PRINCE2®
TRAINING ORGANIZATION ACCREDITED BY
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PROCESS MODEL

Corporate / Programme

Project mandate

Corporate advice and decisions

Direction

Initiation notification

Project authorization notification

Project Board request for advice

Closure notification

Starting up a project

Directing a project

APPROVE
- End project report
- (Updated) business Case
- (if updated) benefits review plan
- Lessons report

Activity Authorize initiation

Activity Authorize the project

Activity Authorize a stage or exception plan

Activity Give ad hoc direction

Activity Authorize project closure

Activities
Appoint the Executive and the Project Manager

Project brief

Authority to initiate a project

PID

Stage authorization

Exception plan

Benefits mgt approach

Exception plan request

Project Board advice

Premature close

End project report

Benefits mgt approach

PID

Business case

Lessons report

Capture previous lessons

Stage plan (Initiation)

Lessons log

Benefits mgt approach

Exception plan approved

New issue (raise)

Design and appoint the project management team

Request to initiate a project

Request to deliver a project

Stage plan (next stage)

End stage report (current stage)

Exception raised

Highlight report

Closure recommendation

Prepare the outline business case

Request to approve exception plan

Request to approve next stage plan

PID

Project Manager Request for advice

Exception report

Issue report

Select the project approach and assemble the project brief

Management

CREATED
- Daily log
- Lessons log
- Project brief, comprising
  - Outline business case
  - Project product description
  - Project approach

Initiating a project

Activities
Agree the tailoring requirements
Prepare the risk management approach
Prepare the change control approach
Prepare the quality management approach
Prepare the communication management approach
Set up the project controls
Create the project plan
Prepare the benefits management approach
Assemble the project initiation documentation (PID)

Managing a stage boundary

Activities
Plan the next stage
Update the project plan
Update the business case
Report stage end
Produce an exception plan

UPDATED
- PID
- Config item records
- Risk register
- Issue register
- Quality register
- Project plan
- Business case
- Benefits mgt approach

Closing a project

Activities
Prepare planned closure
Prepare premature closure
Hand over products
Evaluate the project
Recommend project closure

CREATED
- Follow-on action recommendations
- Lessons log
- End project report

UPDATED
- PID
- Project plan
- Issue register
- Config item records
- Benefits review plan

Plan the initiation stage

CREATED
- Risk management approach
- Change control approach
- Quality management approach
- Communication management approach
- Project plan
- Detailed business case
- Risk register
- Configuration item records
- Issue register
- Quality register
- Benefits management approach

CREATED
- Stage plan
- Product descriptions (next stage)
- End stage report (current stage)
- Lessons log
- Exception plan

Stage boundary approaching

Stage boundary approaching

Project end approaching

CLOSED
- Risk register
- Issue register
- Quality register
- Daily log
- Lessons log

UPDATED 2017 VERSION

Controlling a stage

Activities
Authorize work packages
Review work package status
Receive completed work packages

Activities
Review the management stage status
Report highlights

Activities
Capture and examine issues and risks
Escalate issues and risks
Take corrective action

UPDATED
- Quality register
- Config item records
- Team plans
- Work package

CREATED
- Team plan
- Checkpoint reports

AGREED
- Work package

Authority to deliver a work package

CREATED
- Work packages
- Highlight report (current period)
- Issue report
- Exception report

UPDATED
- Stage plan (current stage)
- Config item records
- Risk register
- Issue register
- Quality register
- Work package
- Lessons log
- Issue report
- Daily log

Completed work package

New risk (raise)

New issue (raise)

Delivery

Legend

These are management products that are created or updated by a process's activities.

This is an event or decision which triggers another process or is used to notify corporate or programme management.

Activity Accept a work package

Activity Execute a work package

Activity Deliver a work package

Managing product delivery

PRINCE2 PROCESS MODEL
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