

Answer 1

- Syllabus 1.1 PRINCE2 concepts

Recall Principles

- Manual Reference: P2-2017 Chapter 3 and

P2A manual chapter 5 & Table 7.1

CBJ is Continued Business Justification

MBS is Management by Stages

MBE is Management by Exception

LfE is Learn from Experience

FoP is Focus on the Products

R&R is Defined Roles and Responsibilities

T2S is Tailor to Suit

Answer – 2

- Syllabus 1.1 PRINCE2 concepts

Recall Principles

- Manual Reference: P2-2017 Chapter 3 and

P2A manual chapter 5 & Table 7.2

CBJ is A PRINCE2 project has continued business justification

MBS is A PRINCE2 project is planned, monitored and controlled on a stage-by-stage basis.

MBE is A PRINCE2 project defines tolerances for each project objective and each management level to establish limits of delegated authority

LfE is PRINCE2 project teams learn from experience: lessons are sought, recorded and acted upon throughout the life of the project

FoP is A PRINCE2 project focuses on the definition and delivery of products, in particular their quality requirements.

R&R is A PRINCE2 project has defined and agreed roles and responsibilities within an organization structure that engages the business, user and supplier stakeholder interests.

T2S is PRINCE2 is tailored to suit the project environment, size, complexity, importance, team capability and risk

Answer 3

- Syllabus 1.1 PRINCE2 concepts

Recall Principles

- Manual Reference: P2-2017 Chapter 3 and

P2A manual chapter 5 & Table 7.3

CBJ = Benefits exceed costs

MBS = The project board periodically reauthorise continuation

MBE = Each level of Direct and Manage and Deliver operates within tolerances at the level above

LfE = Tolerances levels and procedures, roles etc are set based on by previous achievements

FoP = Benefits are delivered by outcomes from outputs

R&R = Coordination requires people know what actions and decisions are expected of them on what triggers or timings

T2S = A method always lacks some needs while providing unnecessary elements

Answer 4

- Syllabus 1.2 PRINCE2 Concepts

Explain Themes - Purposes

- Manual Reference: PRINCE2-2017 Chapters 6-12

P2A manual chapter 9-15 & Table 5.1

BC|Business Case theme p2-Ch6

OR|Organisation theme p2-Ch7

QU|Quality theme p2-Ch8

PL|Plans theme p2-Ch9

RK|Risk theme p2-Ch10

CH|Change theme p2-Ch11

PG|Progress theme p2 Ch-12

Answer 5

- Syllabus 1.2 PRINCE2 Concepts

Explain Themes - Purposes

- Manual Reference: PRINCE2-2017 Chapters 6-12

P2A manual chapter 9-15 & Table 5.2

BC The purpose of the business case theme is to establish mechanisms to judge whether the project is (and remains) desirable, viable and achievable as a means support decision-making in its (continued) investment.

OR The purpose of the organization theme is to define and establish the project's structure of accountability and responsibilities (the who?).

QU The purpose of the quality theme is to define and implement the means by which the project will verify that products are fit for purpose.

PL The purpose of the plans theme is to facilitate communication and control by defining the means of delivering the products (the where and how, by whom, and estimating the when and how much).

RK The purpose of the risk theme is to identify, assess and control uncertainty and, as a result, improve the ability of the project to succeed.

CH The purpose of the change theme is to identify, assess and control any potential and approved changes to the project baselines.

PG The purpose of the progress theme is to establish mechanisms to monitor and compare actual achievements against those planned, provide a forecast for project objectives and the project's continued viability, and control any unacceptable deviations

Answer 6

- Syllabus 1.2 PRINCE2 Concepts

Expalin Themes - Purposes

- Manual Reference: PRINCE2-2017 Chapters 6-12

P2A manual chapter 9-15 & Table 5.3

BC theme ensures Project remains DVA

OR theme ensures Everyone knows everyones duties

QU theme ensures Conformance to specification and fitness for purpose

PL theme ensures Coperative development of intentded actions

RK theme ensures Responses to what might or could cause variance from intentions

CH theme ensures Considering the consequences of both mistakes and altered intentions

PG theme ensures Knowing where we are versus intentions abd where we will be

Answer 7

- Syllabus 1.3 PRINCE2 Concepts

Explain Process' - Purposes

- Manual Reference: PRINCE2-2017 Chapters 14-20

P2A manual chapters 17 to 22

SU|Starting up a project

DP|Directing a project

IP|Initiating a project

CS|Controlling a stage

MP|Managing product delivery

SB|Managing a stage boundary

CP|Closing a project

Answer 8

- Syllabus 1.3 PRINCE2 Concepts

Explain Process' - Purposes

- Manual Reference: PRINCE2-2017 Chapters 14-20

P2A manual chapters 17 to 23

SU|The purpose of the starting up a project process is to ensure that the prerequisites for initiating a project are in place by answering the question: Do we have a viable and worthwhile project?

DP|The purpose of the directing a project process is to enable the project board to be accountable for the project's success by making key decisions and exercising overall control while delegating day-to-day management of the project to the project manager.

IP|The purpose of the initiating a project process is to establish solid foundations for the project, enabling the organization to understand the work that needs to be done to deliver the project's products before committing to a significant spend.

CS|The purpose of the controlling a stage process is to assign work to be done, monitor such work, deal with issues, report progress to the project board, and take corrective actions to ensure management stage remains within tolerance.

MP|The purpose of the managing product delivery process is to control the link between the project manager and the team manager(s), by agreeing the requirements for acceptance, execution and delivery

SB|The purpose of the managing a stage boundary process is to enable the project manager to provide the project board with sufficient information to be able to: ● review the success of the current management stage ● approve the next stage plan ● review the updated project plan ● confirm continued business justification and acceptability of the risks at the start of each management stage.

CP|The purpose of the closing a project process is to provide a fixed point at which acceptance for the project product is confirmed, and to recognize that objectives set out in the original PID (& approved changes) have been achieved), or that the project more to contribute.

Answer 9

- Syllabus 1.3 PRINCE2 Concepts

Explain Process' - Purposes

- Manual Reference: PRINCE2-2017 Chapters 14-20

P2A manual chapters 17 to 24

SU = Describe the task and get the team in place

DP = Support the PM and make project level decisions

IP = Create shared understanding og how to deliver the results

CS = Respond to evolving events

MP = Create or acquire the outputs

SB = Lookback, look forward and extend detailed shared intentions

CP = Effect orderly project exit

Answer 10

- Syllabus 1.4 PRINCE2 Concepts

Explain Management Products (Subset) - Purposes

- Manual Reference:

A2-BC|Business case

A3-CR|Checkpoint report

A11-HR|Highlight report

A19-PB|Project brief

A20-PID|Project initiation documentation

A21-PPD|Project's product description

A26-WkP|Work package

Answer 11

- Syllabus 1.4 PRINCE2 Concepts

Explain Management Products (Subset) - Purposes

- Manual Reference:

A2-BC - Business case | A business case is used to document the justification for the undertaking of a project, based on the estimated costs (of development, implementation and incremental ongoing operations and maintenance costs) against the anticipated benefits to be gained and offset by any associated risks. It should outline how and when the anticipated benefits can be measured.

A3-CR - Checkpoint report | A checkpoint report is used to report, at a frequency defined in the work package, the status of the work package.

A11-HR - Highlight report | A highlight report is used to provide the project board (and possibly other stakeholders) with a summary of the stage status at intervals defined by them. The project board uses the report to monitor stage and project progress. The project manager also uses it to advise the project board of any potential problems or areas where the project board could help.

A19-PB - Project brief | A project brief is used to provide a full and firm foundation for the initiation of the project and is created in the Starting up a Project process. In the Initiating a Project process, the contents of the project brief are extended and refined in the project initiation documentation, after which the project brief is no longer maintained

A20-PID - Project initiation documentation | The purpose of the project initiation documentation is to define the project, in order to form the basis for its management and an assessment of its overall success. The project initiation documentation gives the direction and scope of the project and (along with the stage plan) forms the 'contract' between the project manager and the project board.

A21-PPD - Project's product description | The project product description is a special form of product description that defines what the project must deliver in order to gain acceptance. It is used to: ●● Gain agreement from the user on the project's scope and requirements ●● Define the customer's quality expectations ●● Define the acceptance criteria, method and responsibilities for the project.

A26-WkP - Work package | A work package is a set of information about one or more required products collated by the project manager to pass responsibility for work or delivery formally to a team manager or team member.

Answer 12

- Syllabus 1.4 PRINCE2 Concepts

Explain Management Products (Subset) - Purposes

- Manual Reference: Appendix A either P2 or p2a manual

A2-BC - Business case | States the justification for the project.

A3-CR - Checkpoint report | team member's and manager's time-driven status summary & requests for assistance to/ from the PM.

A11-HR - Highlight report | project managers time drive status summary and requests for assistance to/from the board.

A19-PB - Project brief | Initial project summary produced to known quality criteria.

A20-PID - Project initiation documentation | Project's complete, current, approved definition.

A21-PPD - Project's product description | project's acceptance or exit criteria - the total definition of done.

A26-WkP - Work package | description of a result to be acquired or created with details of how its adequacy is proved and delivery achieved.