

# PRINCE 2 Two-day Project Support Workshop



## Workshop Outline

### Introduction

This two-day workshop reviews the role and activity of Project Support within a project using the PRINCE2 (**PR**ojects **IN** **C**ontrolled **E**nvironments) structured project management methodology. The workshop covers an overview of PRINCE2 and the role of Project Support, project filing and PRINCE2 documents. Configuration Management and the role of the Configuration Librarian, administering Change Control and Quality Reviews are also reviewed. PRINCE2 planning methodology (Product Based Planning) is addressed followed by the use of project planning methodologies such as Gantt charts, Logic diagrams and Critical Path analysis.

### Workshop Aims

Participants will be able to:

- o Be aware of the components, processes and techniques of PRINCE2
- o Understand the role of Project Support within a PRINCE2 project
- o File project documents in accordance to PRINCE2 Project filing recommendations
- o Establish a Configuration Management method for a project and carry out the role of Configuration Librarian (if needed)
- o Administer Change Control and Quality Reviews
- o Be aware of the PRINCE2 product based planning methodology
- o Be aware of project planning methodologies

### Agenda

Workshop Introduction  
PRINCE2 project management overview  
The role of project support  
Project filing and PRINCE2 documentation  
Configuration management and the role of configuration librarian  
Administering change control and quality reviews  
PRINCE2 product based planning  
Project planning methodologies  
Workshop Review