

PRINCE2® Implementation Scoping Service

Purpose

Organisations implement PRINCE2 to improve their project management ability. The more successful implementations also tailor the generic PRINCE2 method to suit an organisation's unique characteristics.

WPM's Scoping Service identifies and confirms an organisation's specific requirements and assists in the formulation of an implementation strategy.

Benefits

- Y A reduced learning curve through drawing upon WPM's experience of implementing PRINCE2 in various types of organisation
- Y The service provides an early viability check on the project before the organisation commits resources
- Y Stakeholders are consulted and their requirements captured, thus avoiding potential conflicts of requirements downstream

Method

WPM's approach is to implement PRINCE2 using PRINCE2. An experienced Project Management Consultant will be appointed to the assignment. The Scoping Service comprises 4 elements:

Authorisation

An initial meeting with the Project Sponsor and Liaison Manager to obtain principal information in order to plan the fact-finding activities. The Terms of Reference for the Consultant should be agreed at this meeting.

Fact Finding

Interviews with key Client staff to gather information. Typically, data will be captured on the following:

- Y Business critical procedures (corporate and departmental)
- Y Current project management environment Personnel involved
- Y PRINCE2 related activities already in progress
- Y Support facilities available

We analyse existing project management structures and your organisation's processes and procedures, followed by interviews with key personnel.

Definition

WPM will collate the information, assess the findings and produce a Project Brief detailing the project objectives, scope, deliverables, constraints, outline business case, and quality and acceptance criteria. It will also identify any risks involved. This document requires Client sign-off before the information is refined into the working management document, the Project Initiation Document (PID).

Planning

After approval of the requirements and the scope defined in the Project Brief, the Consultant will formulate a strategy and implementation plan, which is incorporated into the PID. This is then presented to the Client in draft form as the final deliverable. The estimated timescale from initial meeting to the submission of the Project Initiation Document is three to five weeks.

Deliverables

- Y Project Brief (including the Project Approach and Business Case)
- Y Draft Project Initiation Document (PID) and Draft Project Plan
- Y Weekly Highlight Reports

Reporting & Reviewing

The Consultant will issue a weekly Highlight Report to the stakeholders. The Highlight Report will include the current status of the Scoping Service as well as raising any issues that need to be resolved.

Price

Please call 01244 852 544