

P2 PRO

Writing the Project Initiation Document One-Day Workshop

Overview

This course will help PRINCE2™ trained project managers translate the principles of the Project Initiation Document into practice.

Arguably the most critical stage of any project is to ensure the key elements of the justification and plan are clearly stated and communicated to all concerned. It can be easily overlooked as time pressures and organisational enthusiasm sweep all before.

Our clients sometimes choose to combine this course with "Planning in a PRINCE2™ Environment" to provide a broader PRINCE2™ refresh and deepening experience.

Objectives

- Be able to prepare a logical document which brings together the key information needed to start a project on a sound basis
- Appreciate the importance of including justification, time-table, responsibilities, risk management policy and quality control standards
- Understand how to communicate the information effectively to all concerned

Learning Style

- An interactive workshop led by an experienced PRINCE2™ trainer
- A scenario based case study will be used to illustrate key points
- This is not an accredited course and there is no associated examination

Who will the workshop benefit?

- PRINCE2™ project managers who wish to deepen their skills

Prerequisites

- Familiarity with PRINCE2™ methodology
- Ideally Foundation or Practitioner qualification

Workshop Content

Introduction to Project Initiation

- Definitions
- Purpose of the PID

Purpose

- Clear PRINCE2™ definition of project scope
- Breakdown into specific objectives and deliverables

Quality

- Clear definition of features and characteristics of the product
- Process for quality review and monitoring

Context

- Assumptions
- Constraints

Project Organisation

- Roles, responsibilities and interfaces
- Processes to organise and direct the team

Time-table

- Key delivery dates
- Breakdown into project stages

Risk Management

- Identification
- Process for review, analysis and response