

# Prince 2®

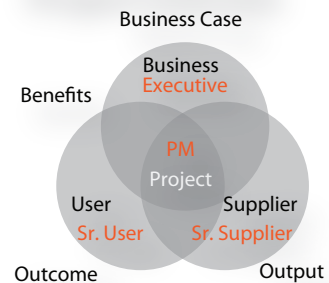
## 7 Principles

- Continued business justification
- Learn from experience
- Defined roles and responsibilities
- Manage by stages
- Manage by exception
- Focus on products
- Tailor to suit the project environment

## 7 Themes

- Business case (why?)
- Organisation (who?)
- Quality (what?)
- Plans (how/when?)
- Risk (what if?)
- Change (what is the impact?)
- Progress (where are we? Carry on?)

## Project interests



## Performance aspects

- Time
- Cost
- Quality
- Scope
- Benefits
- Risk

## 7 Processes

### Starting up a Project (SU)

- Appoint the Executive and the Project Manager
- Capture previous lessons
- Design and appoint the project management team
- Prepare the outline business case
- Select the project approach and assemble the project brief
- Plan the initiation stage

### Directing a Project (DP)

- Authorize Initiation
- Authorize the Project
- Authorize a Stage or Exception Plan
- Give Ad hoc Direction
- Authorize Project Closure

### Initiating a Project (IP)

- Prepare the Risk Management Strategy
- Prepare the Configuration Management Strategy
- Prepare the Quality Management Strategy
- Prepare the Communication Management Strategy
- Set up Project Controls
- Create the Project Plan
- Refine the Business Case
- Assemble the Project Initiation Document

## Key roles

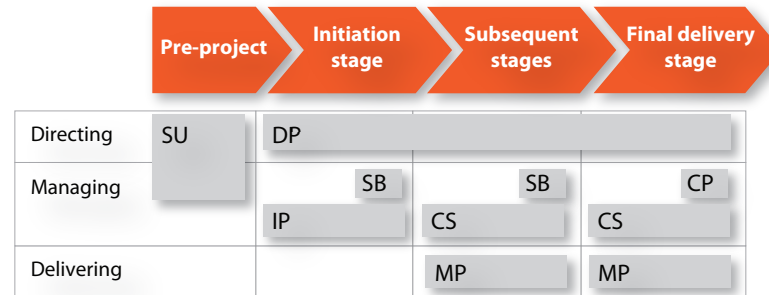
Corporate/Program management

- Executive
- Sr. User
- Sr. Supplier
- Project board

- Project Manager
- Team Manager
- Project Assurance
- Project Support (Office)

### Key responsibilities

- Produce
- Review
- Approve



### Controlling a Stage (CS)

- Authorize a Work Package
- Review Work Package Status
- Receive completed Work Package
- Review the Stage Status
- Report Highlights
- Capture and examine issues and risks
- Escalate issues and risks
- Take corrective action

### Managing Product Delivery

- Accept a Work Package
- Execute a Work Package
- Deliver a Work Package

## Change

- Request for Change
- Off specification
- Problem/concern

## Products

- Management
- Baseline
- Record
- Report
- Specialist

## Product Based Planning

- Write Project Product Description
- Create the Product Breakdown Structure
- Write Product Descriptions
- Create the Product Flow Diagram

## Risk

- Identify
- Assess
- Control

## Plan

Design the plan

- Analyze the risks
- Define and analyze the products
- Identify activities and products
- Prepare estimates
- Prepare the schedule

Document the Plan

- Project Plan
- Initiation Stage Plan
- Delivery Stage Plan
- Team Plan
- Exception Plan

## Products (defined)

- Benefits Review Plan
- Exception Report
- Highlight Report
- Issue Register
- Issue Report
- Lessons Log
- Lessons Report
- Plan
- Product Description
- Product Status Account
- Project Brief
- Business Case
- Project Initiation Documentation
- Project Product Description
- Quality Management Strategy
- Quality Register
- Risk Management Strategy
- Risk Register
- Work Package
- Checkpoint Report
- Communication Management Strategy
- Configuration Item Records
- Configuration Management Strategy
- Daily Log
- End Project Report
- End Stage Report