PRINCE2 PRODUCT MATRIX

PRINCE2 2009 Product Matrix Processes / Activities	Mandate	Role Descriptions	Appointed team members	Daily Log	Lessons Log	PM Team Structure	Outline Business Case	Project Product Description	Approach	Project Brief	Stage Plan	Risk Management Strategy	Quality Management Strategy	Configuration Management Strategy	Communication Management Strategy	Project Plan	Project Controls	Business Case	PID	Risk Register	Issue Register	Quality Register	Specialist Products	Exception Plan	Benefits Review Plan	Checkpoint Report	Configuration Item Record(s)	End Project Report	End Stage Report	Exception Report	Highlight Report	Issue Report	Lessons Report	Product Descriptions	Product Status Account	Work Package	Follow on action recommendations	Issue	Team Plan	Additional Work Estimates	Acceptance Record	Draft Project Closure Notification	Risk	Approval Records
Starting up a Project																																												
Appoint the Executive & the Project Manager	Pv	Cr	Co	Cr																																								
Capture previous lessons					Cr																																							
Design & appoint the project management team		Cr	Co	Up		Cr																																						
Prepare the outline Business Case				Up			Cr	Cr																																				
Select project approach & assemble Project Brief		Cr		Up					C/S	As																																		
Plan the initiation stage				Up							Cr																																	
Directing a Project																																												
Authorize initiation										Ap	Ap																																	
Authorize the project					Rv													Ap						Ap																				
Authorize a stage or exception plan											Ap							Ap				CA	Ap	Ap			Ap				Db				Db							
Give ad hoc direction																												Rs	Is							Ra							
Authorize project closure																	Co							Ap			Ap				Db				Db							
Initiating a Project																																												
Prepare the Risk Management Strategy												Cr							C/P																								
Prepare the Configuration Management Strategy														Cr						C/P							Cr																
Prepare the Quality Management Strategy													Cr								Cr																						
Prepare the Communication Management Strategy															Cr																												
Set up the project controls		Up				Up											Cr																										
Create the Project Plan		Up				Up										Cr											C/U							Cr									
Refine the Business Case																		Cr							Cr																		
Assemble the Project Initiation Documentation																			As																								
Controlling a Stage																																												
Authorize Work Packages											Up									Up	Up	Up					C/U								Cr			Rv						
Review Work Package status											Up									Up	Up					Rv	Up											Rv						
Receive completed Work Packages											Up																Co																	
Review the stage status					Up						Up									Up	Up											Up											
Report highlights																														Cr														
Capture & examine issues & risks				Up																Up	Up										Cr												
Escalate issues & risks																				Up	Up								Cr		Up												
Take corrective action				Up							Up									Up	Up						Up				Up												
Managing Product Delivery																																												
Accept a Work Package																						Up														Ap			Cr				Ra	
Execute a Work Package																						Up	Cr		Cr	Up										Ra		Up				Ra	Ob
Deliver a Work Package																																				Up			Up					
Managing a Stage Boundary																																												
Plan the next stage											Cr							Up	Up	Up	Up					C/U																	
Update the Project Plan																Up			Up	Up																							
Update the Business Case																	Up		Up	Up				Up																			
Report stage end																												Cr				Cr				Cr							
Produce an Exception Plan																		Up	Up	Up	Up		Cr			C/U																	
Closing a Project																																												
Prepare planned closure																Up																		Cr									
Prepare premature closure																Up				Up														Cr						Cr			
Hand over products																											Up									C/U				Ob			
Evaluate project																												Cr				Cr											
Recommend project closure				Cl	Cl														Cl	Cl	Cl																				Pp			

Legend

As = Assemble
Cl = Close
Ob = Obtain
Rv = Review
C&P = Create & Populate
Co = Confirm
Pp = Prepare
Up = Update
C/S = Create/Select
Cr = Create
Pv = Provide
C/U = Create/Update
Db = Distribute
Ra = Raise
CA = Confirm Approval
Is = Inspect
Rs = Respond

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BLUE MAPLE PROJECT MANAGEMENT

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