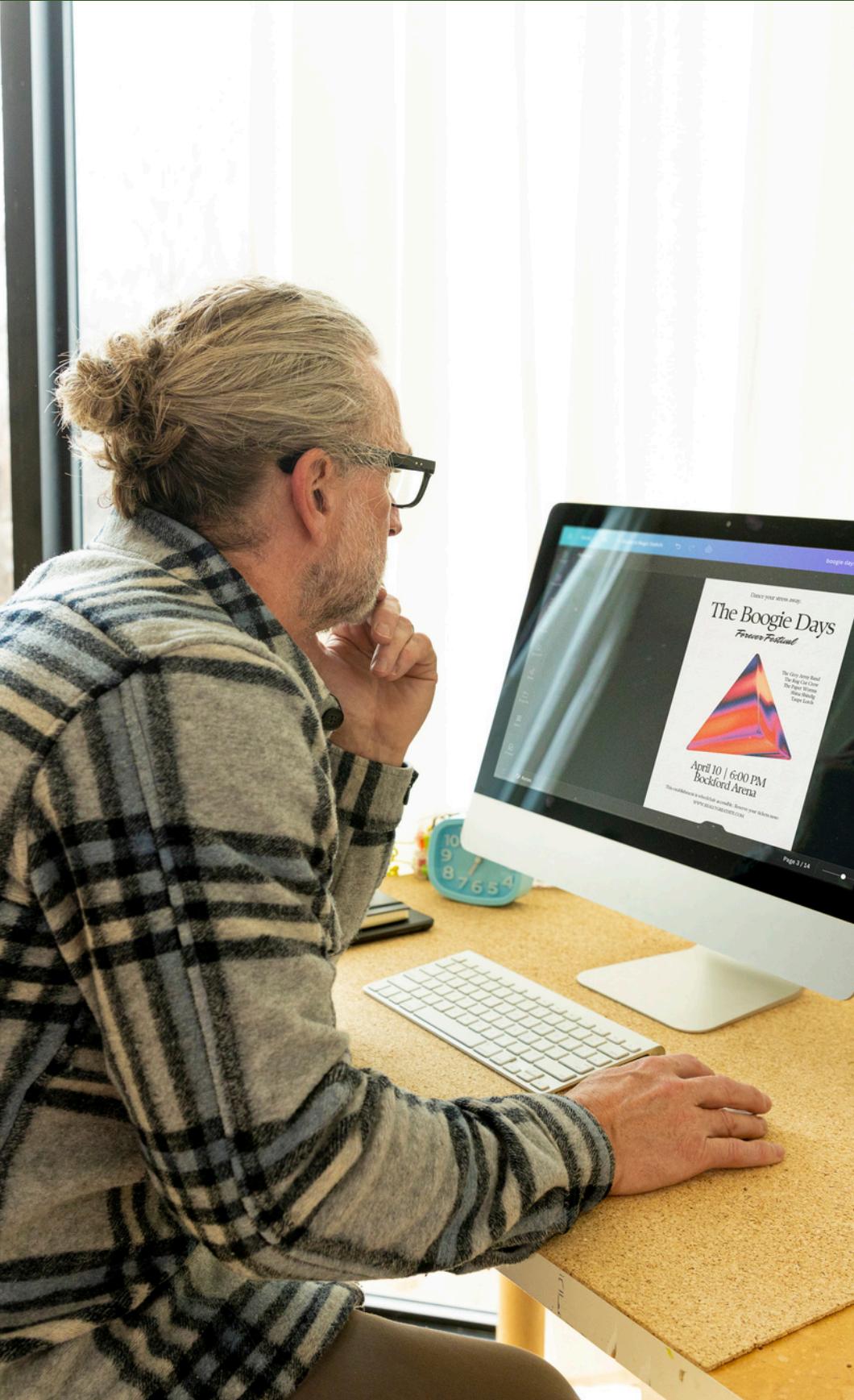


# Organizing Practices

PRINCE2

# Purpose

- + Establishes clear roles and responsibilities.
- + Ensures accountability within the project team.
- + Maintains engagement with key stakeholders: Business, User, and Supplier
- + Supports effective communication and decision-making.



# Key Relationships

with PRINCE2 Principles

**Defined roles & responsibilities ensure structured team management.**

**Continued business justification aligns project goals with organizational needs.**

**Managing by exception enables escalation only when thresholds are exceeded.**

**Tailoring to suit the project allows flexibility in structure.**

# Key Management Products



## Project Initiation Documentation (PID)

Defines team structure.

## Communication Management Approach

Outlines communication strategies.

## Roles and Responsibilities Descriptions

Clarifies roles within the team.



# Key Concepts

## + Project Board

Decision-making body with business, user, and supplier representation.

## + Four levels of management

Corporate, Project Board, Project Manager, Team Manager.

## + Flexible roles

Roles can be shared or combined based on project needs.

## + Stakeholder engagement

Identifies and manages key stakeholders.

# Effective Organization of PRINCE2 Roles

**Corporate Management appoints key roles.**

**Executive oversees financial justification.**

**Senior User & Senior Supplier ensure needs are met.**

**Project Manager executes project activities.**

**Team Managers oversee technical deliverables.**

**Project Assurance & Support ensure compliance and efficiency.**

# Organizing Project Interests

## BUSINESS

Ensures financial viability

## USER

Represents those who will use the project outputs.

## SUPPLIER

Provides technical expertise and resources.

## PROJECT BOARD

Balances all interests for effective decision-making.

# PRINCE2 Technique

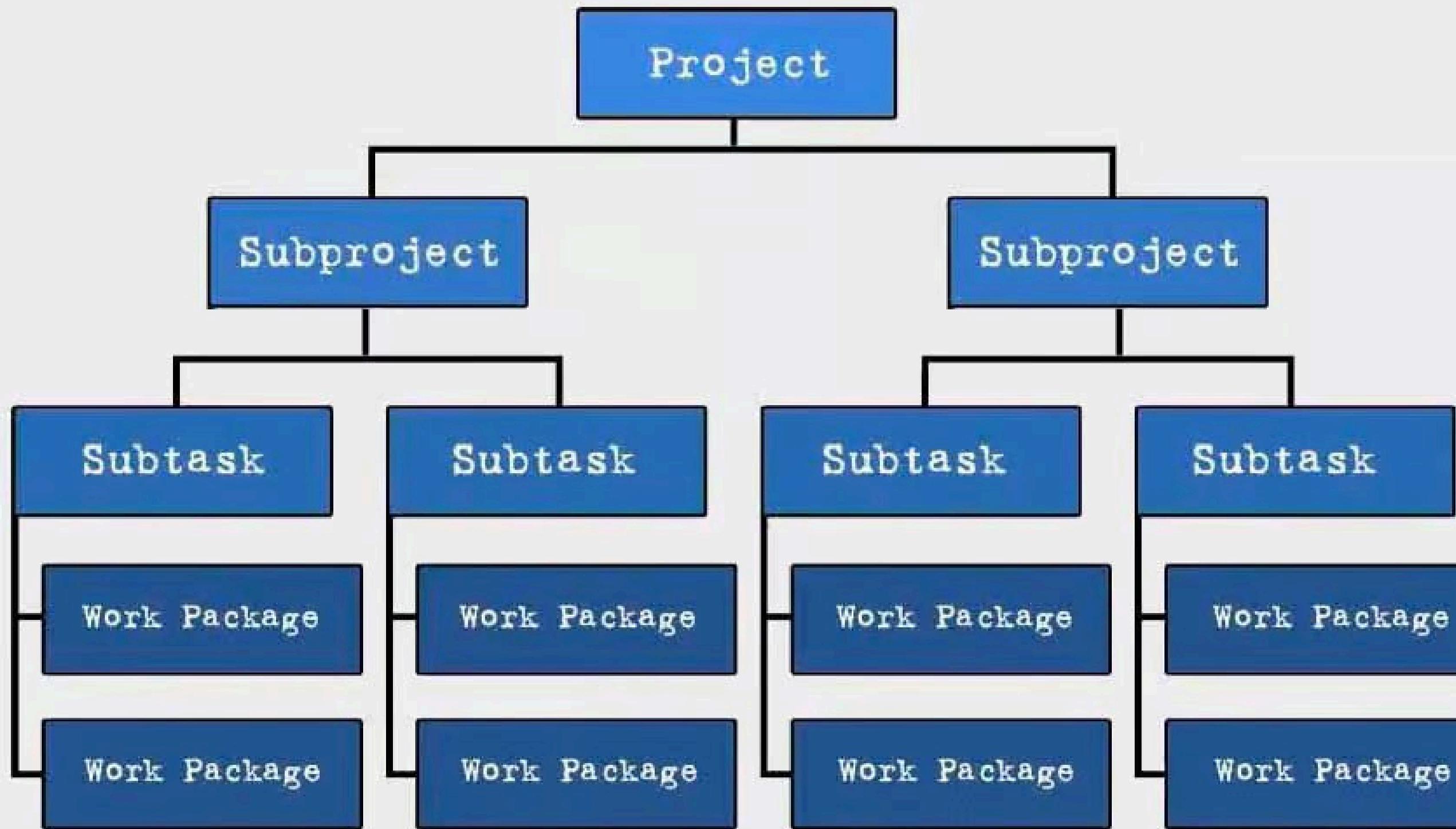
+ Work Breakdown Structure (WBS) divides work into manageable sections.

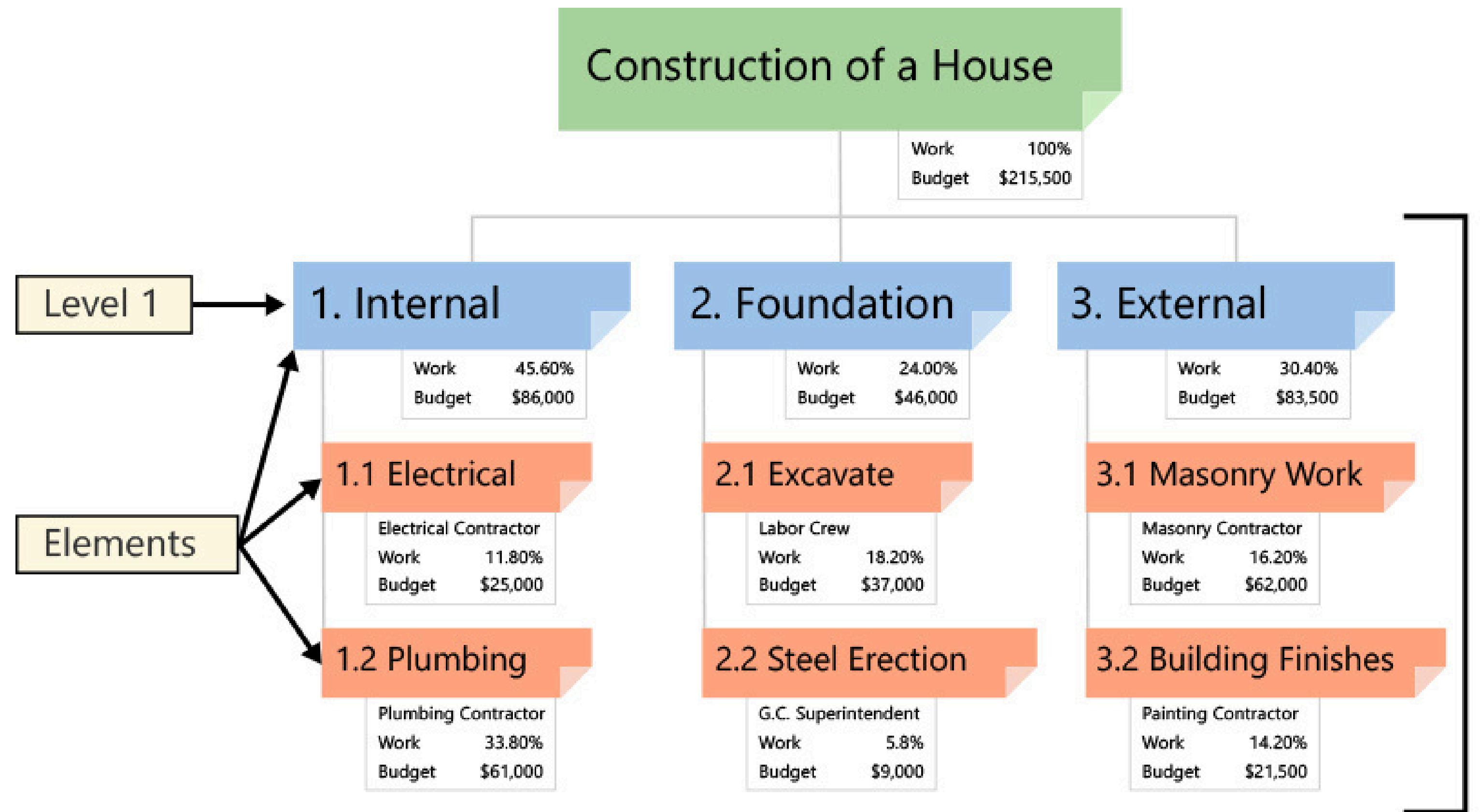
+ Assigns clear ownership and responsibility.

+ Facilitates planning, execution, and monitoring.

+ Communication Management Approach streamlines stakeholder updates.

# WORK BREAKDOWN STRUCTURE





**1. Introduction**

This document describes how communication will be done during the project:  
It is based on the standard approach document.

**2. Communication Procedure**

The PM is responsible for all internal project communication and will report each week to the Project Board using a Highlight Report. Other PRINCE2 documents and reports will also be used as expected.

The Sales Manager is responsible for all external communication

**3. Tools and techniques**

- The PM will use the intranet portal site for all internal communication and project documentation.
- The Sales Manager will use an electronic newsletter and site visits to communicate with clients.

**4. Records**

The following documents will be used for internal communication  
- Highlight Report, End Stage Report, End Project Report, Issue Reports, Lessons Report, Project Descriptions and registers

**5. Timing of communication activities**

The PM and Project Board will meet each two weeks  
The PM and Project Board will meet at the end of each stage

**6. Reports / Stakeholder Matrix**

Report Name	Timing	Recipients
Highlight Report	Weekly	Project Board
End Stage Report	End of stage	Project Board
End Project Report	End of project	Project Board
Issue Report	Anytime	PM/Project Board
Electronic Newsletter	Once	Clients

**7. Roles & Responsibilities**

Project Board	Inform the rest of the management team
Project Manager	All internal communication (project team)
Senior User	Create the required PRINCE2 documents Communicate with clients

**8. Scales: Priority & Severity**

Priority	Use MoSCoW (Must, Should, Could, Wont..)
Severity levels	1 = Project Manager, 2 = Project Board

**9. Stakeholder Analysis**

The PM is responsible for all internal project communication and will report each week to the Project Board using a Highlight Report. Other PRINCE2 documents and reports will also be used as expected.  
The Sales Manager is responsible for all external communication

# Best Practices

- Clearly define roles & responsibilities.
- Engage stakeholders actively for alignment.
- Use structured communication plans.
- Adapt structure based on project complexity.



# Conclusion

- PRINCE2 organizing practice ensures project clarity, accountability, and control.
- Defined roles facilitate decision-making and efficiency.
- PRINCE2's flexibility allows for tailored structures based on project needs.

# Sources

► **MANAGING SUCCESSFUL  
PROJECTS WITH PRINCE2**

[http://alecoledelavie.com/accueil/vie\\_uploads/Portfolio\\_Programs\\_Projects\\_and%20BAU/Portfolio\\_stuff/Courses%20resources%20stuff/PRINCE2%202017%20n%202009%20stuff/Prince2\\_2017\\_modifie\\_180419/4\\_Books/1\\_Managing\\_successful\\_projects\\_with\\_PRINCE2\\_2017\\_english\\_180419.pdf](http://alecoledelavie.com/accueil/vie_uploads/Portfolio_Programs_Projects_and%20BAU/Portfolio_stuff/Courses%20resources%20stuff/PRINCE2%202017%20n%202009%20stuff/Prince2_2017_modifie_180419/4_Books/1_Managing_successful_projects_with_PRINCE2_2017_english_180419.pdf)

► **THE 7 PRINCIPLES, PRACTICES  
AND PROCESSES OF PRINCE2**

<https://www.prince2.com/eur/blog/the-7-principles-themes-and-processes-of-prince2>

► **PRINCE2 7 ORGANIZING  
PRACTICE**

<https://www.prince2.com/eur/blog/the-7-principles-themes-and-processes-of-prince2https://www.projex.com/prince2-7-organizing-practice/#:~:text=The%20purpose%20of%20the%20organizing,on%20a%20customer%2Fsupplier%20environment.>

# Thank You!

FLAMINIANO | GO | JAVELLANA | VERON