

Prince 2 Health Check

Start-up

- Was there a Project Mandate?
- Was the Project Board designed/appointed before initiation was authorised?
- Was a Project Brief produced?
- Is the Project Brief to PRINCE" standards?
- Are customer's expectations set?
- Are Acceptance Criteria and customer's quality expectations set?
- Has the Project Approach been defined?
- Was an initiation Stage Plan produced?
- Was the initiation Stage Plan approved?
- Was the Risk Log created?

Initiation

- Was the initiation stage formally authorised?
- Were the *Authorising Initiation* (DP1) agenda items covered?
- Is there a project Initiation Document (PID)
- Is the PID produced to PRINCE2 standards?
- Are the project objectives stated?
- Have project constraints been identified?
- Are project tolerances defined?
- Are any project interdependencies stated?
- Is the project scope stated?
- Are reporting procedures, contents and frequencies defined?
- Is there a Communication Plan covering both inward and outward communication needs?
- Does the PID contain the Project Plan?
- Is there a business case in the PID?
- Are the reasons for the project given?
- Is there an investment appraisal or cost benefit analysis?
- Was the PID quality reviewed?
- Did the Project Board formally approve the PID?
- Was the Project Board committed to the process?
- Was initiation done before work on Products began?
- Was there an initiation end stage assessment (*Authorising a Project (DP2)*)?
- Was the next Stage Plan presented at the initiation end stage assessment?

- Were Project Issues affecting the PID managed effectively?
- Was formal approval to proceed to the next stage given?

Organisation

- Is there a Project Board?
- Are any limits to the authority of the Project Board documented?
- Is it clear to whom the Project Board reports?
- Which member of the Project Board reports to senior management?
- Does the Senior User adequately represent all user areas?
- Are Project Board members contributing fully to all exception assessments and end stage assessments?
- Are the Project Board members carrying out other project duties?
- Is there a Project Manager?
- Have Project Assurance roles been agreed?
- Has any role for Project Support been agreed?
- Does each person have a job description?
- Has each person agreed/signed their job description?
- Was the organisation agreed by the end of *Starting up a Project (SU)*?
- Is the documented version of the organisation correct?
- Is the role of the Supplier(s) clearly defined?
- Have any changes to the management team been recorded?
- Has the Project Board received training for its roles?
- Is the Team Manager role used effectively?
- Are job descriptions agreed with any late appointments?

Business Case

- Is there a Business Case?
- Are the reasons for the project clearly defined?
- Is there an investment appraisal?
- Are figures based on defined items that can be measured?
- Is the Business Case passed down from pre-project work?
- If so, have the figures been checked out?
- Are costs based on the Project Plan or some other figures?
- Are benefits stated in terms that can be measured in the post-project review?
- Have 'before' measurements been taken in order to assist comparisons in the post-project review?

- Is the business case updated and reviewed for each end stage assessment?
- Who measures the impact of changes on the Business Case?
- Is the impact of changes on the Business Case assessed?
- If the project is part of a programme, is the programmes Business Case fully reflected in the project?

Risk

- Is there a Risk Log?
- Is it being kept up to date?
- Are risks to each plan identified, analysed and acted upon?
- Is a formal procedure for the management of risk in use?
- Is risk assessment part of each end stage assessment?
- Were the major risks entered in the Business Case?
- Have risk 'owners' been identified?
- Are risks monitored on a sufficiently regular basis?
- Were risk probability and impact assessed?
- Have proactive risk actions been taken where necessary?
- Were any contingency plans prepared?
- Were all obvious risks covered?
- Were risks and countermeasures discussed with the Project Board?
- Were appropriate countermeasures taken?
- Were risks reassessed when plans were changed?

Project Plan

- Is there a Project Plan?
- Does the Project Plan comply with PRINCE2 requirements?
- Are planning assumptions stated?
- Does the Project Plan show the stage divisions?
- Has each risk to the plan been added to the Risk Log?
- If an end date was imposed, is it realistic?
- Was the Project Plan quality reviewed?
- Were the assurance roles involved in the review?
- Was the product-based planning technique used?
- Is there a checklist of key products?
- Are there Product Descriptions for each major product?
- Are the Product Descriptions to the standard PRINCE2 format?
- Are Product Descriptions being reviewed before the start of building those products?

Stage Plan

- Is there a Stage Plan for each management stage?
- Do Stage Plans comply with PRINCE2 requirements?
- Is stage tolerance defined?
- Are stage controls identified and suitable?
- Are planning assumptions stated?
- Are Stage Plan risks identified and included in the Risk Log?
- Are Stage Plans consistent with the Project Plan?
- Is next stage planning carried out correctly in each stage?
- Were Stage Plans quality reviewed?
- Was the current Stage Plan approved?
- Is product-based planning used in stage planning?
- Is there a Product Checklist for each stage?
- Are there Product Descriptions for each product on the checklist?
- Are the Product Descriptions to the standard PRINCE2 format?
- Are Product Descriptions reviewed prior to the start of the build process?
- Were Team Managers/team members involved in planning?
- Did the assurance roles review the draft Stage Plan?
- Did Project Assurance add quality checks to the draft Stage Plan?
- Did Project assurance add names to these quality checks?
- Is time and effort allowed for project management activities?
- Is time allowed for the analysis of Project Issues?
- Has a reasonable rate of staff effectiveness been chosen?
- Is the method of quality checking identified for each product?

Control

- Are checkpoints held at the frequency stated in the Stage Plan?
- What actual progress information is captured?
- Are actuals used to update the Stage Plan regularly?
- Is the update frequency commensurate with the plan size?
- Is there a record of Work Package authorisation and return?
- Are estimates collected to complete any further information?
- Are Product Checklists kept up to date?
- Are Checkpoint Reports produced?
- Are Highlight Reports produced when stated in the plan?
- Are Highlight Reports produced to the agreed standard?
- Is the Stage Plan regularly checked against tolerances?
- Are Exception Reports used when tolerances are threatened?
- Were any required Exception Plans produced?

- Were exception assessments held to approve any Exception Plans?
- Can stages be completed within the agreed tolerance levels?
- Are end stage assessments carried out at the end of each stage?
- Is there an End Stage Report for each stage?
- Is the End Stage Report to standard?
- Is end stage assessment documentation circulated prior to the meeting?
- Is the End Stage Report accepted at the end stage assessment?
- Are unfinished products included in the next Stage Plan?
- Does the Project Board sign off stages and give approval to proceed?
- Do relevant project members attend end stage assessments?
- Are end stage assessment actions recorded?

Quality

- Has the customer specified quality expectations?
- Is there a Project Quality Plan?
- Will the Project Quality Plan point at specific quality procedures?
- Are quality responsibilities defined in the Project Quality Plan?
- Are there stage quality plans?
- Are individuals and quality methods identified in the stage quality plans?
- Is there a Quality Log?
- Is the Quality Log up to date?
- Do the teams maintain one central Quality Log?
- Does the Project Manager get sufficient feedback to ensure that quality is acceptable?
- Are Project Assurance roles sufficiently involved in quality checking?
- Do the quality file and Quality log match?
- Is any external quality assurance function happy with its involvement?

Quality reviews

- Has training in quality reviews been given to attendees?
- Have the chairperson and reviewers been identified at stage or team planning time?
- Are products sent out before quality review meetings?
- Are Product Descriptions and blank question lists sent out with the products?

- Are products reviewed against their Product Descriptions?
- Are products reviewed by the means stated in their Product Descriptions?
- Is enough time planned for preparation, review and follow-up?
- Are question lists completed prior to quality reviews?
- Is there an agenda for each quality review meeting?
- Is there an agenda for each quality review meeting?
- Do reviewers unable to attend quality reviews send question lists?
- Do quality reviews generate follow-up action lists?
- Do the reviewers sign off corrections?
- Are product creators (producers) always present?
- Are second reviews carried out if needed?
- Is there a review result for each review?

Change Control

- Is there a documented procedure for change control?
- Is that procedure the same as stated in the Project Plan?
- Are Project Issues recorded?
- Is there an Issue Log?
- Are Project Issues assessed regularly?
- Is the impact of Project Issues on the Business Case assessed?
- Is the impact of Project Issues on the Risk Log assessed?
- Are all Project Issues actioned?
- Is the status of Project Issues monitored?
- If the impact of a Project issue exceeds tolerance, is it escalated to the Project Board?
- Are plans updated to incorporate agreed changes?
- Is a distinction made between Off-Specifications and Requests for Change?

Configuration management

- Is there a formal configuration management method in use?
- Are products controlled once submitted to configuration management?
- Are products uniquely identified?
- Are relationships between products identified?
- Are products identified as complete?
- Are product records up to date?
- Is the accuracy of the product records checked regularly?
- Are all old versions preserved?

- Is it easy to retrieve old versions?
- Are the configuration management records in line with the support requirements?
- Is the Configuration Librarian role well defined, allocated and agreed?
- Are new records created during product-based planning?

Project Filing

- Is there a recognisable filing system?
- Is its structure documented and available?
- Does it cover management and specialist products?
- Does it cater for multiple versions – for example, of plans?
- Does the filing system provide an audit trail?
- Is it easy to find things in the filing system?
- Is the filing kept up to date?
- Is filing responsibility clearly defined in a job description?