

Process Fundamentals

Starting Up a Project (SU)

There must be a business requirement that triggers a project. The question 'Do we have a worthwhile and viable project?' needs to be answered. This process clarifies this answer and sets up an organization structure to manage the project throughout its life.

Directing a Project (DP)

This process is conducted by the Project Board, above the Project Manager. The Project Board manages by exception, monitors via reports and controls through a small number of decision points. These are the DP activities.

Initiating a Project (IP)

A project needs planning and setting up properly. IP plans the project at high level and sets up all the controls and files. The main document for the project is created - the Project Initiation Document (PID). The PID forms the basis of a 'contract' which ensures there is a common understanding of the project and encourages the Project Board to take ownership of the project.

Controlling a Stage (CS)

Once a decision has been made to proceed with work, and the appropriate resources have been committed, the project management team must be focussed on delivering within the tolerances agreed. CS describes the work of the Project Manager in handling the day-to-day management of the project. It starts after the Project Board approves the Stage Plan. It is closely linked with the MP process.

Managing Product Delivery (MP)

This process allows a 'controlled break' between the Project Manager, Team Manager and the creation/provision of the products. In MP products are created, quality checked and delivered.

Managing Stage Boundaries (SB)

All projects, need to be focussed on delivering business benefit, either in their own right, or as part of a larger programme. At each stage end, the continuing viability of the project should be confirmed. If needed, the project can be redirected or stopped to avoid wasting time or money.

Closing a Project (CP)

One of the defining features of a project is that it is finite - it has a start and an end. Just as SU and IP ensure a controlled start to the project, this process ensures a controlled end (closure). All loose ends are tied off and lessons identified.



PRINCE2® Quick Reference Guide



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Theme Fundamentals

Business Case

The project starts with an idea which is considered to have potential value for the organization concerned. This Theme addresses how the idea is developed into a viable investment proposition for the organization and how project management maintains the focus on the organization's objectives throughout the project.

Organization

The organization sponsoring the project needs to allocate the work to managers who will be responsible for it and steer it through to completion. Projects are cross-functional so the normal line management structures are not suitable. This theme describes the roles and responsibilities in the temporary PRINCE2® project management team required to manage the project effectively.

Quality

The initial idea will only be understood as a broad outline. This Theme explains how the outline is developed so that all participants understand the quality attributes of the products to be delivered - and then how project management will ensure that these requirements are subsequently delivered.

Plans

PRINCE2® projects proceed on the basis of a series of approved plans. This theme complements the Quality theme by describing the steps required to develop plans and the PRINCE2® techniques that should be applied. In PRINCE2®, the plans are matched to the needs of the personnel at the various levels of the organization. They are the focus for communication and control throughout the project.

Risk

Projects typically entail more risk than stable operational activity. This theme addresses how project management manages the uncertainties in its plans and in the wider project environment.

Change

This theme describes how project management assesses and acts upon issues which have a potential impact on any of the baseline aspects of the project (its plans and completed products). Issues may be unanticipated general problems, requests for change or instances of quality failure.

Progress

This theme addresses the ongoing viability of the plans. The theme explains the decision-making process for approving plans, the monitoring of actual performance and the escalation process if events do not go according to plan. Ultimately, the Progress theme determines whether and how the project should proceed.

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Didier Musso



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Dummies Nick Graham,2010-04-01 Whatever your project no matter how big or small PRINCE2 For Dummies 2009 Edition is the perfect guide to using this project management method to help ensure its success Fully updated with the 2009 practice guidelines this book will take you through every step of a project from planning and establishing roles to closing and reviewing offering practical and easy to understand advice on using PRINCE2 It also shows how to use the method when approaching the key concerns of project management including setting up effective controls managing project risk managing quality and controlling change PRINCE2 allows you to divide your project into manageable chunks so you can make realistic plans and know when resources will be needed PRINCE2 For Dummies 2009 Edition provides you with a comprehensive guide to its systems procedures and language so you can run efficient and successful projects PRINCE2 For Dummies 2009 Edition includes Part I How PRINCE Can Help You Chapter 1 So What s a Project Method and Why Do I Need to Use One Chapter 2 Outlining the Structure of PRINCE2 Chapter 3 Getting Real Power from PRINCE2 Part II Working Through Your Project Chapter 4 Checking the Idea Before You Start Chapter 5 Planning the Whole Project Initiation Chapter 6 Preparing for a Stage in the Project Chapter 7 Controlling a Stage Chapter 8 Building the Deliverables the Work of the Teams Chapter 9 Finishing the Project Chapter 10 Running Effective Project Boards Part III Help with PRINCE Project Management Chapter 11 Producing and Updating the Business Case Chapter 12 Deciding Roles and Responsibilities Chapter 13 Managing Project Quality Chapter 14 Planning the Project Stages and Work Packages Chapter 15 Managing Project Risk Chapter 16 Controlling Change and Controlling Versions Chapter 17 Monitoring Progress and Setting Up Effective Controls Part IV The Part of Tens Chapter 18 Ten Ways to Make PRINCE Work Well Chapter 19 Ten Tips for a Good Business Case Chapter 20 Ten Things for Successful Project Assurance Part V Appendices Appendix A Looking into PRINCE Qualifications Appendix B Glossary of the Main PRINCE2 Terms The Executive Guide to Directing Projects AXELOS.,2010 This is an accessible summary of the full guidance in a portable format suitable for quick reference or a quick read aimed at experienced senior managers and project board members who are already familiar with PRINCE2 Executive Guide to Directing Projects Stationery Office (Great Britain),Great Britain. Office of Government Commerce,2009 The Executive Guide to Directing Projects within a PRINCE2 and MSP Environment is an accessible summary of the full guidance in a portable format suitable for quick reference or a quick read a ten minute guide for the busy project board member It introduces the additional considerations that project boards need to take into account if the project is being run within a programme and or portfolio managed governance structure The Executive Guide is aimed at experienced senior managers and project board members who are already familiar with PRINCE2 and therefore do not require frequent reference to the full guidance **The PRINCE2 Practitioner** Colin Bentley,2015-04-24 Struggling to apply the principles of PRINCE2 in practice Need guidance on adapting the process for smaller projects PRINCE2 for Practitioners provides the solution This practical reference matching the details and requirements of the 2009 PRINCE2 manual contains new and updated real life examples and case

studies links between related components and processes and clear guidance on how to fine tune the method to help you manage projects successfully whatever the context and size An affordable alternative to expensive training this best selling handbook by PRINCE2 expert Colin Bentley is an indispensable addition to your project management bookshelf and a companion to the PRINCE2 for Beginners book If you have passed the PRINCE2 exams it will help you keep your knowledge and skills up to date to maintain registered status and enable you to apply the theory of PRINCE2 to everyday project work after certification

PRINCE2 Handbook Neil Glover, Allan Thomson, 2017

PRINCE2 For Beginners Colin Bentley, 2015-03-24

Thinking about using PRINCE2 to manage your projects or preparing for PRINCE2 training Need a rounded introduction to help you get to grips with the basics PRINCE2 For Beginners from introduction to passing your Foundation exam is the perfect start This readable end to end explanation is simple enough to introduce you to the basics yet includes everything you need to know to get through the foundation exam This new concise edition starts from a more accessible level than other detailed manuals or brief refreshers and will help ease you into the topic and put the method into a real world context This new concise edition now includes more support for the Foundation exam including a student guide to the exam itself sample answers and explanations Whether you are looking for a reliable introduction or a quick reference to prepare you for PRINCE2 training and study PRINCE2 For Beginners will give you the grounding to take your knowledge and application to the next level

Brilliant PRINCE2 Stephen Barker, 2013-07-09

Everything you need to know about the PRINCE2 qualification whether your studying have passed the exam and wondering what to do next or simply wanting to start using the best of PRINCE2 straight away This book is designed to give practical information and advice about the project management method PRINCE2 This is a lighter version of the official text and more accessible providing only what you need to know It includes a reference map of PRINCE2 s approach and themes a unique feature that will provide a rich graphical representation of PRINCE2 s key features From the Author According to the Office of Government Commerce 20 000 organisations in 150 countries are using PRINCE2 and there s an ever growing interest in becoming a qualified practitioner So for those with an interest in project management it s one of the hottest tickets around I ve written Brilliant PRINCE2 for those in search of a concise and accessible guide to this popular method It covers all of the core material So it s ideal for those studying for a PRINCE2 exam or looking for a handy reference source to back up what s been learned already You ll notice that the book has been accredited as an official PRINCE2 product PRINCE2 is a big subject the official manual weighs in at over 300 pages Brilliant PRINCE2 helps to make sense of it all by guiding you step by step from project kick off through delivery and on to closure There are chapter by chapter summaries of all the key points and topics are mapped back to the PRINCE2 manual You ll even find two diagrams that each manage to fit PRINCE2 onto a single page Importantly there s also plenty of practical advice on applying PRINCE2 tools and techniques in the real world This is based on many years of using the method to deliver all sorts of projects You ll find lots of useful tips examples of best practice and a good smattering

of war stories to make the material easier to digest

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