PRINCE2 ORGANISATION STRUCTURE

PROJECT BOARD

| SU | EXEC | SS |

PROJECT ASSURANCE

PROJECT MANAGER

PROJECT SUPPORT

TEAM MANAGERS

PLANS

BUSINESS CASE

CONFIGURATION MANAGEMENT

EXCEPTION REPORTS

LESSONS LEARNED REPORT

END PROJECT REPORT

PROJECT MANDATE

PROJECT BRIEF

PID

CHECKPOINT REPORTS

HIGHLIGHT REPORTS

END STAGE REPORTS

PRINCE2 versus small projects?
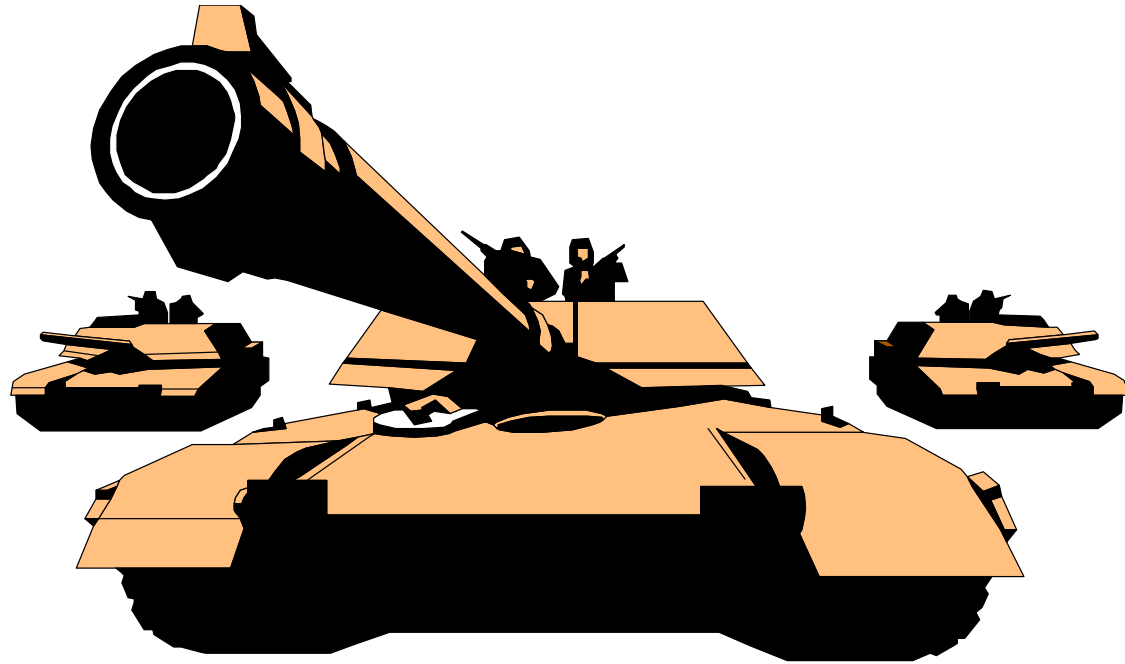
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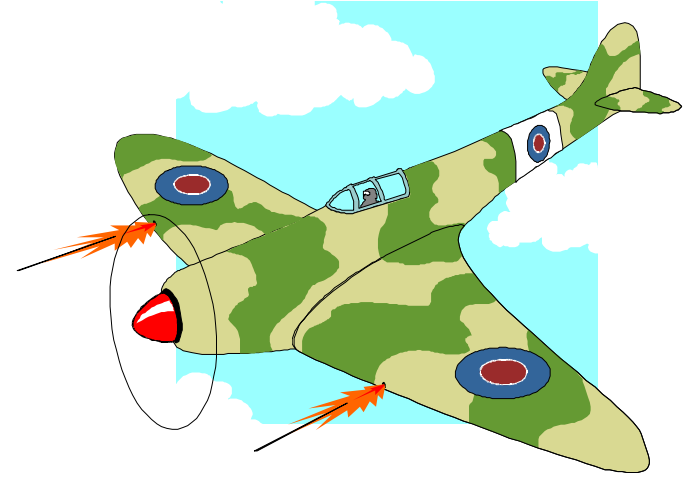EXCEPTION REPORTS

CHECKPOINT REPORTS

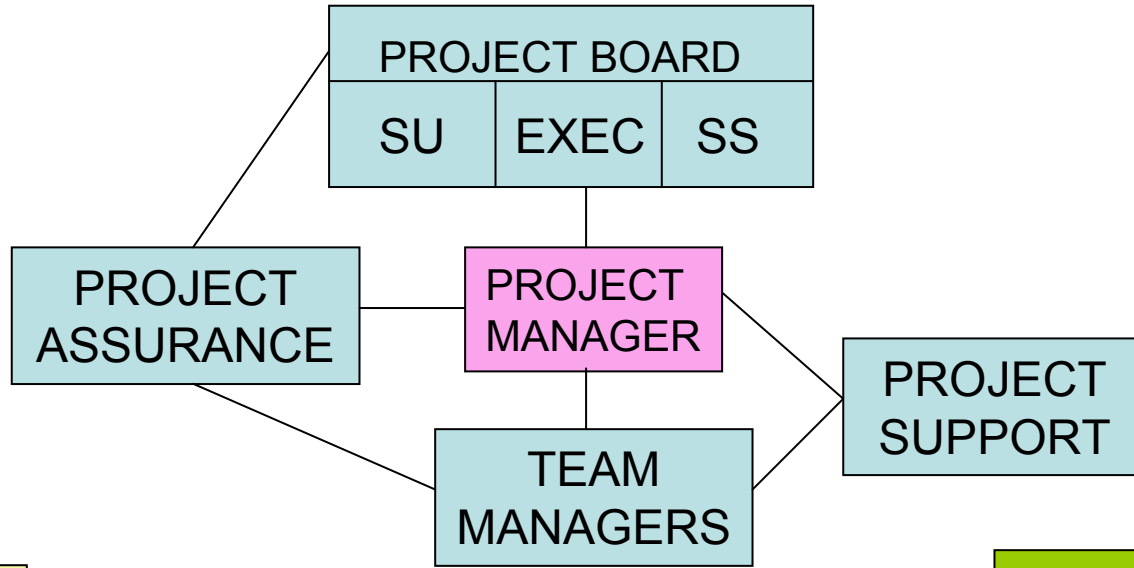LESSONS LEARNED REPORT
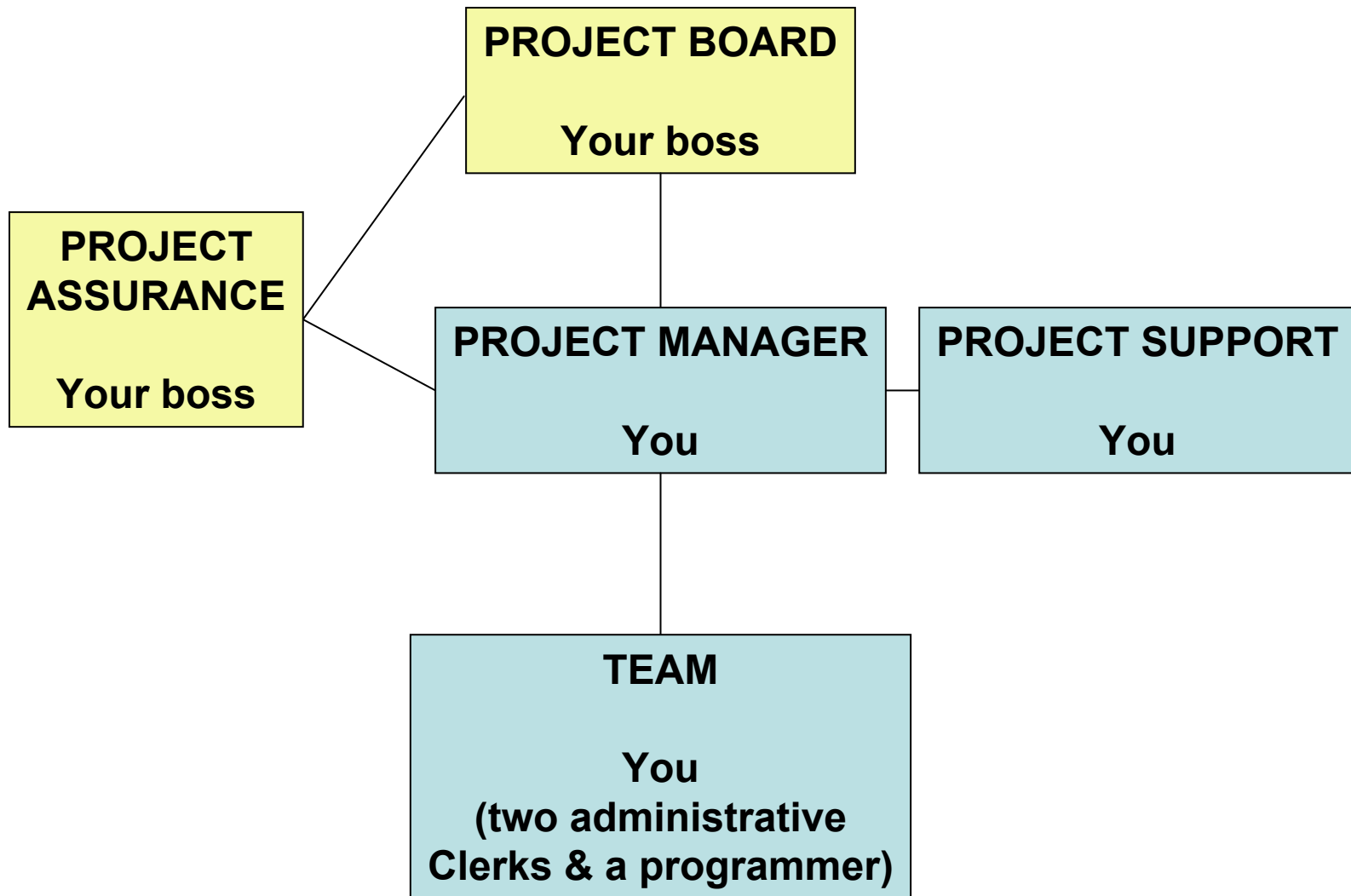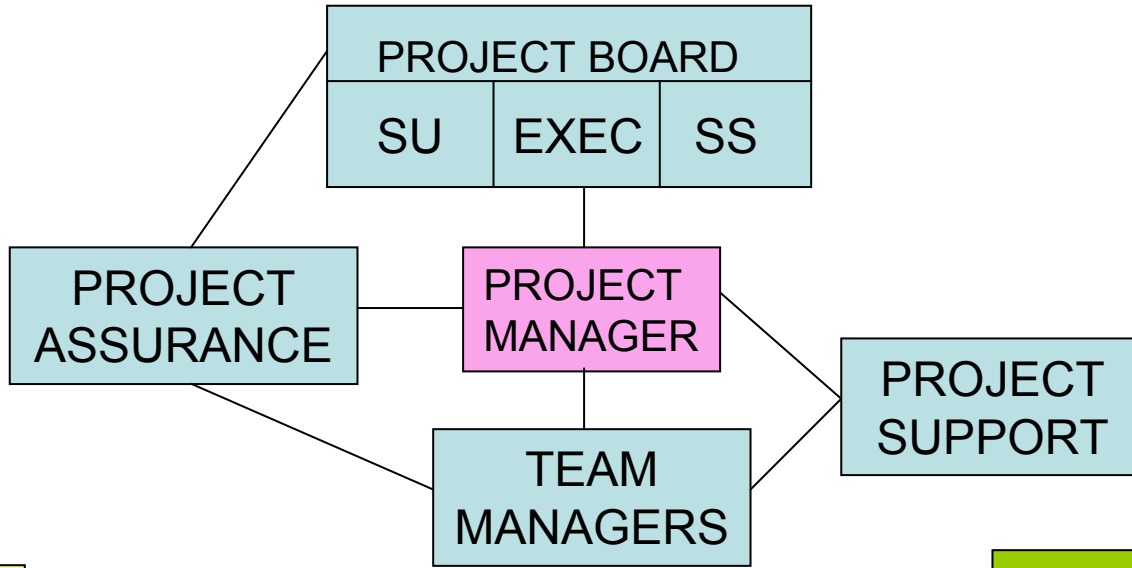
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END STAGE REPORTS

WORK PACKAGE

- DATE
- TEAM/PERSON AUTHORISED
- WORK DESCRIPTION
- PRODUCT DESCRIPTION(S)
- TECHNIQUES/ TOOLS/ PROCESSES TO BE USED
- INTERFACES OF THE FINAL PRODUCT

- INTERFACES DURING WORK
- AGREEMENT ON EFFORT, COST, START & END DATES
- CONSTRAINTS
- REPORTING
- PROBLEM HANDLING
- SIGN-OFF

WORK PACKAGE EXAMPLES

- **A gardener is coming to clean up your garden, a job probably taking no more than a day**

- **You want an instruction manual to be updated**

- **You want someone to write an article for your newsletter**

- **An IT system needs a small repair or improvement**

- **<u>Work Package for Cleaning up the garden</u>**

- **Date****: March 20th 2002**

- **Person authorised****: Dougal**

- **Work Package Description**

- **Clean up the borders, hedges and patio of 42 The Cuttings, East Cheam and remove the garden rubbish created by the work.**

- **Tools to be used:**

- **You are to provide your own tools. If needed, a power point is available in the house porch.**

Interfaces to be maintained during the work:
You do not need permission from my neighbour at number 40 if you have to enter her garden to do any of this work, but if you need to enter the garden of number 44, I will need to get her permission first.

Effort, cost, start and end dates:
We have agreed that you will do the work on Thursday, 21st March 2002. You have estimated the work at 8 hours at a cost of £5 an hour.

Constraints
Avoid entering the grounds of number 44 without first consulting me. Don't use any weed killers or patio cleaner fluid that may damage the lawn.

Sign-off:
I will agree completion after a satisfactory quality check.

<u>**Product Description**</u>

Title: **Cleaned borders and patio, cut hedges.**

Purpose: **To be a tidy and attractive surround to the house**

Composition

Weed-free and bramble-free borders

Dead-headed hydrangeas

Pruned roses

Clipped hedges

Borders with dead plants removed

Weed-free and clean patio

Quality Criteria

•Meets the Composition section.

•Hedge at side of house cut on a level with the side wall.

•Front face of hedge to be trimmed back to present a flat, even appearance.

•All cuttings and rubbish caused by the work removed from the premises.

•Patio to have any surface dirt, algae and weeds removed.

•The plant pots on the patio will have to be moved onto the lawn during patio cleaning and put back afterwards.

Quality Method:

Visual inspection against the Product Description

Quality Checking Skills

I will be responsible for the quality check

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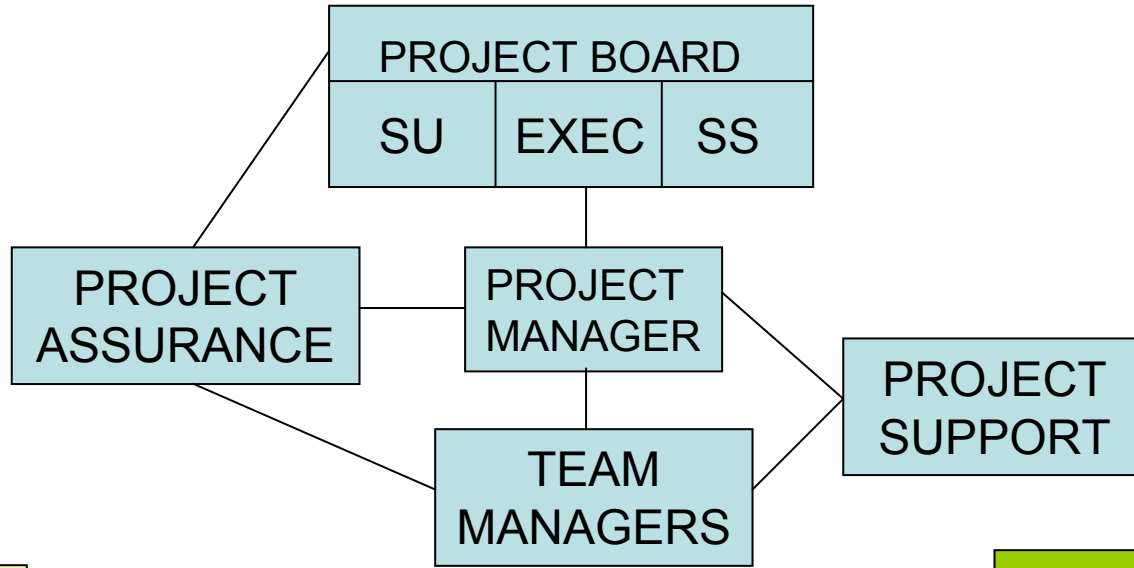
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PLANS

- All work should be planned
- How many times do we rush into a 'small job' and later find that we forgot something, or got the sequence of work wrong?
- Communication/discussion/agreement

BUSINESS CASE

- Reasons for doing the project
- Can you answer the question 'why are you doing this'?
- How much is it worth?
- If all projects 'must be done', how can I choose between them when I can't afford to do all of them?

SMALL PROJECT & PRINCE2 DOCUMENTS

- PROJECT MANDATE

  - Someone has to say that a job/project is required – the trigger

- PROJECT BRIEF

  - Did the Mandate give you enough information?

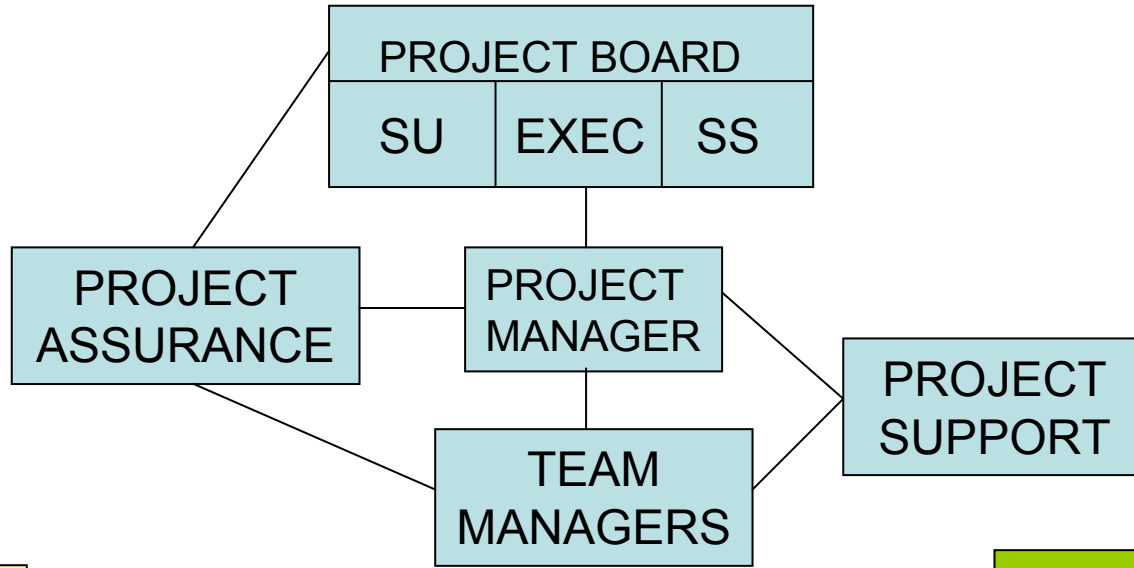 - Can you combine this with the Project Initiation Document?

SMALL PROJECT & PRINCE2 DOCUMENTS

- CHECKPOINT REPORTS
  - Probably only one team, so not required
- HIGHLIGHT REPORTS
  - How many will be needed?
  - Oral?
- END STAGE REPORTS
  - Probably only one development stage
  - If so, replace it with the End Project Report

SMALL PROJECT & PRINCE2 DOCUMENTS

- EXCEPTION REPORT
  - Needed if you deviate from your plan
- END PROJECT REPORT
  - How well did the project perform?
  - Oral? How much detail is wanted?
- LESSONS LEARNED REPORT
  - Still a good idea for future projects
- POST-PROJECT REVIEW PLAN
  - Were measurable benefits expected?

PRINCE2 ORGANISATION STRUCTURE

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│   PROJECT    │      │   PROJECT    │      │   PROJECT    │
│  ASSURANCE   │      │   MANAGER    │      │   SUPPORT    │
└──────────────┘      └──────────────┘      └──────────────┘
                      ┌──────────────┐
                      │     TEAM     │
                      │   MANAGERS   │
                      └──────────────┘
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HOW MUCH OF PRINCE2 TO USE?

- How may people need to be involved?
- Which roles can be combined?
- What reports are needed?
- What information is vital?
- Do these reports have to be in writing?
- You need all PRINCE2 components and processes, but to what level?
- PRINCE2 is a framework, not a set of chains
- Use your common sense