



PROGRESS THEME

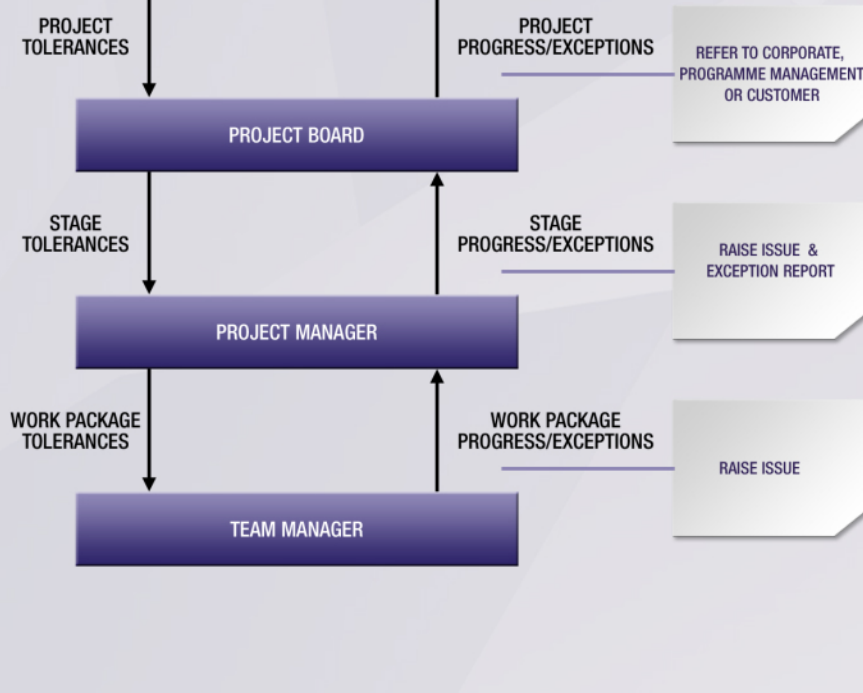
PRINCE2®

PROGRESS THEME AND THE PRINCIPLES

To be PRINCE2®, as a **minimum**, a project must:

- Define its approach to controlling progress in the **project initiation documentation (PID)**
- Be managed by stages
 - Supporting 'manage by stages' principle
- Set tolerances and be 'managed by exception' against the tolerances
 - Supporting 'manage by exception' principle
- Review the business justification when exceptions are raised
 - Supporting 'continued business justification' principle
- Learn lessons
 - Supporting 'learn from experience' principle

DELEGATING AUTHORITY VIA TOLERANCE



Types of tolerance:
Time & Cost
also for
Scope, Risk, Quality & Benefits

Supporting the 'manage by exception' principle

PROJECT CONTROLS

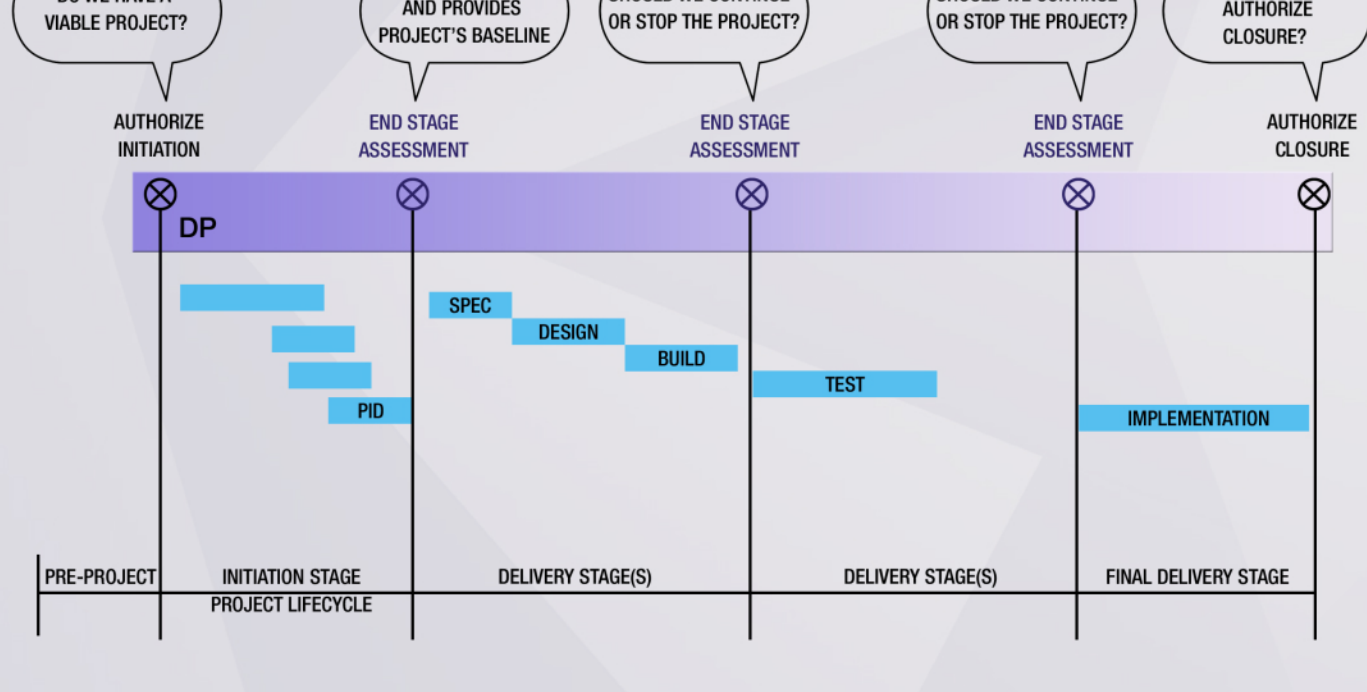
MAIN PROJECT BOARD CONTROLS

- Authorize initiation, the project (PID), each stage & closure
- Highlight Reports
- Stage level tolerances
- End Stage Reports
- Exception Reports
- Issue Reports
- End Project Report

MAIN PROJECT MANAGER CONTROLS

- Authorize Work Packages and related tolerances
- Checkpoint Reports
- Issue, Risk and Quality Registers
- Daily and Lessons Logs

DECISION POINTS FOR PROGRESS CONTROL



CONTROL TYPES AND BASELINES

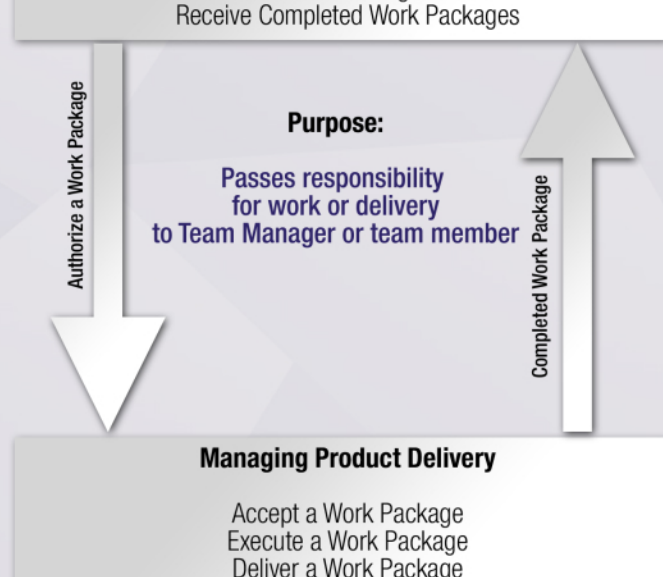
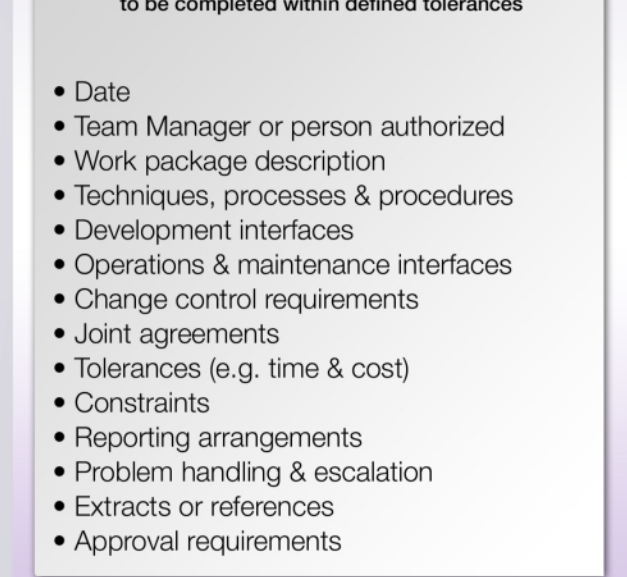
- **Baselines** for progress control
- **Event-driven controls** (for decision-making)
e.g. - End stage assessments and exception reports
- **Time-driven controls** (for monitoring and reporting)
e.g.- Highlight report & checkpoint report

BASELINES FOR PROGRESS CONTROL

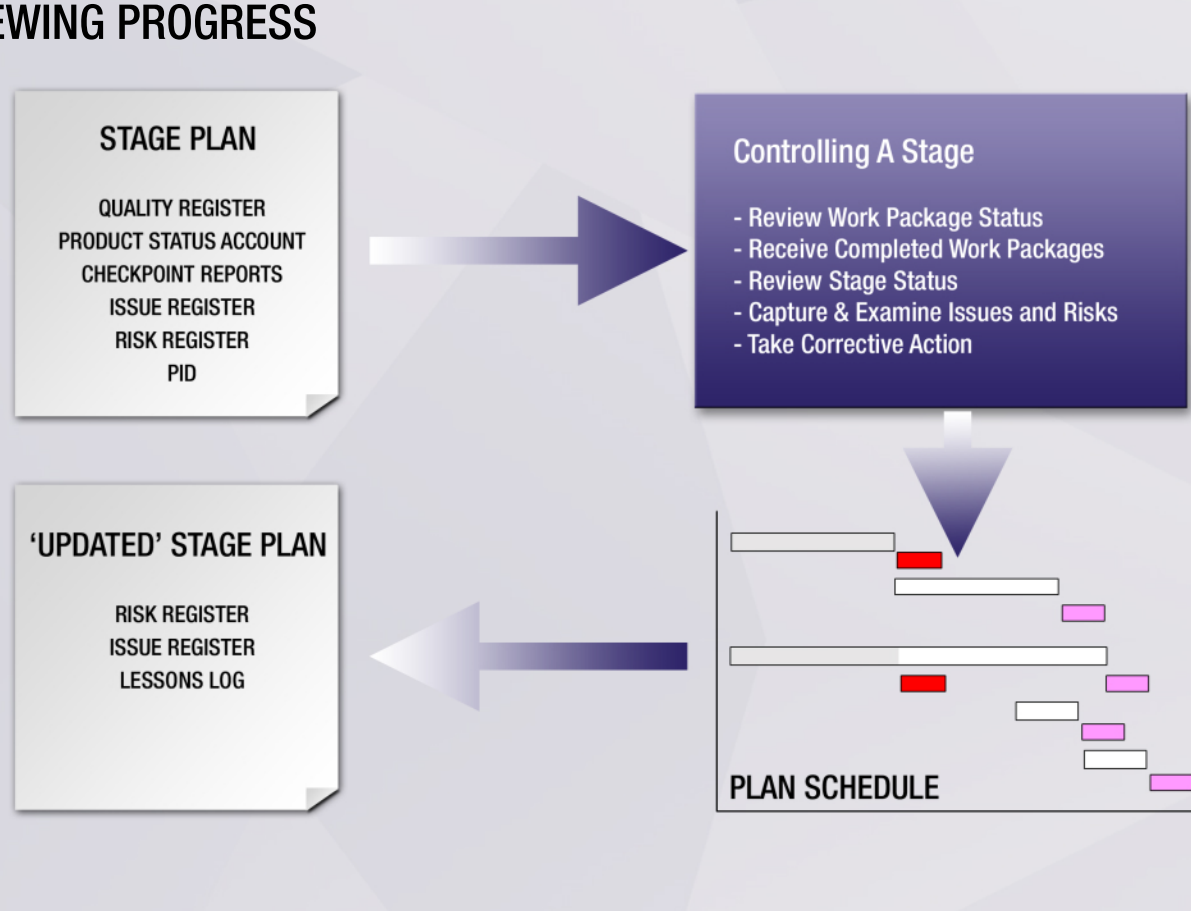
- Project Plan
- Stage Plans
- Exception Plan
- Work Packages



WORK PACKAGE - BASELINE FOR CONTROL



REVIEWING PROGRESS

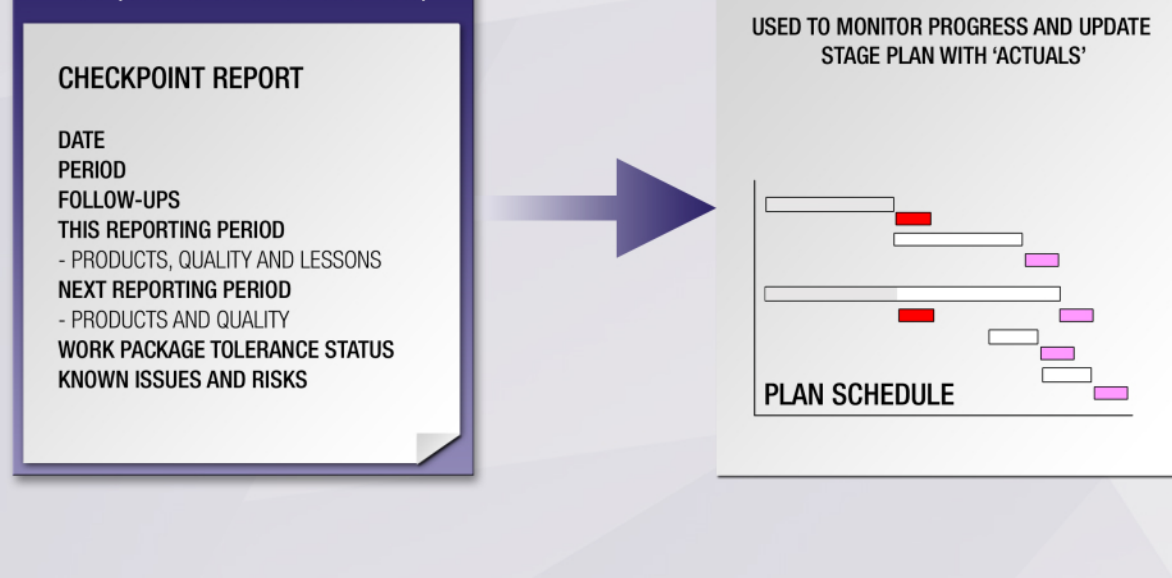


MANAGEMENT PRODUCTS FOR REPORTING PROGRESS

- Provides the Project Manager, at the frequency defined in the work package, progress against the work package
- **Highlight Report**
Provides the Project Board with details of progress for the whole project and/or management stage
- **End Stage Report**
Produced near the end of each management stage. Provides summary of overall project situation to date to enable Project Board's decision on what to do next
- **End Project Report**
Provides the Project Board with information needed to evaluate the project and authorize closure. Produced by the Project Manager towards the end of the project

CHECKPOINT REPORT

To report, at the frequency defined in the work package, on progress against the work package



HIGHLIGHT REPORT

Provides the Project Board (and possibly other stakeholders) with a summary of the management stage status at intervals defined by them (**time-driven**).

The Project Board uses the report to monitor management stage and project progress.



EXCEPTION REPORT

Produced when a stage plan or project plan is forecast to exceed tolerance levels set. It is prepared by the Project Manager in order to inform the Project Board of the situation, and to offer options and recommendations.



RAISING EXCEPTIONS

