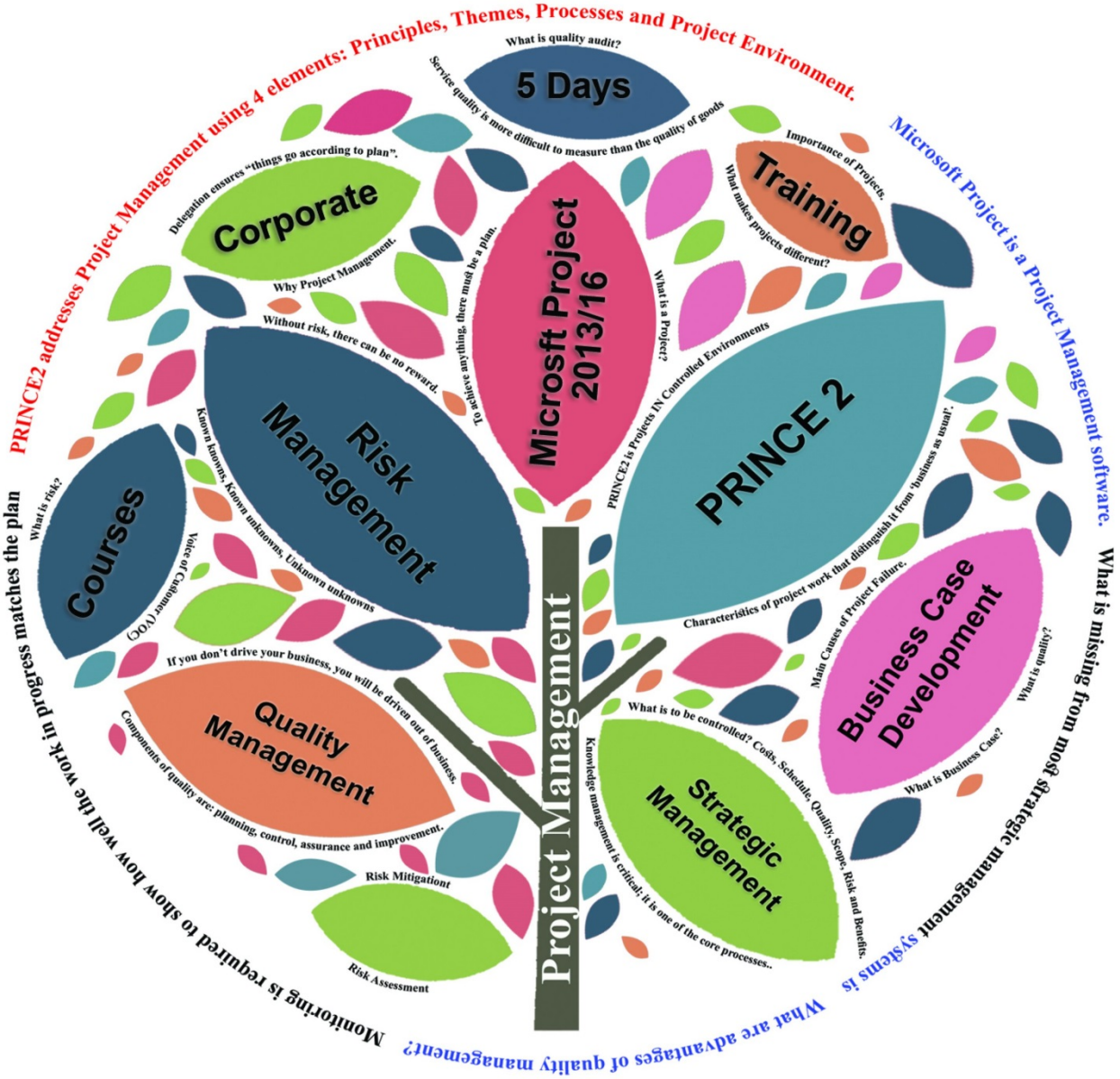
LONDON CAPITAL COMPUTER COLLEGE

PRINCE2 Project Management



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Introduction/Intermediate

Part 1 – Processes

Starting up a Project

- Understanding how a Project starts
- Objectives of Project Brief
- Purpose of stage plan
- Starting up a Project activities

Directing a Project

- Who directs and who runs a project
- Objectives of Project Board and Project Manager
- Activities in Directing a Project

Initiating a Project

- Understanding the scope of a project
- Purpose of Project Plan and Business Case
- Contents of Project Initiation Documentation (PID)
- Creating a Work Breakdown Structure (WBS)
- Objectives of Initiating a Project (IP)
- Activities of IP

Controlling a Stage

- Purpose of Controlling stage
- Objectives of Controlling stage
- Activities of Controlling stage

Managing Product Delivery

- Purpose of Managing Product Delivery
- Objectives of Managing Product Delivery
- Activities of Managing Product Delivery

Managing Stage Boundary

- Purpose of a stage boundary
- Objectives of stage boundary
- Activities of stage boundary
- What if things go wrong?
- Tolerance, exception and escalation

Closing the Project

- Purpose of Closing a project
- Objectives of Closing a project
- Activities of Closing a project
- Roles in Closing a project

Part 2 - Principles

Continuous Business Justification

- Justifiable reasons for starting a project
- Documents checked for business justification
- Different points for checking project
- Responsibility for project viability

Defined Roles and Responsibilities

- Different PRINCE2 roles and responsibilities
- PRINCE2 project stakeholders
- Questions answered by roles and responsibilities

Learn from Experience

- Importance of looking for and recording lessons
- Gathering lessons
- Responsibility for seeking lessons

Managing by Stages

- What is management stages
- Advantages of working in stages
- Minimum management stages in a project

Manage by Exception

- Project variables
- Tolerances
- Purpose of managing by exception

Focus on Products

- Importance of defining project
- Project product description
- Advantages of focusing on products

Tailor to suit the Project

- What is tailoring?
- Advantages of tailoring
- Type of projects that use PRINCE2

Part 3 – Themes

Business Case

- Purpose of Business Case
- Project outputs, outcomes and benefits
- Items done in Business Case theme

Organisation

- Analysis of people involved in a project
- Different project interests
- Levels of project structure
- Stakeholder communication management approach
- Project organisation structure
- Project assurance

Quality

- What is quality

- Purpose of quality theme
- Quality planning and control
- Customer quality expectations and acceptance criteria
- Quality register and how quality will be managed
- **M**ust have **S**hould have **C**ould have **W**ont have (MoSCoW)
- Quality assurance

Plans

- Purpose of Plans theme
- Levels of a Plan
- Planning horizon
- Steps in Product Based Planning

Risk

- What brings *uncertainty* in projects?
- Purpose of risk theme
- How risk is managed in a project
- Describing risk (cause, event and impact)
- Risk management process

Change

- How change is managed in a project
- Purpose of change theme
- Managing issues and change requests
- Baseline
- Change document reports

Progress

- Purpose of Progress theme
- How progress is achieved
- PRINCE2 log files
- PRINCE2 performance (time driven) reports
- PRINCE2 event driven reports
- Tolerances and exceptions

Advanced PRINCE2

The purpose of the course is to focus on the application of PRINCE2 methodology in a real life environment. Hence the training covers the 7 Principles, 7 Themes and 7 Processes through case study assessment analytics and development.

We assume delegates are fully knowledgeable on PRINCE2 basics. Then as revision; the training first goes through a variety of questions pertaining to Principles, Themes and Processes. After this, delegates then go through two different case studies and answer questions related to each case study.

Again, the sole purpose is to enable understanding of PRINCE2 application when implementing and managing a real project.

A total of 23 Project Management templates will be provided to help customise and manage project affectively.

1. Benefits Management Approach
2. Business Case
3. Change Control Approach
4. Checkpoint Report
5. Communications Management Approach
6. Daily Log
7. End Project Report
8. End Stage Report
9. Exception Report
10. Highlight Report
11. Issue Register
12. Issue Report
13. Lessons Log
14. Plan
15. Product Description
16. Project Brief
17. Project Initiation Document
18. Project Product Description
19. Quality Management Approach
20. Quality Register
21. Risk Management Approach
22. Risk Register
23. Work Package