Quick Reference Card PRINCE2®7

Based on Managing Successful Projects with PRINCE2®, QRC by Henny Portman, July'23

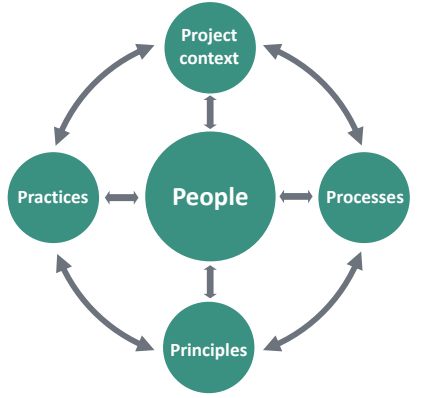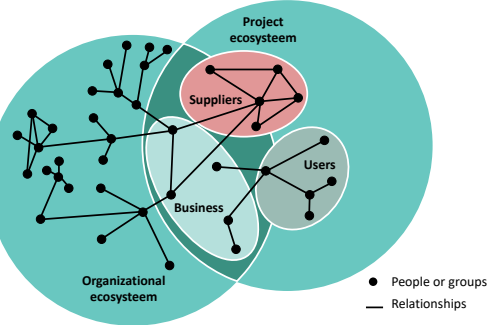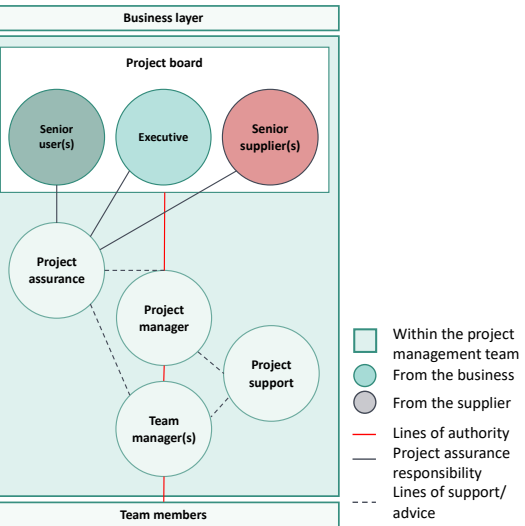## PRINCE2 is based on five integrated elements

Organizational and project eco systems

PRINCE2 Project management team structure

PRINCE2 principles The principles are the guiding obligations that determine whether the project is genuinely being managed using PRINCE2. There are seven principles, and unless all of them are applied, it is not a PRINCE2 project.

People Projects need people, mainly those working on the project and those affected by the project. An understanding of the needs, capabilities, and motivations of the people involved and the relationships between them is crucial to how the project is established and managed.

PRINCE2 practices The practices describe essential aspects of project management that must be applied consistently and throughout the project lifecycle. The seven practices explain the specific treatment required of that aspect of project management for the PRINCE2 processes to be effective and why they are necessary.

PRINCE2 processes The seven processes describe the entire project lifecycle, from activities before getting started, through the stages of project delivery, and to the final act of project closure. Each process has checklists of recommended activities and related responsibilities.

The project context The principles, practices, and processes are applied by the people involved to ensure that the method is fit for the project context.

PRINCE2 project performance aspects There are seven aspects: benefits, costs, time, quality, scope, sustainability, and risk. For each aspect tolerances are to be agreed to facilitate decentralized decision-making.

Processes
- Starting up a project
- Directing a Project
- Initiating a project
- Controlling a stage
- Managing product delivery
- Manage a stage boundary
- Closing a project

Principles
- ensure continued business justification
- learn from experience
- define roles, responsibilities and relationships
- manage by stages
- manage by exception
- focus on products
- tailor to suit the project

Practices
- Business case
- Organizing
- Plans
- Quality
- Risk
- Issues
- Progress

Legend:
- PRINCE2 process
- PRINCE2 practices
- PRINCE2 principles
- Baseline management product
- Record
- Report
- colour of the edge of a management product
- shows relationship with practice
- colour of an arrow corresponds with the input or output to the related process