

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 the answer and sets up an organisation 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 focused 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 shows a 'controlled break' between the Project Manager, Team Manager and the implementation of the products. In MP products are created, quality checked and delivered.

Managing Stage Boundaries (SB)

All projects, need to be focused on delivering business benefits, 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, the 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 organisation concerned. This Theme addresses how the idea is developed into a viable investment proposition for the organisation and how project management maintains the focus on the organisation's objectives throughout the project.

Organization

The organisation 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 organisation. 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 validity 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.

Prince2 Detailed Quick Reference Guide

Paul E. Harris



Prince2 Detailed Quick Reference Guide:

Prince2 for Beginners : For Certification and Study Guide for Project Management Paul Holdbrook, 2016-04-26
PRINCE2 Projects IN Controlled Environments is a widely used method for managing projects particularly in the United Kingdom as well as in other countries I wrote this book to develop the reader's working knowledge of all aspects of PRINCE2 with the goal of providing a truly useful self study manual for the PRINCE2 Foundation qualification The book is based on the most recent revisions to the method made in 2009 so it's as current as any other resource on the market today I have written this guide as an efficient self study manual that presents what you need to grasp the fundamentals of PRINCE2 and understand it as a logical system It is specifically aimed at readers who are studying for the Foundation qualification and want to get the most out of their study time Although anything in this book can appear on the examination certain parts of the method show up repeatedly so at the end of the chapter you will find a list of the concepts you should review more intensively along with study tips and tricks In the second part of the book you will find 75 sample test questions followed by a separate section giving the answers and which element of the method each question is taken from This way you can focus on a particular area of PRINCE2 where you need to do more work

An Introduction to PRINCE2 , 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

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efficiently Lean Six Sigma For Dummies outlines the key concepts of this strategy in plain English and explains how you can use it to get the very best out of your business Combining the leading improvement methods of Six Sigma and Lean this winning technique drives performance to the next level PRINCE2 Planning and Control Using Microsoft Project Paul E. Harris,2007 Annotation A user guide written for Project Management Professionals in any industry who wish to learn or improve their skills in Microsoft Project 2000 onwards in conjunction with the PRINCE2 Project Management Methodology and discover how to get the most out of the software up to an intermediate level using Standard or Professional versions

PRINCE2 2009 Planning and Control Using Microsoft Project 2010 Paul E. Harris,2010 This book is primarily a Microsoft Project book and designed to teach project management professionals who understand the PRINCE2™ methodology to use Microsoft Project to plan and control PRINCE2™ projects It identifies which PRINCE2™ processes may be handled with Microsoft Project 2010 and how the software may be effectively used to assist in managing a project Paul Harris manual unlocks the power and versatility of Microsoft Project with a logical presentation of the tool in the context of a PRINCE2 project scenario Earned Value Management – Fast Start Guide Roland Wanner,2020-02-16

Discover How to Make Your Project Control Even More Effective and Bring More Transparency and Security to Your Projects This book covers the basic concepts of EARNED VALUE MANAGEMENT in an easy understandable way You will find on more than 200 pages comprehensive knowledge about Earned Value Management simply explained with more than 50 illustrations and aligned with the PMBOK Guide 6th Edition 2018 Project control and reporting of costs schedules technical progress and risks is essential in projects With EARNED VALUE MANAGEMENT EVM you get an extremely effective project control tool to bring the necessary transparency and security to your projects Find out the answers to this difficult questions The actual costs are lower than the planned costs Does this mean that the project is working well or that it is behind schedule The actual costs are higher than the planned costs and the project is half completed What are the estimated costs of the project when it is completed When will the project be completed How efficiently are we using our time and resources How much will the profit or ROI be at the end of the project With the answers to these questions you will quickly know the real status and health of your project Overly optimistic estimates regarding actual project progress are quickly revealed with the EVM performance figures This way you obtain early warning signals to manage your project successfully and you can also make early forecasts of the project end costs and the probable project duration In this book you will discover the most important concepts of Earned Value Management in order to apply it successfully You will learn about the following topics Project control fundamentals The Genesis of Earned Value Management What is Earned Value Management and why do we need it Project and budget planning when using Earned Value Management The calculation of the Earned Values and its derived EVM performance figures Project monitoring and forecasts with EVM performance figures Reporting when using Earned Value Management Implementing Earned Value Management With its comprehensive glossary containing definitions of all

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Planning and Scheduling Using Microsoft® Project 2010 Paul E. Harris,2010 The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software It starts with the basics required to create a schedule through resource planning and on to the more advanced features A chapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the book Microsoft® Project 2010 is an extensive software update with many new functions and as a result this is a complete rewrite of the author's previous book It is designed to teach project management professionals how to use the software in a project environment **Planning and Scheduling**

Using Microsoft Office Project 2007 Paul E. Harris,2007 This book is a straightforward practical guide on how to use Microsoft Project 2000 up to an intermediate level in a single project environment It is aimed at any industry including building construction oil and gas software development government and defense [The Risk IT Practitioner Guide](#) Isaca,2009 [Value Management Guidance for Assurance Professionals](#) Isaca,2010 **Planning and Control Using**

Microsoft® Office Project and PMBOK® Guide Fourth Edition Paul E. Harris,2010 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK® Guide Fourth Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK® Guide environment and discover how to gain the most from the software [Project Planning and Control Using Primavera P6](#) Paul E. Harris,2008 A user guide and training manual written for Project Management Professionals who wish to learn how to plan and control projects in an established Primavera P6 and earlier Enterprise versions with or without Resources and Roles Project This book is an update of the author's Primavera Version 5.0 book and contains more chapters including Global Change Multiple Project Scheduling Managing the Enterprise Environment Resource Optimization and Leveling It has been written using the

Construction and Engineering version but may be used by any industry and covers Versions 4 to 6 The book is packed with screen shots constructive tips and contains workshops with solutions at the end of each chapter for the reader to practice the skills taught This publication ideal for people who would like to quickly gain an understanding of how the software operates up to an intermediate level It covers Primavera Versions from 3 5 onwards and it explains some of the differences from SureTrak P3 Microsoft Project and Asta Powerproject to assist people converting from other products The book is designed to teach planners and schedulers in any industry how to setup and use the software in a project environment It explains in plain English and in a logical sequence the steps required to create and maintain an unresourced and resourced schedule It tackles some of the more complex aspects of the software that the user manual does not address It highlights the sources of information and the methods that should be employed to produce a realistic and useful project schedule **Project**

Management QuickStart Guide Chris Croft, 2022-05-31 THE ULTIMATE BEGINNER S GUIDE TO PROJECT

MANAGEMENT Includes FREE Digital Bonuses Risk Assessment Template Communications Plan and More Learn Why QuickStart Guides are Loved by Over 1 Million Readers Around the World Project management is how things in the world get done Everything You Need to Know About Project Management in a Comprehensive Easy to Understand Guide Whether you re launching a rocket or planning a birthday party project management skills are critical for ensuring that everything goes off without a hitch Now more than ever organizations are looking for flexible profitable and efficient ways to achieve their goals and effective project management is the answer Not only is it an in demand skill in nearly every industry but it s also one of the most transferable skills you can acquire In Project Management QuickStart Guide author speaker trainer and project management expert Chris Croft draws on his 30 years of experience to deliver a comprehensive guide for would be project managers experienced project planners and everyone in between Written by a Project Management Expert Instructor with Over 30 Years of Experience As one of the UK s leading business project management and leadership trainers Chris knows how break down the sometimes complex world of project management into actionable and easy to digest concepts Insights from his dozens of courses that have reached over ten million students across the globe can be found within Project Management QuickStart Guide It doesn t matter if you are a reluctant project manager hesitant to step into the role a manager with a new set of responsibilities or a business owner looking to grow your business you can learn and implement world class project management skills to achieve your goals Project Management QuickStart Guide is Perfect for Entrepreneurs managers or business owners who want a systematized way to achieve their business goals on time and under budget New or experienced project managers who want to hone their craft with expert guidance Jobseekers looking to supercharge their resumes and increase their value in the labor marketplace Students preparing for a career in the business world Anyone who wants to break down complex projects into manageable tasks better manage resources and maximize their time management skills With Project Management QuickStart Guide You ll Easily Understand These Crucial Concepts

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Инвестиционный анализ. Учебное пособие для бакалавриата и магистратуры Елена Румянцева, 2019-06-02

Implementing and Continually Improving IT Governance Isaca, 2009 **Handbook of Library Training Practice and Development** Alan Brine, 2016-04-22 Librarians must now work at a different level from that required 20 years ago but the training available is not always appropriate or accessible to all The authors of this volume have responded to this significant and continuing change within the profession by offering a much needed guide to best practice for staff training and development in library and information work This handbook addresses new aspects of service provision both in the UK and abroad and provides an up to date review of the current developments that are becoming increasingly important to librarians through the influence of the electronic age and the widening of areas of professional involvement The Handbook of Library Training Practice and Development will be invaluable to those responsible for the development of staff and line managers as well as providing a crucial insight into the information profession for anyone new to this career path or looking to develop their knowledge within it

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