



PRINCE2® Passport

Task 1: Project Management and PRINCE2® Principles and Themes

PRINCE2®

For each project management activity, identify the Supported Principle and the Relevant Theme(s). To give you the first one 1. A a

Answers are at the foot of the page.

Project Management Activity

Supported Principle

- A. Continued business Justification
- B. Learn from experience
- C. Defined roles and Responsibilities
- D. Manage by stages
- E. Manage by exception
- F. Focus on products
- G. Tailor to suit the project

1. Creating an outline Business Case
2. Designing a project management team and writing role descriptions.
3. Writing product descriptions for the products to be developed during the project.
4. Producing a 'project plan', for the project as a whole, and a 'stage plan' for each management stage.
5. Setting tolerances to allow management discretion on deviations from the agreed performance targets.
6. Ensuring changes and access to the products is controlled.
7. Ensuring the risk management approach conforms to any existing company risk policies and procedures.
8. Identifying useful information from previous projects which can be applied to this project.
9. Ensuring terminology use in the project is consistent with any internal company PM standards or policies.
10. Continuously ensuring the balance of risk exposure does not outweigh the benefits.
11. Ensuring the acceptance criteria for the project product are agreed and clearly defined.
12. Escalating an issue that is forecast to cause a deviation from the agreed tolerances to the next level of management for their attention.
13. Ensuring the level of control and reporting frequency suits the size and complexity of the project.
14. Assessing whether identified issues might have a material impact on the project's business case.
15. Using lessons to inform risk identification and management.
16. Defining the project's approach to quality planning & control.
17. Defining the approach to communicating and engaging with stakeholders.
18. Establishing a common understanding of the project's scope and quality criteria.
19. Combining some project management team roles to suit the individual needs of the project.
20. Defining which roles and responsible for planning.

Relevant Theme(s)

- a. Business case
- b. Organization
- c. Quality
- d. Plans
- e. Risk
- f. Change
- g. Progress