as a project manager while working in the ICT and academia. He is a fully **accredited PRINCE2®** trainer.

#### **Format and investment**

**Date:** refer to 2016 training calendar

**Time:** 9.00-17.00

**Venue:**

**Investment: 1,649 USD**

Includes: training, coffee and drinks, training material, PRINCE2® manual and **exam fee**

**This training will lead to Foundation and practitioners exams and certification.**

**Registration:**

Our PMI PMP training can be conducted on-site as well as on our training venues in Lusaka, Siavonga or Cape Town

## **Project Management Professional PMP® Certification Training**

This training targets experienced project managers who are required to get the PMP® Certification offered by Project Management Institute, Inc. PMI®, USA.

**COURSE INTRODUCTION** · 5-day class that equip students with knowledge, tools and techniques to sit for the PMP® Certification Exam. PMP Certified Instructors with many years of PMP® certification training experience.

Our Instructor has over ten years of industry experience also with master's and PhD degree coupled with prior training experience

**PRE-REQUISITES** · PMP® Exam Eligibility (visit [www.pmi.org](http://www.pmi.org) )

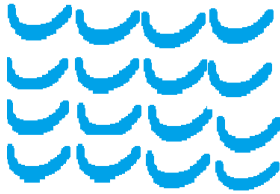
**COURSE CONTENT** Approximately 75% of the course is based on PMBOK®. Additionally, we refer to reputable books and include relevant material for the PMP® exam based on our instructors many years of PMP® certification coaching experience. · Integration Management · Scope Management · Time Management · Cost Management · Quality Management · Human Resource Management · Risk Management · Communications Management · Procurement Management · Stakeholder Management, · Project Management Context, Framework and Processes · PMP® Examination tips, tricks, and strategy

**COURSE DATES** · Depends on customer requests

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### Format and investment

**Date:** refer to training calendar

**Time:** 9.00 – 17.00

**Venue:** TBA

**Investment:** 799 USD

**Includes:** training, coffee and drinks, training material and does not include **exam fees**

This training will lead to PMP exam and certification on passing!

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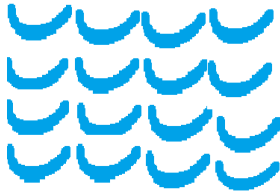
## Why choose Betaways

Betaways Innovation System is an international group of project management training and consulting organisations. We deliver project management training & consulting using state-of-the-art global standards and best practice methods. We are an affiliate of POTIFOB a PRINCE2® Accredited Training Organization (ATO).

We work in line with Axelos products (PRINCE2® and other Best Practice standards), Project Management Institute - PMI standards (PMBOK Guide etc.), IPMA standards etc.

We have an international team of proven experienced project management trainers and consultants.

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## What Our Clients Say . . .

## OUR REFERENCES

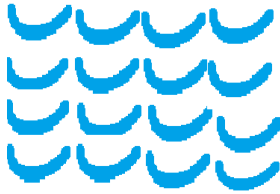


The Zambian  
**Ministry of  
Health**



British  
High Commission





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## TESTMONIALS – OUR PRINCE2® PROJECT MANAGEMENT TRAINING

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“Learning PRINCE2® has been a revelation. I feel very confident that my project management will be more efficient, systematic and effective. Indeed PRINCE2® knowledge is a very great empowerment that a project manager should have. The training organization and venue was good.” **Edwin Dombola, Reliability Engineer, Indeni Petroleum Refinery.**

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“The learning environment is conducive, the trainer and the host were very friendly and professional and all that was needed for the course was provided. Making learning easier and interesting. The presentation of the lectures was excellent, the course content will indeed help transform the way projects are managed ensuring they deliver positively in any given situation and I can't wait to do another programme with betaways success guaranteed with them. I recommend those with projects or all those running personal projects or all those who want to have knowledge in PRINCE2® to go to Betaways.” **Ndiwa Mutemwa, Projects Engineer, Zamtel.**

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“An evaluation of the course was an eye opener which has worked the way I have been handling my projects. to ensure the process of change for the way projects are handled there is need for the corporate executive members to be aware of the PRINCE2® approach or model. I therefore recommend a practitioner course for them (corporate and senior management) and minimum foundation level for all technical managers.” **Bwalya Freelance, Senior Manager Projects.**

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“PRINCE2® Foundation and Practitioner is a must for everyone who wishes to bring sanity in the management of projects. It equips you with the necessary skills required to manage projects successfully and there is no better place to learn these skills than with Betaways Innovations systems Limited. Projects on time, In Full, On Budget!!!” **Estella Mwewa, Projects Engineering Manager Zamtel**

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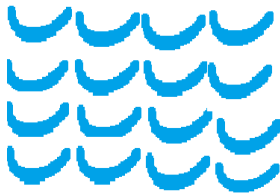
“The course is very useful and I would recommend it to my colleagues. the practitioner component needed an extra day.” **Mushuma Mulenga, Programme Officer, Public Sector Development Reform Programme.**

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“The course is good and highlights a lot of points for both day to day work and personal development and more can be incorporated regarding various aspects of project

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management (SPECIFIC FIELDS)undertaking.” **John Mulenga, Administrative Officer Zamtel.**

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“The course was helpful and will highly impact on the way the projects in our organization will be looked at and I hope as a candidate that has gone through this course will at all times apply it at personal level during my projects e.g. building my house. The interesting topic was the risk theme to me because we tend to have risks almost every time in our lives. I recommend that this programme be provided for a longer time”**Alimon Sakala , Procurement Officer, Ministry of Health Zambia.**

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“Had an interesting time with Betaways in siavonga during the PRINCE2® training below are the highlights; PRINCE2® understanding, proper teaching methodologies, well articulating tutor and nice environment. “ **Mike Tombo,Senior projects Engineer,Zamtel.**

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“PRINCE2® practitioner course is a highly intensive practical training in project management. The training approach has been helpful in preparing for exams and out of station training venue help participant to concentrate on the training for the short duration of the week however the preparation from the foundation into the practitioner should be increased by at least a day to allow participants master the questioning model” **Zacharia Njovu Projects Manager ZAMTEL Parastatal Fixed and mobile lines.**

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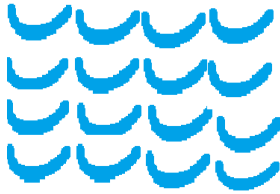
“The course opened my eyes to anew and more structured way of executing progress on projects. An eye opener indeed.” **Khumbuzo B Nkunica Projects Engineer Zamtel.**

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“I hereby wish to confirm that i participated in the PRINCE2® Foundation and Practitioner training in siavonga, the programme was well structured for learning and preparation for the examinations, the quality of lecturers was high and the content of the presentation was very good. The training was worth attending and will go a long way in advancing my skills especially that I work for project information global fund to fight AIDS/HIV.”**Mwila G Mulenga Procurement Officer , Ministry of Health.**

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“The course content was excellent as it can be tailored to any project environment. Think of switching from telecommunications to banking environment and the venue was good, but could be better if conference room had air-conditioning working/functional.” **Kandy Kabubi, Projects Manager, Zamtel.**

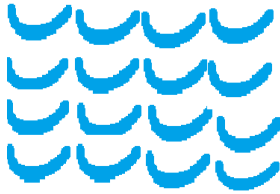
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“I learnt a lot through the workshop, it gave me an insight on how to manage projects from inception to completion. The interaction with other participants and organizers was also good and the venue was ideal for the training as there was minimum interference from the outside world.” **Nicholas Phiri, Project Manager Infrastructure, Zamtel.**

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“I experienced the following during the PRINCE2® Foundation and Practitioners course organized by Betaways in siavonga: though the venue was almost 200 km away from the city, I enjoyed the quiet environment and the view was beautiful as our conference room overlooked lake kariba, both the trainer and the course administrator were courteous and did not hesitate to provide us with anything we needed, the course was intensive however the trainer went out of his way to ensure that the group achieved the learning objectives. I think we got value for the money for the course and I also had an opportunity to meet people from other organizations and hence learning a lot about other organizations.” **Lwenga Myamwa, Quantity Surveyor, Food Reserve Agency.**





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## Betaways Training Quality Guarantee Statement

### PRINCE2® Training

#### *Our PRINCE2® , Quality Guarantee*

If you book a certification course with us, adhere to all trainer's instructions including pre-course preparation, participate in the whole course **and** in spite of that **do not pass the** Foundation/ Practitioner, Advanced Practitioner **exam, you can repeat the course with us once more for free.** You pay just the re-exam fee. **By the way, this guarantee is claimed quite rarely - the pass rate of our Foundation students is almost 100%, and the overall pass rate of our students is well over 93%.**

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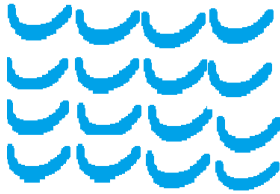
#### *Our PRINCE2® , Course Date Guarantee*

We value both the time and money of our customers. We therefore guarantee you that **if you make a binding confirmed course booking with us** and pay your participant fee on time, **we will not cancel the given training** due to lack of participants or any other subjective reasons.

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#### *Our PRINCE2® , Best Price Guarantee:*

If you obtain a better price offer for an accredited Foundation/ Practitioner/ Advanced Practitioner course in the same location, time period, delivered by a comparably experienced Approved Trainer with guarantees comparable to ours, we will beat the



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price - just present it to us.

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### ***Our PRINCE2® , Know-how Retention Guarantee***

In case your employee, who took project management training with us paid by you, terminates employment with your company you can take advantage of our know-how retention guarantee. It means that a replacement employee nominated by you can attend the same course **for free**. You will pay only fee for his lunches & refreshments during the course and cover the certification exam fee (if she/he is to take a certification exam).

Just provide us with a copy of the employment contract termination notice of the previous graduate.

Your replacement employee can take the course within 1 year from the original course. The course date has to be agreed at least 15 calendar days before the start of the chosen course. We assume the replacement employee will use study materials left behind by the original graduate. If your company does not have the study materials anymore we will provide you with a new copy at cost.

In case the course date which you choose would be fully occupied by participants who attend the course for the first time and not as a part of our know-how retention guarantee, we will contact your employee and offer him/her a new course date.