

# The PRINCE2® Add-on for P2ware Project Manager

PRINCE2® is a registered trade mark of AXELOS Limited.

Based on: Managing Successful Projects with PRINCE2® 2009 Edition

Material is reproduced under licence from AXELOS Limited.

## Contents

List of figures .....	1
The PRINCE2® Add-on for P2ware Project Manager .....	2
Who and how should use the PRINCE2® Add-on? .....	2
How it is distributed? .....	2
How to install the plugin? .....	2
PRINCE2 Guide .....	3
How to use PRINCE2 Process Plans and PRINCE2 Project Plan templates? .....	14

## List of figures

Figure 1 Activation of the 'PRINCE2® Add-on' .....	3
Figure 2 PRINCE2® Guide view - All PRINCE2 elements together with very quick and easy access. ....	4
Figure 3 Information on the Organization theme .....	4
Figure 4 Information on the Starting up a Project process .....	5
Figure 5 Overview of the Starting up a Project process .....	5
Figure 6 A role description .....	6
Figure 7 A role's themes relevant responsibilities .....	6
Figure 8 An example of a management product outline .....	7
Figure 9 A management product template published by AXELOS Limited .....	8
Figure 10 An example of the health check .....	9
Figure 11 Actions recommended by PRINCE2 and role responsibilities .....	10
Figure 12 The Quick access Glossary .....	11
Figure 13 A list of role description templates available .....	12
Figure 14 A list of management product templates available .....	13
Figure 15 An example of the action checklist .....	15
Figure 16 Marking completed actions .....	16
Figure 17 Controlling completed actions .....	16

## The PRINCE2® Add-on for P2ware Project Manager

The PRINCE2® Add-on for P2ware Project Manager is a set of tools to help application of the PRINCE2 method to managing projects with the P2ware Project Manager 7 software. It contains:

- PRINCE2 Guide
- Quick access PRINCE2 Glossary
- PRINCE2 Process Plans templates
- PRINCE2 Project Plan templates
- PRINCE2 Management Product templates published by AXELOS Limited
- PRINCE2 Role Description templates developed by P2ware Limited,

## Who and how should use the PRINCE2® Add-on?

The PRINCE2® Add-on can be used by PRINCE2 novices as well as by project management experts, however a way of using it is dependent on the user's experience and knowledge of the PRINCE2 method.

The **PRINCE2 Guide** with **Quick access Glossary** should be used to give the user easy access to important parts of the PRINCE2 Manual to remind or to learn the most important elements of the PRINCE2 method.

**PRINCE2 Process Plans** cover activities within the PRINCE2 processes with check lists of actions recommended by the method. They should be imported to a selected PRINCE2 Project Plan template, as required, and used to plan and control managerial activities and actions of the user while managing PRINCE2 projects.

They can also be used by those with the Project Assurance role for checking if the project is managed according to PRINCE2.

The **PRINCE2 Project Plan** template should be used by the project manager to plan and manage PRINCE2 projects using the P2ware Project Manager software.

**PRINCE2 Management Product templates** published by AXELOS Limited and **PRINCE2 Role Description templates** developed by P2ware Limited, can be tailored to the project environment and saved as a part of the project documentation.


## How it is distributed?

The PRINCE2® Add-on for P2ware Project Manager (shortly 'PRINCE2® Add-on') is distributed as a plugin for P2ware Project Manager software as a file named: **PRINCE2® Add-on for P2ware Project Manager.p2plugin**

## How to install the plugin?

Before installing the plugin, the P2ware Project Manager 7 (shortly PM7) software should be installed in the computer.

To install the plugin, click on the plugin file name or open the P2ware Project Manager and use the Plugin Manager.

To get access to the Plugin Manager click the  button in the top left corner. It should be visible in the window on the left side of the P2ware Project Manager 'start screen' as shown in Figure 1.

To activate the plugin, click on its name.

The PRINCE2 Guide as other elements of the plugin have a form of the PM7 plan templates, however it should be used as 'only to read'.

It is sufficient to place the cursor on an icon to read on the relevant element.

To activate required element, click on its icon.

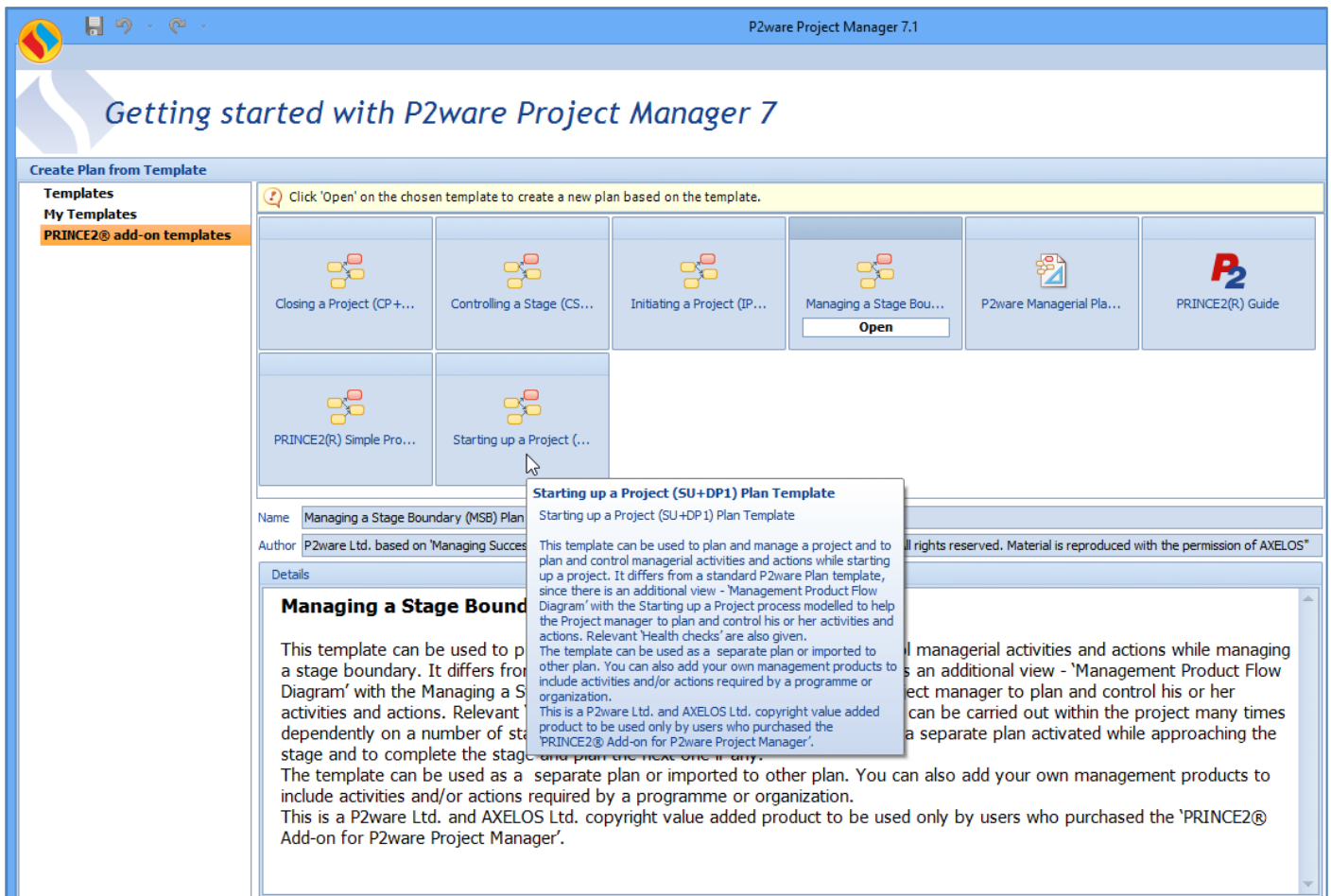


Figure 1 Activation of the 'PRINCE2® Add-on'.

## PRINCE2 Guide

The purpose of the PRINCE2 Guide is to ensure the user an easy access to the most important parts of the PRINCE2 Manual when required, just by one or two clicks.

The Guide has a form of a diagram showing elements of the PRINCE2 methods (Figure 2).

The upper part of the diagram shows groups of elements of the PRINCE2 method:

- Principles
- Themes
- Processes
- Management product outlines
- Role descriptions
- Health checks

The lower part shows a flow of management products and results of management activities within the PRINCE2 management processes and relevant responsibilities).

It is sufficient to select a *Perspective* with the name of a group and locate the cursor on an element of interest to see its relevant information in the *Tooltip* window (Figures 3 to 10). For some elements more information in a structured form is also available in the *Properties* window.

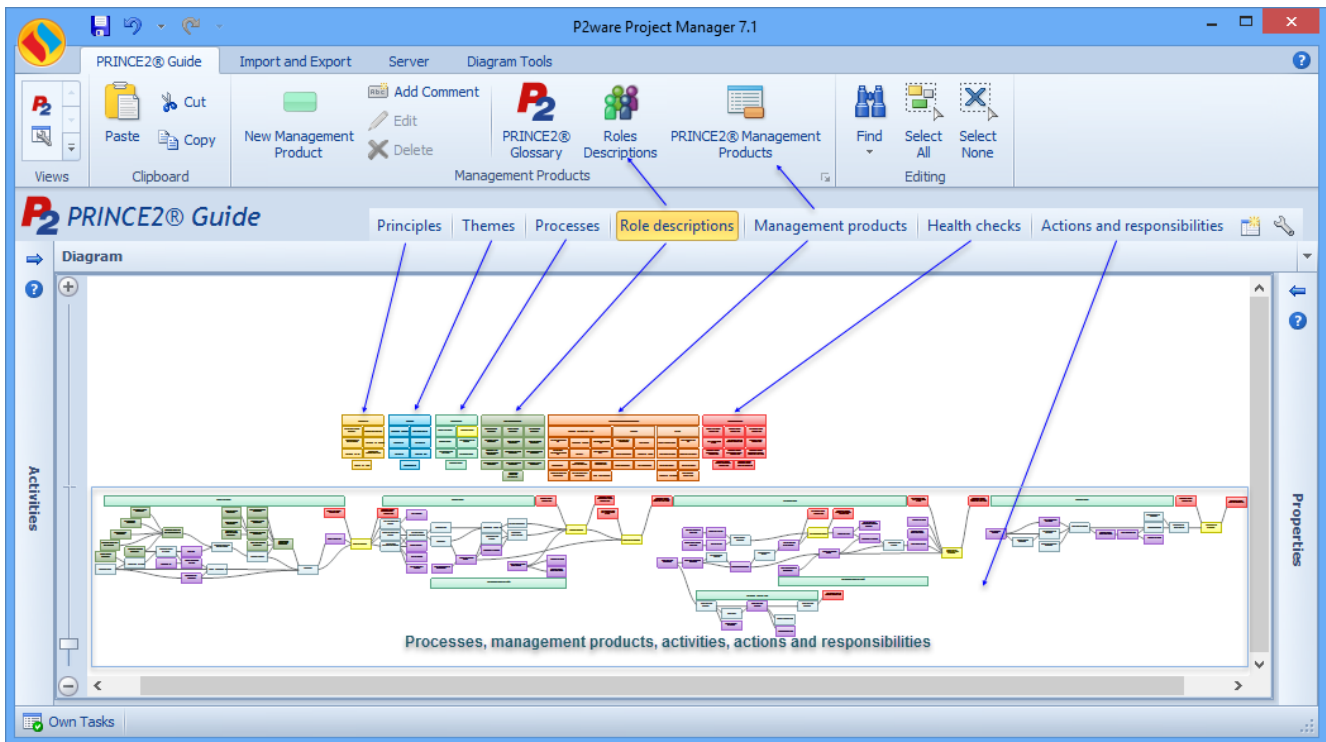


Figure 2 PRINCE2® Guide view - All PRINCE2 elements together with very quick and easy access.

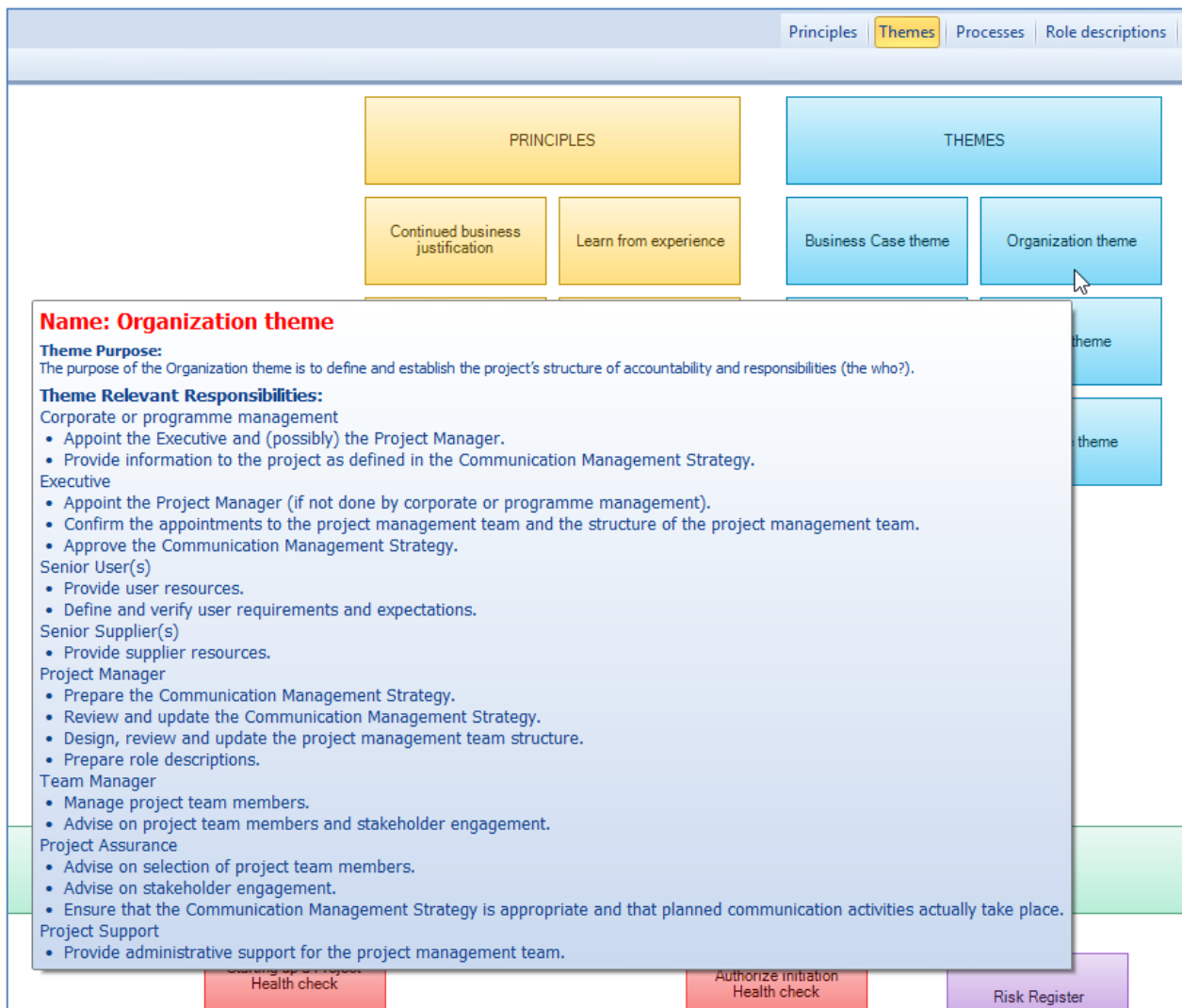


Figure 3 Information on the Organization theme.

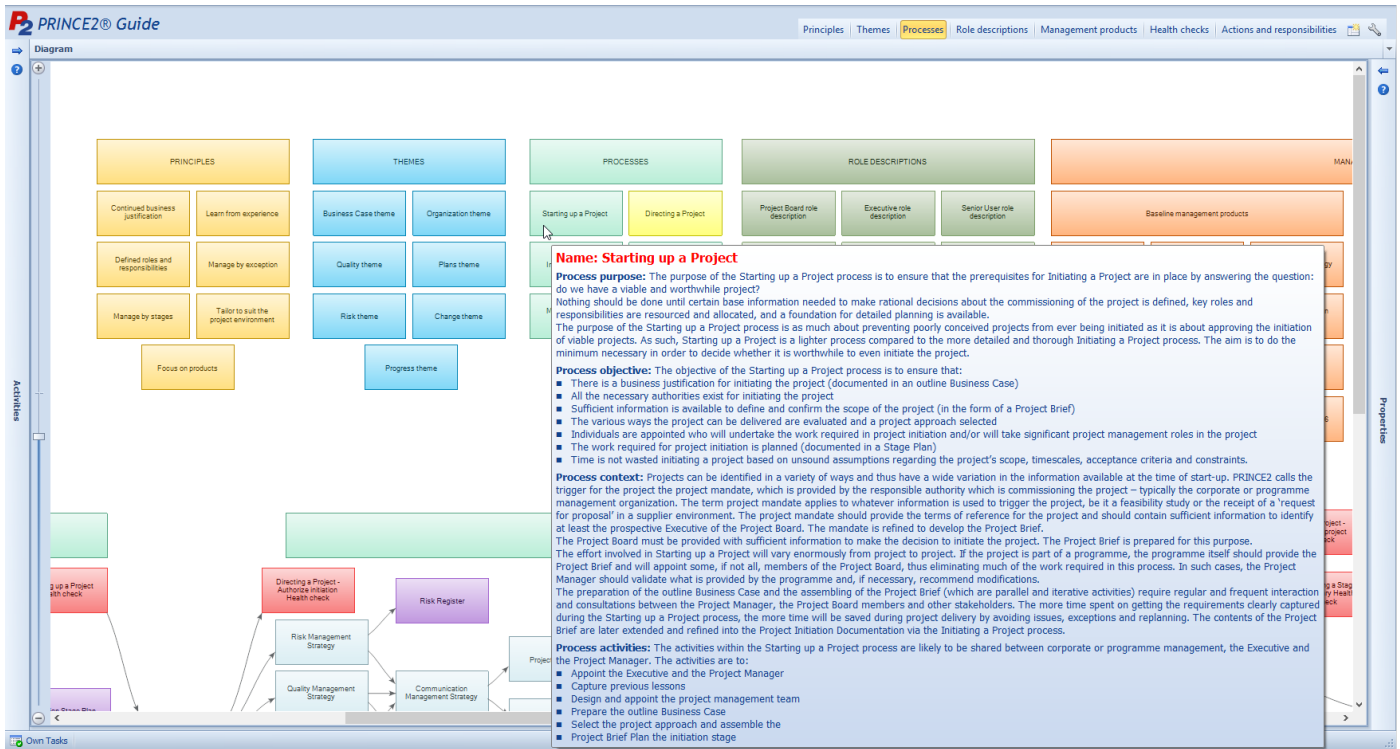


Figure 4 Information on the Starting up a Project process.

More information on some of the elements can be seen in the *Properties* window, as shown in Figure 5.

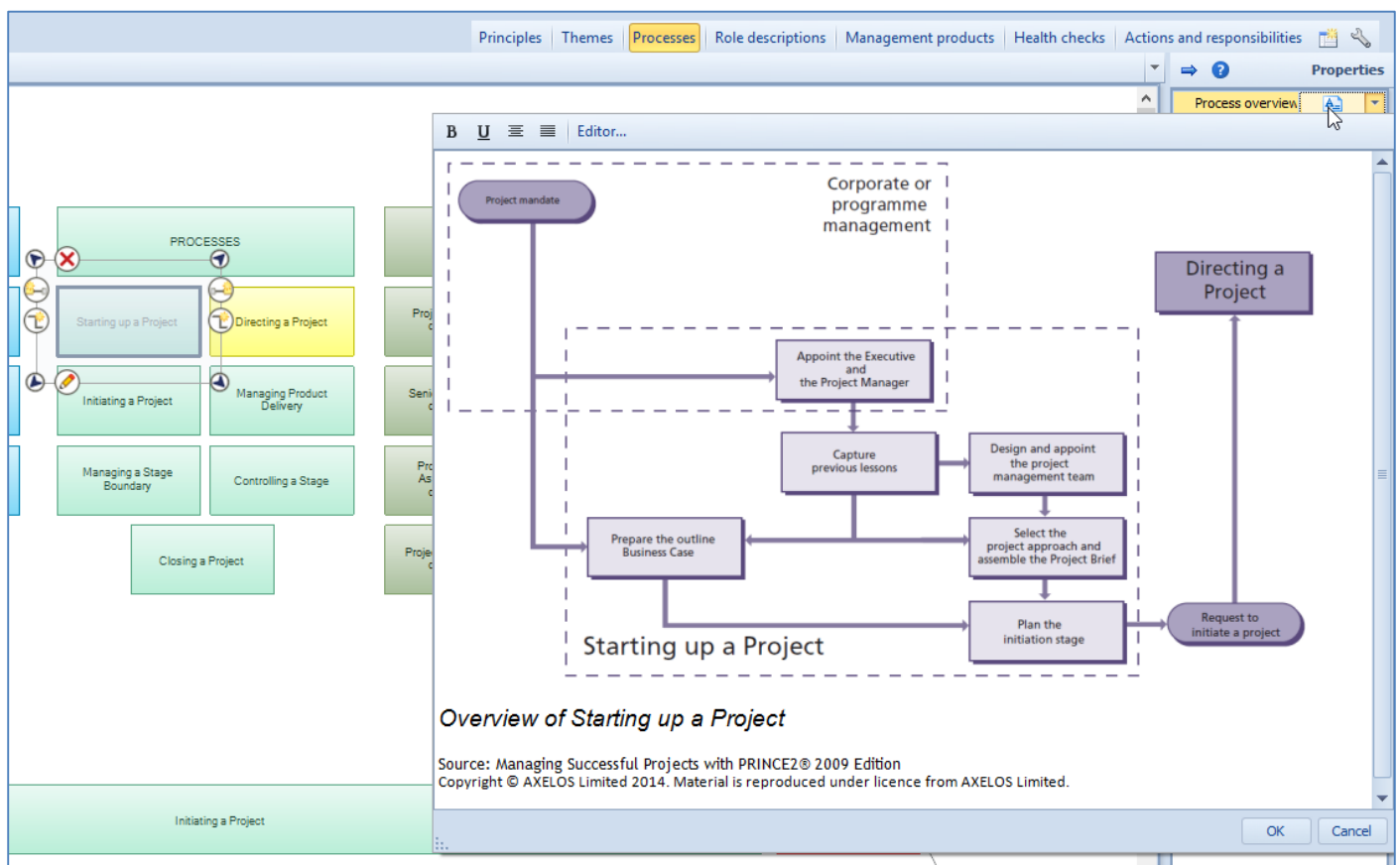


Figure 5 Overview of the Starting up a Project process.

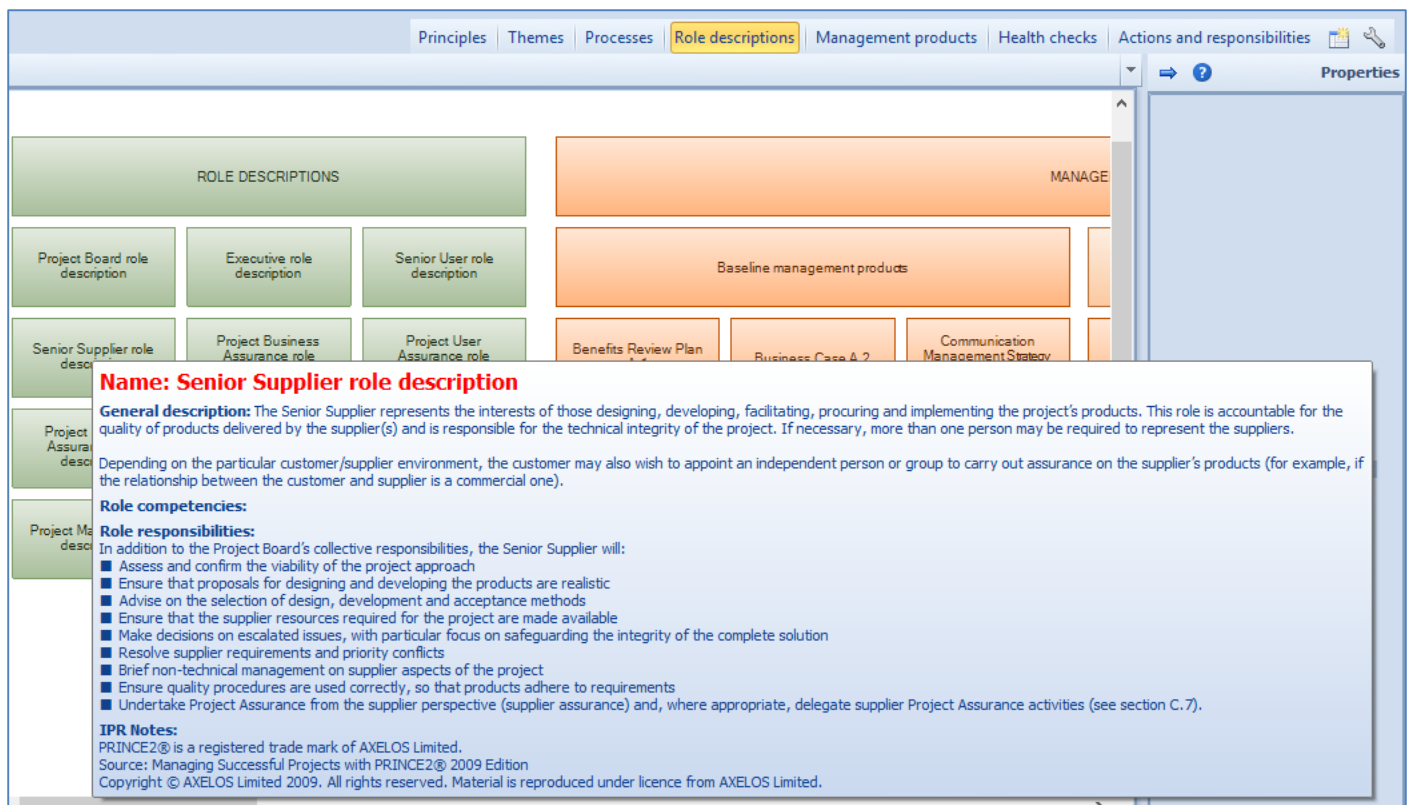


Figure 6 A role description.

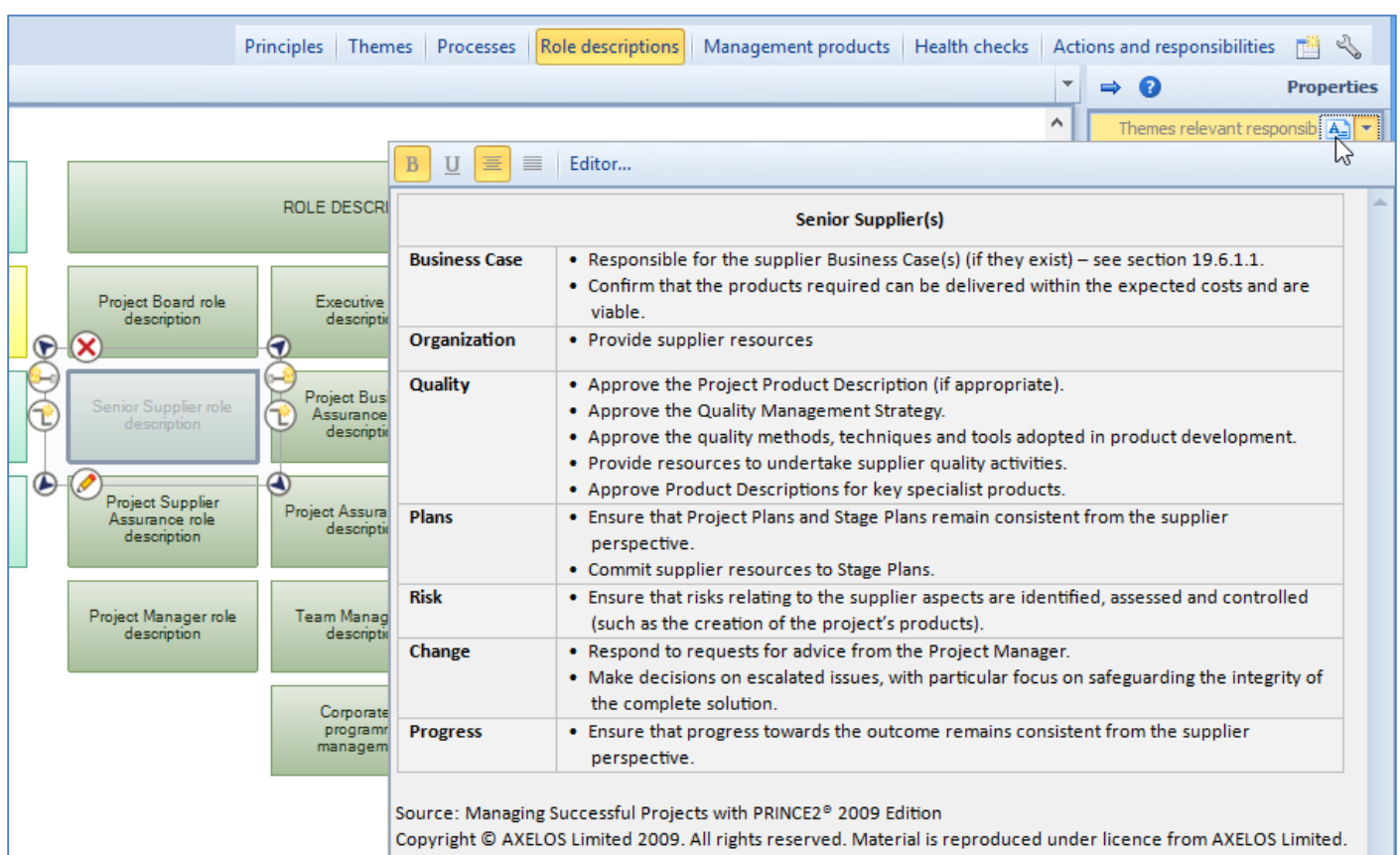


Figure 7 A role's themes relevant responsibilities

To see the role's theme relevant responsibilities, select the role and click the icon in the *Properties*, as shown in Figure 7.



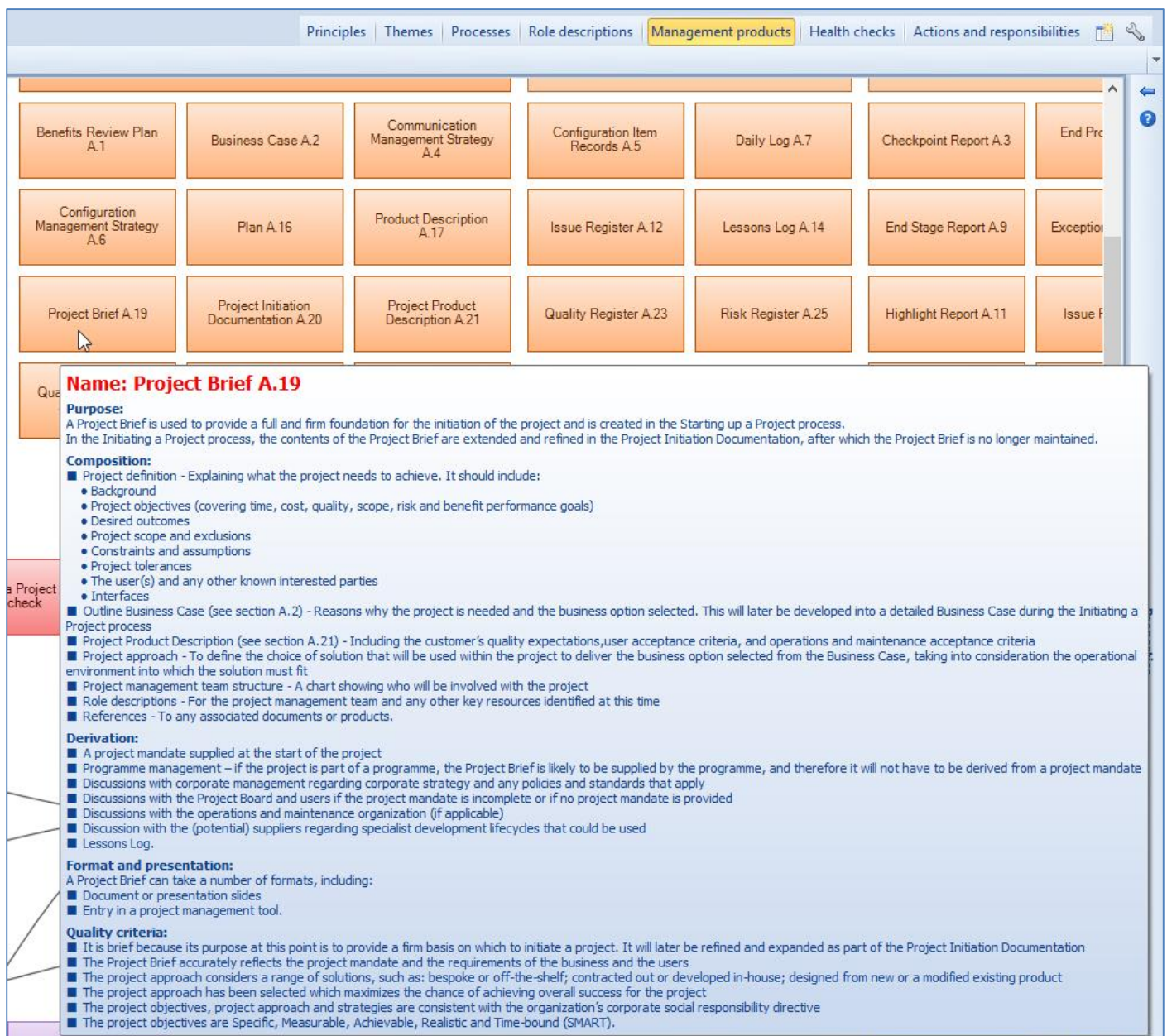


Figure 8 An example of a management product outline

In figure 8 is shown a management product outline for the Project Brief, which can be seen in the *Tooltips* window just by placing the cursor on the product of interest.

By selecting a product and clicking the icon visible in the *Properties* window a relevant product's template published by AXELOS Limited can be seen, as shown in the figure 9. The management product templates are also available for editing, as well as role description templates.

**PRINCE2® - Project Brief**

**Project Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Release:** Draft/Final

**Author:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Client:** \_\_\_\_\_

**Document Number:** \_\_\_\_\_

Note: This document is only valid on the day it was printed

**Revision History**

Date of next revision:

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked

**Approvals**

This document requires the following approvals. A signed copy should be placed in the project files.

Name	Signature	Title	Date of Issue	Version

Project authorized

OK Cancel

Figure 9 A management product template published by AXELOS Limited.

Copyright © AXELOS Limited 2009. All rights reserved. Material is reproduced under licence from AXELOS Limited.

The Health checks presented in the PRINCE2 Manual in Appendix E can be seen in the Health checks group as well as in the lower part of the PRINCE2® Guide diagram (Figure 10).



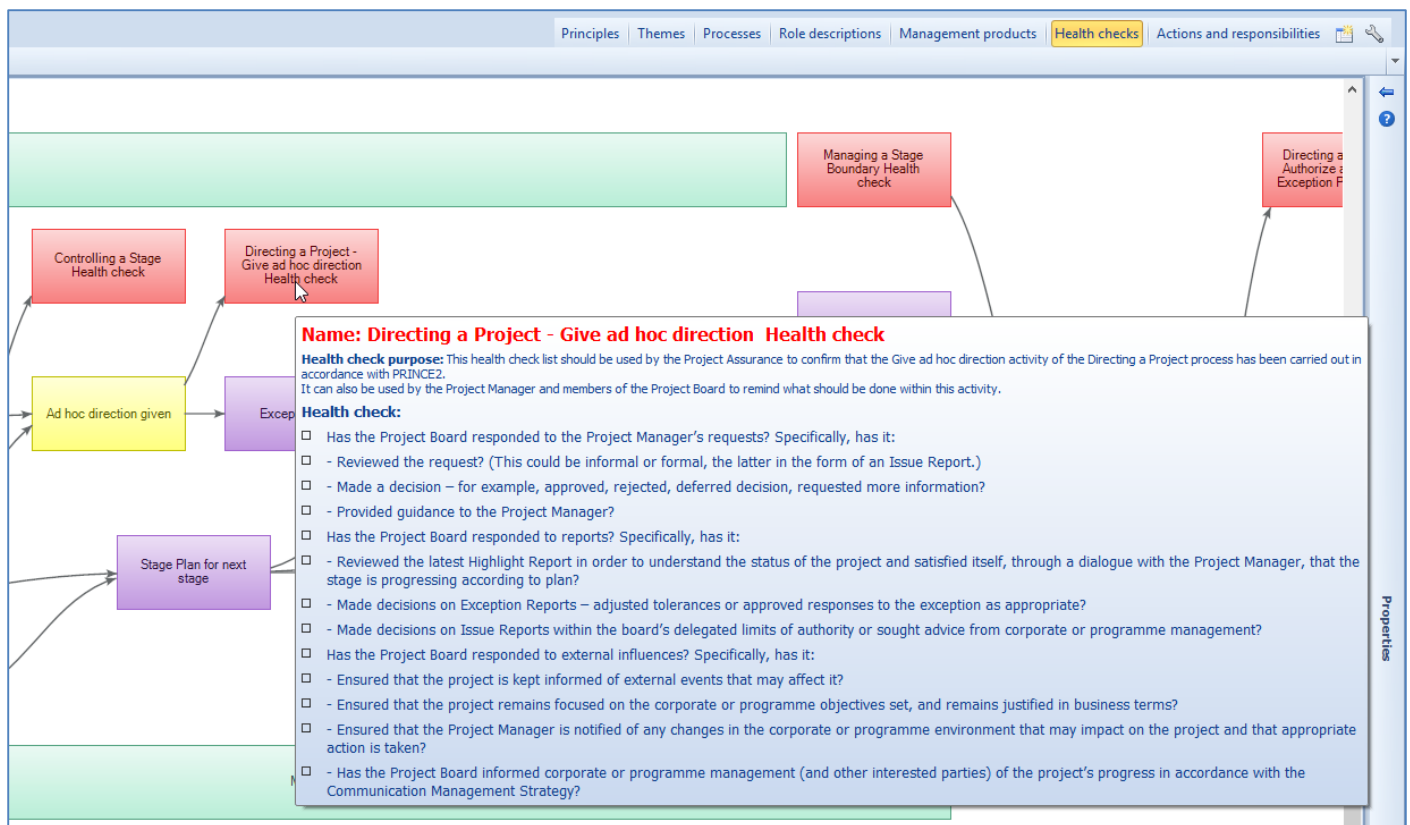


Figure 10 An example of the health check.

All process activity descriptions in the PRINCE2 Manual contain a list of actions recommended by PRINCE2 and roles responsible for the actions. Within the Starting up a Project process description there are more than 120 actions listed at a few places. It is difficult even for an experienced Project manager to remember the all.

While using the PRINCE2® Guide, actions and responsibilities relevant to an activity can be seen immediately just by placing the cursor on the activity visible in the lower part of the guide diagram (Figure 11).

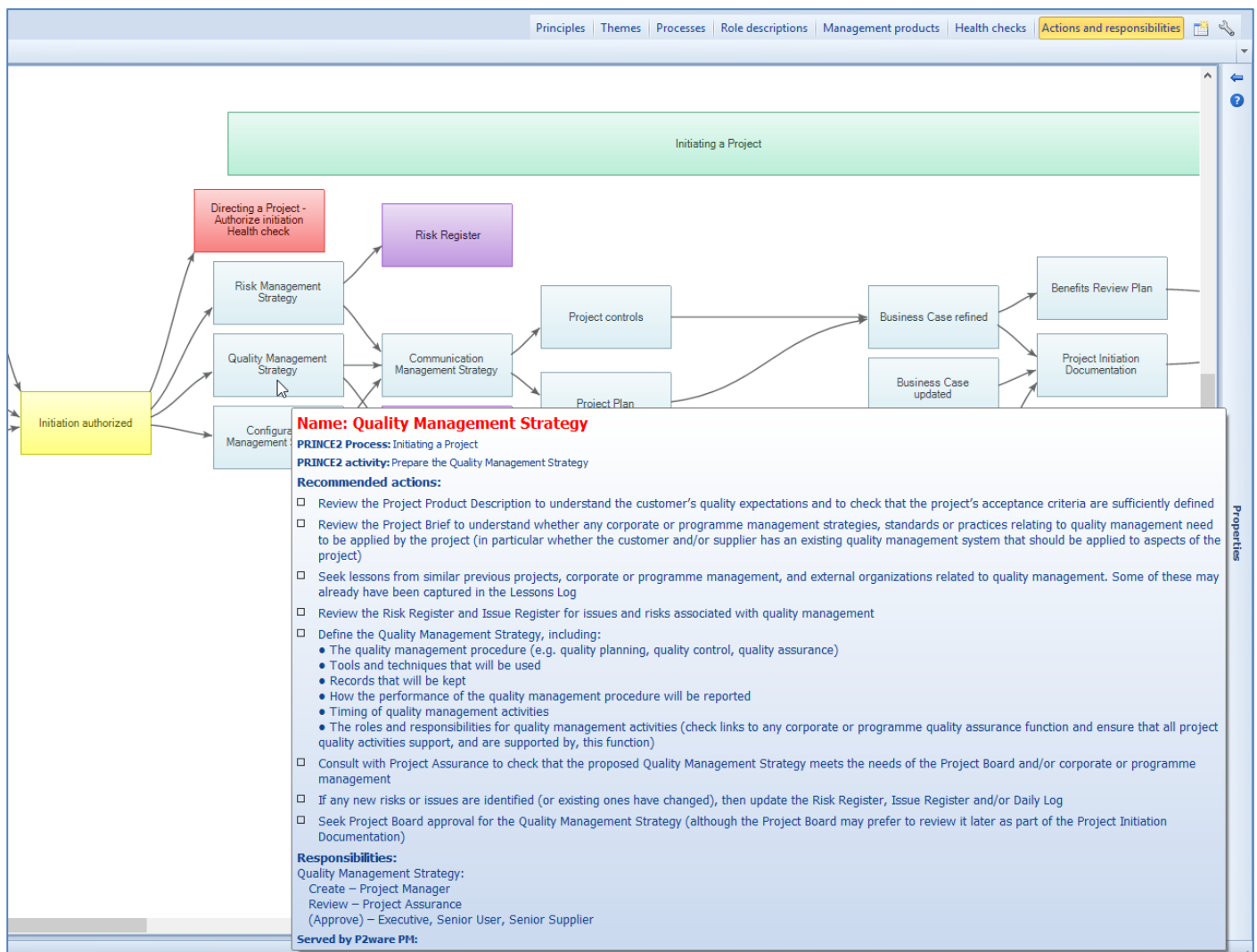


Figure 11 Actions recommended by PRINCE2 and role responsibilities.

With just one click the user can open the Quick access Glossary of the PRINCE2 terms (Figure 12).

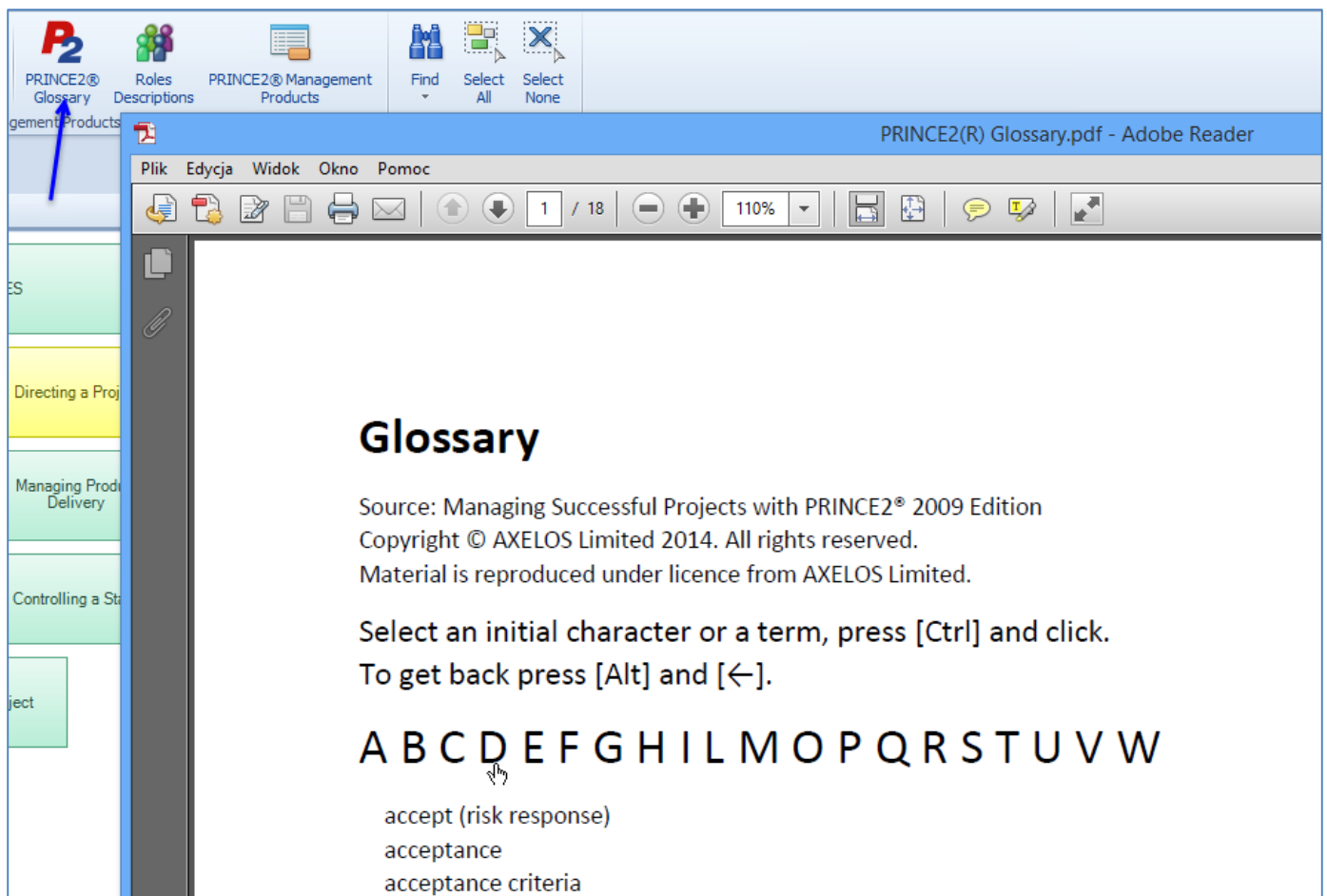


Figure 12 The Quick access Glossary.

The PRINCE2® Add-on for P2ware Project Manager contains also role description templates, developed by P2ware based on the PRINCE2 Manual, and management product templates published by AXELOS Limited. They and the Quick access Glossary are available in the PRINCE2® Guide as well as in all plan templates.

There are no templates for logs and registers since they should be maintained by P2ware Project Manager 7.

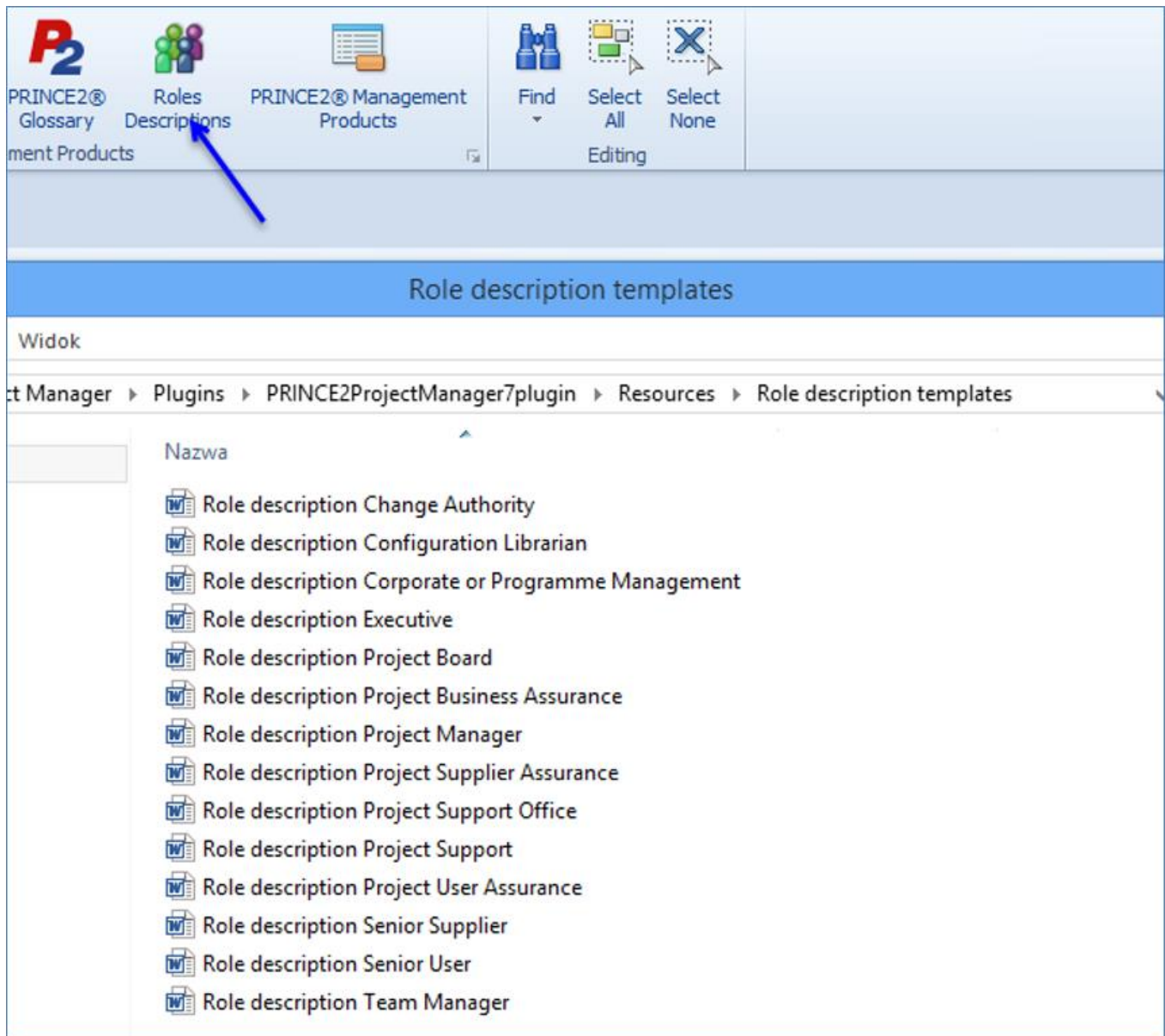


Figure 13 A list of role description templates available.

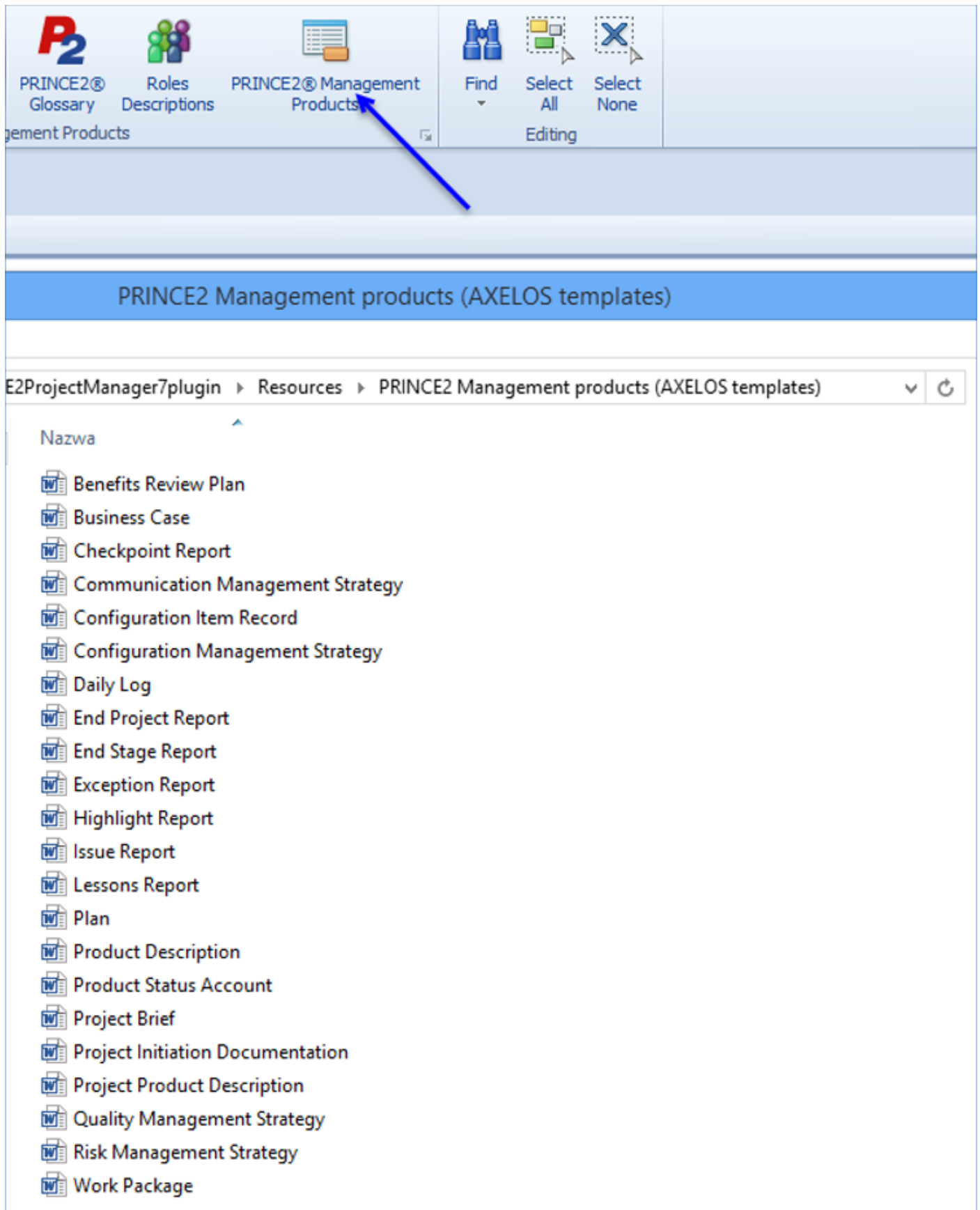


Figure 14 A list of management product templates available.



## How to use PRINCE2 Process Plans and PRINCE2 Project Plan templates?

P2ware Project Manager 7 is a computer tool supporting nearly all project management aspects, starting with planning up to the project end report.

While managing a project the Project managers is responsible for specialist products to be delivered and for managerial products and relevant activities.

It is possible to add most important management products to the project plan, but mixing specialist and management product in one plan may decrease concentration on some of them.

With the PRINCE2® Add-on for P2ware Project Manager an additional view is added to the plan, called the Management Product Flow Diagram. In this diagram all management products can be shown in a sequence they have to be created or presented to the Project board or to other stakeholders.

If justified also other management products can be added e.g. internal documents not considered by PRINCE2.

By using very unique feature of the PM7 software to each product a check list with PRINCE2 recommended actions can be attached. The user can also define and attach his or her own list of actions e.g. actions required by internal regulations.

Just by placing the cursor on an element of the diagram relevant list is shown (Figure 15).

When one or more actions is completed, the user can select the product and mark on the action checklist the actions completed (Figure 16).

To see completed and uncompleted actions it is sufficient to place the cursor on a product of interest, as shown in Figure 17.

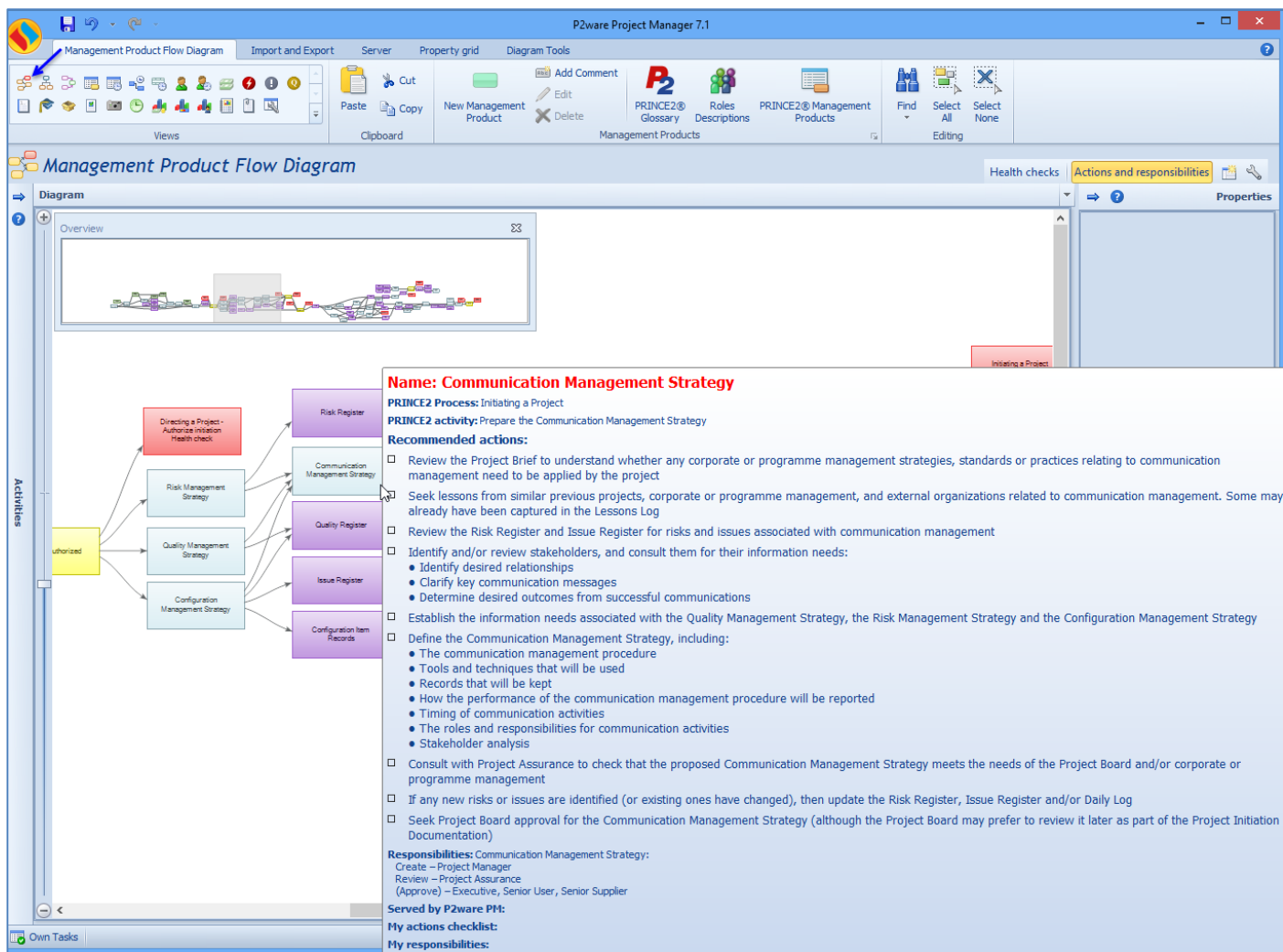


Figure 15 An example of the action checklist.

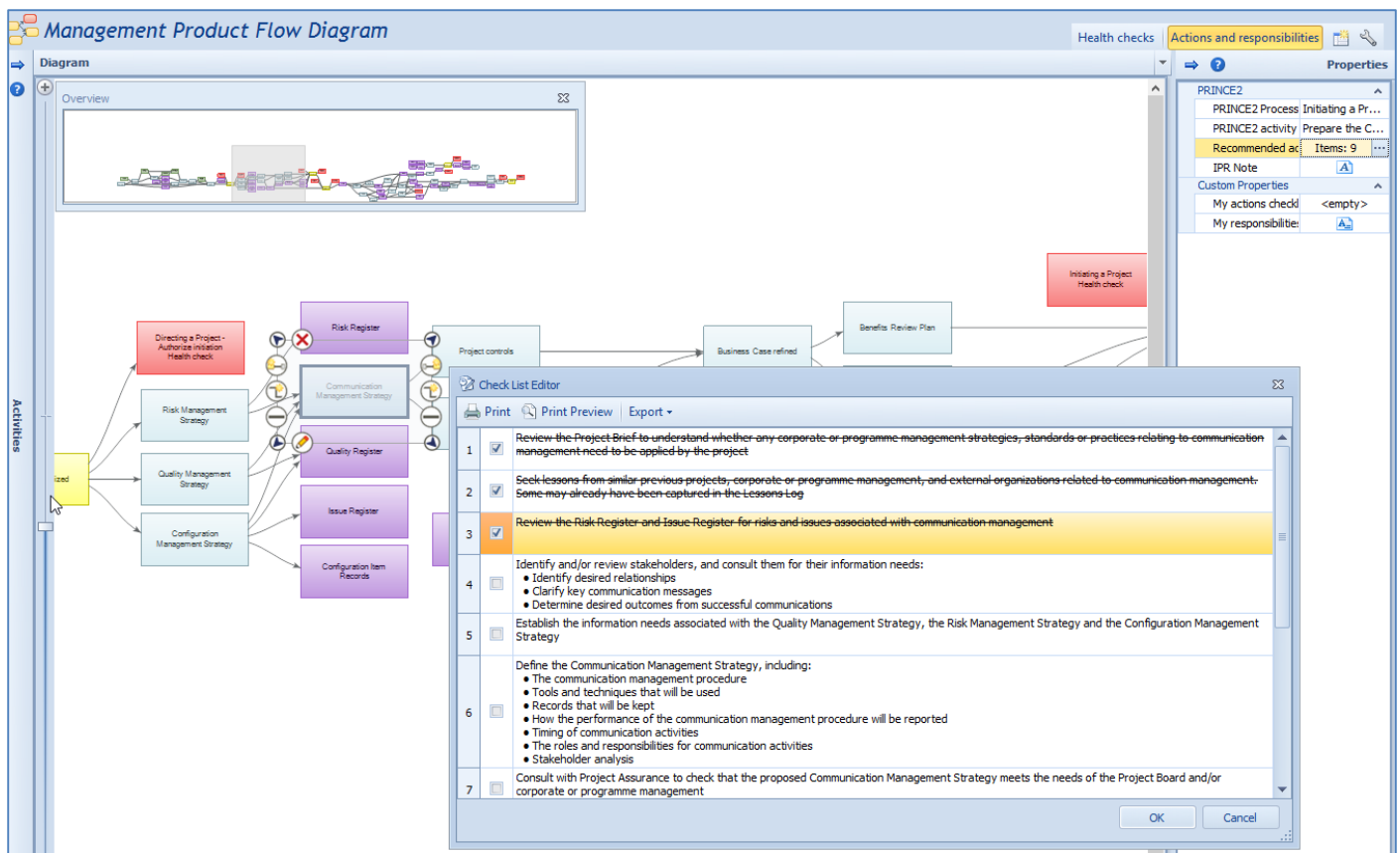


Figure 16 Marking completed actions.

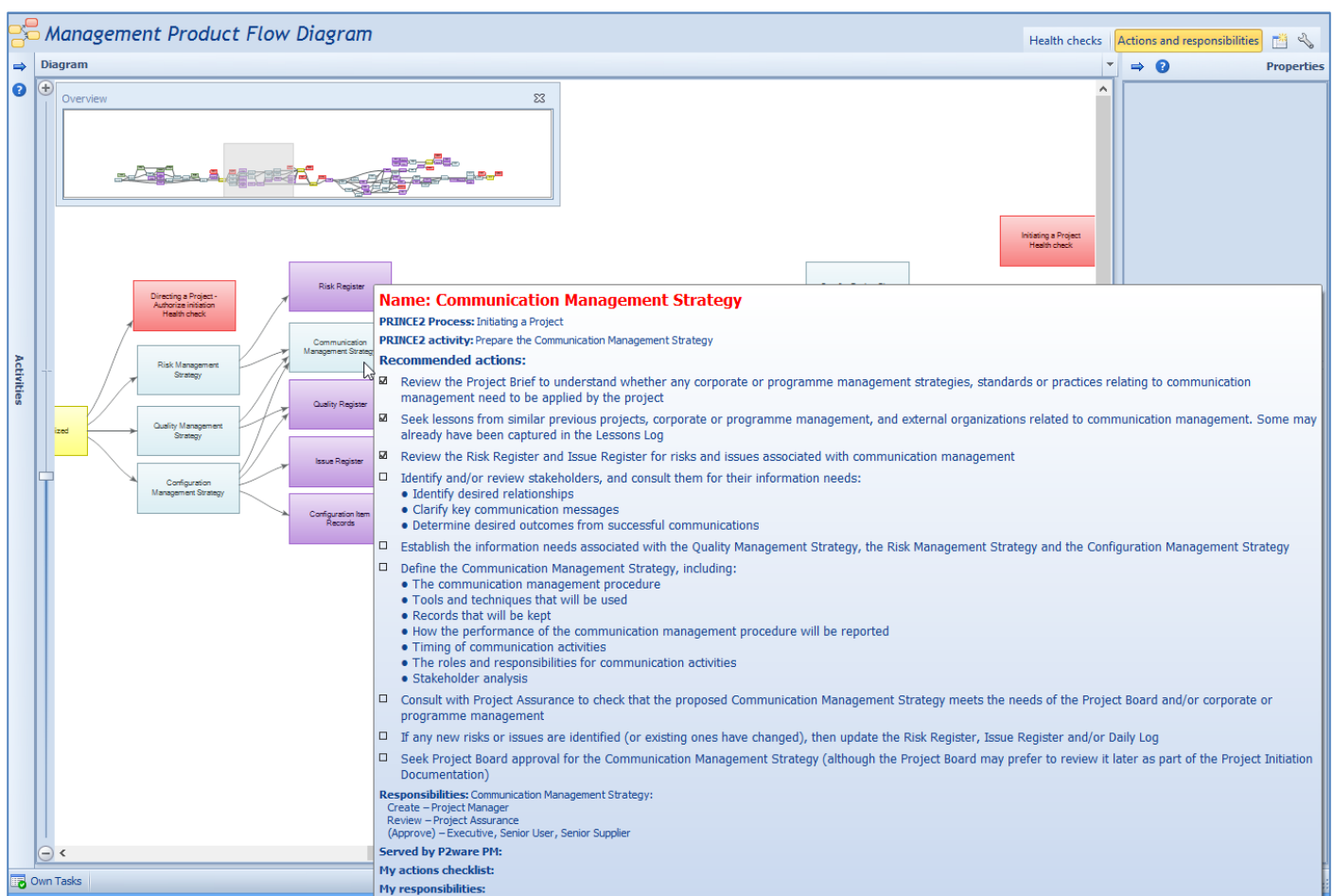


Figure 17 Controlling completed actions.

The following plan templates are included in the PRINCE2® Add-on for P2ware Project Manager:

- Starting up a Project (SU+DP1) Plan Template
- Initiating a Project (IP+DP2+DP3) Plan Template
- Managing a Stage Boundary (MSB) Plan Template
- Closing a Project (CP+DP5) Plan Template
- Controlling a Stage (CS+MPD+MSB+DP4) Plan Template
- PRINCE2(R) Simple Project Plan Template
- P2ware Managerial Plan Template

There are many ways of using the PRINCE2 Process Plan templates:

- They can be imported to a new plan one by one as the project progresses.
- They can be used as separate plans just for controlling managerial actions of the user.
- New plan templates can be created by tailoring the PRINCE2 products, recommended actions and health checks.