

GROUP 2

People Elements

Presentation

Presented by **Arcega, Feliciano, Unisan, Valldellon**

SOLLPM1

Key Concepts:

Related to the People Element

5. Collaboration and Co-creation

Buehring (2024) emphasizes that workplace **collaboration** is key to achieving project objectives. Project managers play a crucial role in guiding teams and stakeholders to understand goals, benefits, and desired outcomes. They must also grasp project requirements, manage teams effectively, and communicate well to ensure success (PRINCE2, 2023).

Co-creation is a collaborative approach that involves key influencers and users in defining ways of working, ensuring their adoption within the project and work ecosystem.

Key Concepts:

Related to the People Element

6. Leadership and Team Dynamics

An effective project management involves collaboration, motivation, co-creation, and influence. A project manager should encourage feedback to align the team with the project's goals and objectives (Buehring, 2024).

7. Management

Buehring (2024) explains that **management** involves executing tasks according to agreed methods, including co-creation to encourage willingness to be managed. The **Communication Management Approach** defines how and when communication occurs, ensuring feedback and alignment. It facilitates stakeholder collaboration through a controlled, two-way information flow.

Group 2

Project Log

| Document: Daily Log | | Project: Pen Project | Author: Project Manager | Date: | |
|----------------------------|---------------|---|--------------------------------|---------------|---|
| ID | Date of Entry | Description | Responsible | Target Date | Result |
| 01 | 06-17 | When we were preparing the list of potential suppliers, I realized that one of them is owned by an old friend of mine (conflict of interest) | Project Manager | 06-17 | I believe I'm capable of evaluating the suppliers honestly. I've also informed the project board about this conflict of interest. |
| 02 | 06-18 | A sales man from one of the potential suppliers came to our office today to meet me, while I was in a meeting. He left me a gift and left the building before I could meet him. This can be considered a bribery. | Project Manager | 06-18 | I returned the gift and put the supplier in the company's black list. |
| 03 | 06-22 | Daniel Ross, who's responsible for the logo, is asked to prepare its vector version, but he doesn't seem to know how. | Project Manager | 06-23 | He's replaced by Julie Gates, who's more expert on graphic design. We've lost two days, but the activity has a lot of float and we won't get into any problems. |
| 04 | 06-25 | The communication between Julie Gates and the supplier needed for the design of the logo is not effective enough. It takes a lot of time for each version to be reviewed and the new version is released. | Project Manager | 06-25 | Julie Gates is asked to meet with the responsible person in the supplier company to discuss the requirements of the logo and to prepare it together. |
| | | <i>The Daily Log is used to capture issues and risks in the Starting up a Project process After that, it is used as a (private) daily journal by the Project Manager</i> | | | |

Project Log

➤ Use

The Project Log, or Daily Log, is a record used to make a note of daily issues and the like that are not captured by other documents. It is set up by the Project Manager to circumvent the need for emails and other formal documentation (Litten, 2021).

➤ Parts

At simplest, it includes:

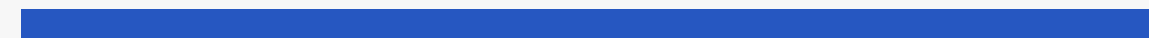
- Action taken
- Person responsible
- Date it took place
- Initial issues

➤ Importance

A project log is essential as it is a key document prepared before project initiation (Prince2 Learning Resource, n.d.). It helps record important information for future reference and reduces paperwork when used effectively. Entries should be validated and made when the Project Manager or Team Manager deems them necessary for future reference (Prince2 Wiki, n.d.).

Difference Between Concepts

The different concepts in the people element have varying meanings that segregate them from one another. The difference of concepts related to the people element in PRINCE2 are as follows...



Group 2

Project Ecosystem

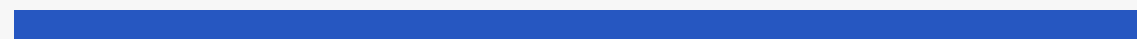
Focuses more on the specific ecosystem the project is developing on

E.g. team members, stakeholders, etc.

Organizational Ecosystem

Refers to a broader ecosystem in which the project operates

E.g. staff board, company culture, policies, and resources



Group 2

Change Management

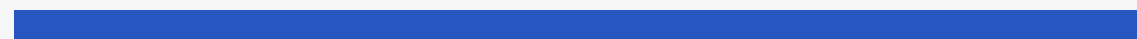
Deals with identifying, assessing, and implementing changes within the project scope

Transition from current state to target state

Stakeholder Engagement

Concerned with identifying and analyzing stakeholders' interests and impacts

Involves keeping stakeholders informed and involved throughout the project lifecycle



Group 2

Culture

Refers to the shared values, beliefs, and behaviors within the project team

Creates an environment conducive to collaboration and success

Influences how team members interact and perform their roles

Collaboration and Co-Creation

Emphasizes working together towards common goals

Focuses on creating shared ownership and understanding within the project team

Involves actively involving all relevant parties in decision-making processes

Group 2

Leadership

Motivating people to achieve project objectives

Sets direction and motivates team members

Team Dynamics

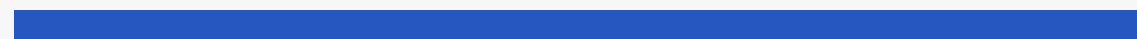
Refers to how team members interact with each other

Includes factors like communication patterns, conflict resolution, and cohesion

Management

Focuses on planning, organizing, and controlling resources to achieve specific objectives

Concerned with ensuring efficient use of resources and meeting project goals



Group 2

Purpose of the Management Products Required to Support the People Element of Project

★ To clearly define roles and responsibilities

Management products help align stakeholders in regards to their roles and responsibilities, ensuring that each stakeholder understands their contributions.

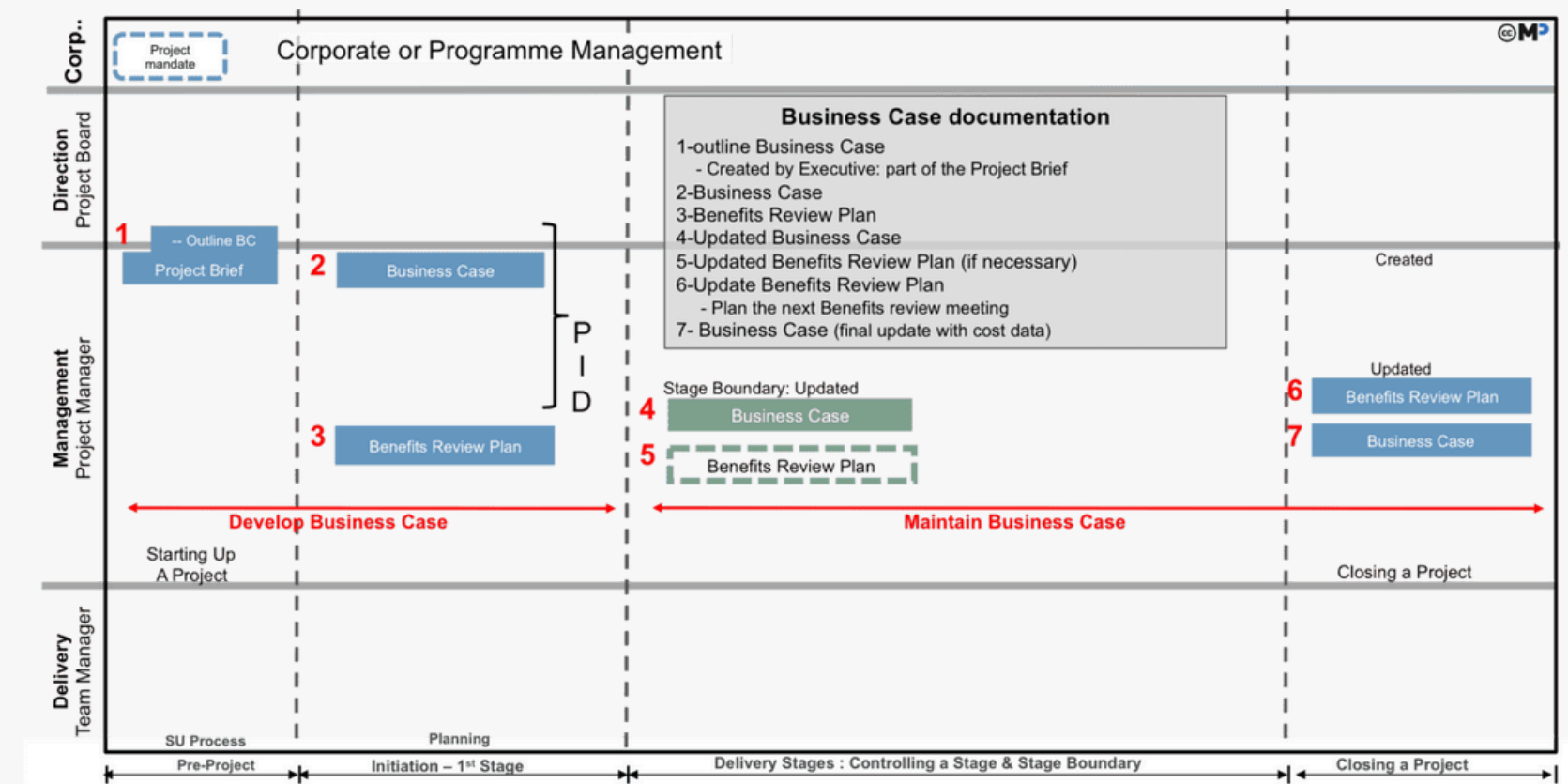
★ To facilitate effective communication

A shared understanding of the project's purpose and progress mitigates the risks that stem from miscommunication among stakeholders.

Purpose of the Management Products Required to Support the People Element of Project

Business Case

- Product developed to provide justification
- Also defines the “theme” of the project
- gathers the information to allow the management to judge if a project is desirable, viable and achievable
- Fully developed during the Initiation Stage and continually updated throughout the project



Purpose of the Management Products Required to Support the People Element of Project

Project Initiation Documentation

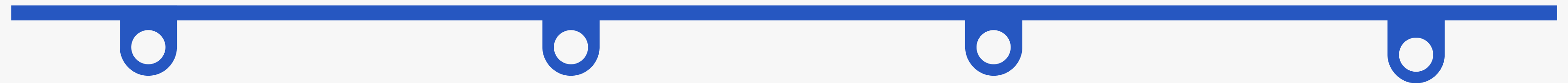
- The Project Initiation Documentation is put together at the end of the Initiation Stage.
- Provides the Project Management Team Structure and Role Descriptions
- Project Board uses PID to determine the project's viability to continue to the next stage

| Document: | Project Initiation Documentation | Project: | Pen Project | Author: | Project Manager | Date: | |
|---|----------------------------------|---|-------------|---------|-----------------|-------|--|
| 1. Project Definition The project will choose a quality pen and give out about 400 pens to our clients. Project Objectives: <ul style="list-style-type: none">• Choose a quality that meets specifications• Choose a pen that users will perceive as a quality pen Project Scope: <ol style="list-style-type: none">1. Choose a pen3. Promotional pen catalogues2. Sales people list4. List of clients that will receive a pen Constraints and assumptions: <ul style="list-style-type: none">• Possible to find a pen in the catalogues provided Project Tolerances: <ol style="list-style-type: none">1. Time: 3 months + 30%2. Cost: €7 for a pen: Estimate €3400 for the project +- 10%3. Quality: Pens must meet quality requirements | | 5. Role Descriptions This project uses the roles description as defined by PRINCE2 - Link to the Roles Descriptions document | | | | | |
| 2. Project Approach The company will choose a pen that meets the requirements from an existing business gift company. Project will be run internally. | | 6. Quality Management Approach Attached: Quality Management Approach document | | | | | |
| 3. Business Case Attached: Business Case document | | 7. Change Control Approach Attached: Change Control Approach doc | | | | | |
| 4. Project Management Team Structure Attached: Project Management Team Structure document | | 8. Risk Management Approach Attached: Risk Management Approach document | | | | | |
| | | 9. Communication Management Approach Attached: Communication Management Approach document | | | | | |
| | | 10. Project Plan Attached: Project Plan document | | | | | |
| | | 11. Project Controls Attached: Project Controls document | | | | | |
| | | 12. Tailoring of PRINCE2 Attached: Tailoring of PRINCE2 document | | | | | |

This is mostly an assembly of other documents, so we only have references to other documents rather than embedding the information here.

Group 2

How People Aspects Integrate With Other PRINCE2 Elements



Principles

Practices

Processes

Project Context

Principles

- Manage by Exception:
 - Decisions are made at the local level, escalating only when necessary. Trust and confidence in key relationships enable effective delegation.
- Manage by Stages:
 - Ensures periodic reviews and adjustments, allowing the right people to manage each stage effectively.
- Tailor to Suit the Project:
 - Adapts PRINCE2 to people and organizations based on their capabilities, ensuring flexibility and growth

Practices

- Business Case:
 - Stakeholder engagement keeps the business case relevant.
- Organizing:
 - Defines roles and responsibilities effectively.
- Plans:
 - Clear communication enhances planning and execution.

Processes

- Starting up a Project:
 - Establishes teams and stakeholder connections.
- Directing a Project:
 - Ensures smooth communication between the board and stakeholders.
- Initiating a Project:
 - Builds strong teams and stakeholder engagement.

Project Context

- Adapts PRINCE2 to different organizational settings:
 - Helps tailor approaches to cultural needs.
 - Strengthens teamwork across various departments.

Group 2

Thank you for listening!

People Elements

Presented by **Arcega, Feliciano, Unisan, Valdellon**

SOLLPM1