COURSE AGENDA

OVERVIEW, PRINCIPLES AND TAILORING PRINCE2 TO THE PROJECT ENVIRONMENT

- Six aspects of project performance to be managed

- Definition of a project

- Four integrated elements of principles, themes, processes and the project environment upon which PRINCE2 is based

- Customer/supplier context of a PRINCE2 project

- Benefits of using PRINCE2

- Seven principles

- Characteristics of a project

BUSINESS CASE (BC) THEME

- Definition of a project output, an outcome, a benefit and a dis-benefit

- The purpose of the Business Case theme

- The purpose of a

i) Business Case

ii) Benefits Review Plan

ORGANIZATION (OR) THEME

- Roles within the Organization themephases
- The purpose of the Organization theme
- The three project interests and how these are represented within the three levels of the project management team structure

- The responsibilities and characteristics of the role of the:

i) Project Board   ii) Project Manager
iii) Project Assurance   iv) Change Authority
v) Team Manager   vi) Project Support

- What a stakeholder is

- The purpose of the Communication Management Strategy

QUALITY (QU) THEME

- Recall the recommended quality review team roles

- The purpose of the Quality theme

- The difference between quality assurance and Project Assurance

- The objectives of the quality review technique

- The difference between quality planning, quality control and quality assurance

- The difference between customer's quality expectations and acceptance criteria

- The purpose of a:

i) Project Product Description
ii) Product Description
iii) Quality Register
iv) Quality Management Strategy

PLANS (PL) THEME

- Levels of plan recommended by PRINCE2
- Four tasks of product-based planning
- The purpose of the Plans theme
- The levels of plans, their purpose and the interrelationship between the:

i) Project Plan

ii) Stage Plans

iii) Team Plans

iv) Exception Plan

- The tasks within the product-based planning technique

RISK (RK) THEME

• The definition of a risk and the difference between a threat and an opportunity

• The recommended risk response types and whether they are used to respond to a threat or an opportunity

• The difference between a risk owner and a risk actionee

• The purpose of the Risk theme

• The steps within the recommended risk management procedure. This should include:

i) Identify the context and therefore the influences on a project's Risk Management Strategy

ii) Identify the threats and opportunities that may affect a project's objectives

iii) Estimate risks to assess their probability, impact and proximity

iv) Evaluate the net effect of all risks on a project when aggregated together
v) Plan risk management responses

vi) Implement planned risk management responses, identifying an appropriate risk owner and/or risk actionee

vii) Communicate information related to risks, both within the project and externally to stakeholders

• The purpose of a risk budget

• The risk probability, risk impact and risk proximity

• The difference between cause, event and effect when expressing a risk

• The purpose of a:

i) Risk Management Strategy

ii) Risk Register

• The concept of risk appetite and risk tolerance

CHANGE (CH) THEME

• Three types of issue

• Five typical activities of configuration management

• The purpose of the Change theme

• The purpose of a change budget

• The purpose of a:

i) Configuration Management Strategy

ii) Configuration Item Record

iii) Issue Report

iv) Issue Register

v) Product Status Account

• The steps in the recommended issue and change control procedure

8: PROGRESS (PG) THEME
• Lines of authority and reporting between the four levels of management
• The difference between event-driven and time-driven controls
• The purpose of the Progress theme
• The concept of management stages and the difference between management and technical stages
• The factors to consider in identifying management stages
• Tolerance(s): when and how tolerances are set and exceptions reported, in which management products tolerances are documented and how management by exception applies to the different levels of management

• The purpose of a:
| i) Daily Log | ii) Lessons Log | iii) Work Package |

• The purpose of a:
| i) End Stage Report | ii) End Project Report | iii) Lessons Report |

• The purpose of a:
| i) Checkpoint Report | ii) Highlight Report | iii) Exception Report |

STARTING UP A PROJECT (SU) PROCE

- Starting up a Project (SU) Process
- Definition of a project
- The purpose of the SU process
- The objectives of the SU process
- The context of the SU process
- The purpose of a Project Brief

DIRECTING A PROJECT (DP) PROCESS

- The purpose of the DP process
- The objectives of the DP process
- The context of the DP process

INITIATING A PROJECT (IP) PROCESS

- The purpose of the IP process
- The objectives of the IP process
- The context of the IP process
- The purpose of a Project Initiation Documentation (PID)

CONTROLLING A STAGE (CS) PROCESS

- The purpose of the CS process
- The objectives of the CS process
- The context of the CS process

MANAGING PRODUCT DELIVERY (MP) PROCESS

- The purpose of the MP process
- The objectives of the MP process
- The context of the MP process

- The purpose of the SB process
- The objectives of the SB process
- The context of the SB process

CLOSING A PROJECT (CP) PROCESS

- The purpose of the CP process
- The objectives of the CP process
- The context of the CP process

SUMMARY AND DIRECTED STUDIES
REVIEW OF KEY CONCEPTS

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