

Prince2 Manual 2009

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for trainers free additional material of this book is available this can be found under the training material tab log in with your trainer account to access the material note this book is available in several languages english dutch an increasing number of companies are working in a project like manner using the prince2 project management method the advantages of a standard method are great a uniform method of working and terminology makes projects

comparable transferable and orderly moreover prince2 has additional qualities such as the standard no go go decision with each stage the business case at the centre of the project and clear agreements about who is responsible for what the book gives a faithful representation of the 2009 edition of the prince2 methodology with many lists serving as reference material for all project types and sizes furthermore as the content of the book covers all specs for the prince2 foundation exams it can serve as a good basis for the prince2 foundation exams the three authors of this title have successfully combined their tremendous experience and made this available in a structured manner to those who are involved in controlling designing or managing projects and whatever they missed was added by a team of expert reviewers the content for this book is also intended for everyone doing projects in real world it covers more than the minimum reference that is necessary for the foundation exam therefore it is also very useful as a solid starting point for anyone studying for the prince2 practitioner exam available in english and dutch

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in recent decades we have witnessed an increasing use of projects and similar temporary modes of organising in the public sector of nations in europe and around the world while for some this is a welcome development which unlocks entrepreneurial zeal and renders public services more flexible and accountable others argue that this seeks to depoliticise policy initiatives rendering them increasingly technocratic and that the project organisations formed in this process offer fragmented and unsustainable short term solutions to long term problems this volume sets out to address public sector projectification by drawing together research from a range of academic fields to develop a critical and theoretically informed understanding of the causes nature and consequences of the projectification of the public sector this book includes 13 chapters and is organised into three parts the first part centres on the politics of projectification specifically the role of projects in de-politicisation often accomplished by rendering the political technical the chapters in the second part all relate to the reframing of the relationship between the centre and periphery or between policy making and implementation and the role of temporality in reshaping this relation the third and final part brings a focus upon the tools techniques and agents through which public sector projectification is assembled constructed and performed

the ultimate guide to electronic records management featuring a collaboration of expert

practitioners including over 400 cited references documenting today's global trends, standards and best practices. Nearly all business records created today are electronic and are increasing in number at breathtaking rates. Yet most organizations do not have the policies and technologies in place to effectively organize, search, protect, preserve, and produce these records. Authored by an internationally recognized expert on e-records in collaboration with leading subject matter experts worldwide, this authoritative text addresses the widest range of in-depth e-records topics available in a single volume. Using guidance from information governance (IG) principles, the book covers methods and best practices for everything from new e-records inventorying techniques and retention schedule development to taxonomy design, business process improvement, managing vital records, and long-term digital preservation. It goes further to include international standards and metadata considerations and then on to proven project planning, system procurement, and implementation methodologies. Managing electronic records is filled with current, critical information on e-records management methods, emerging best practices, and key technologies. Thoroughly introduces the fundamentals of electronic records management, explains the use of ARMA's generally accepted recordkeeping principles (GARP), distills e-records best practices for email, social media, and cloud computing, reveals the latest techniques for e-records inventorying and retention scheduling, covers Microsoft SharePoint governance, planning for e-records including policy guidelines, demonstrates how to optimally apply business process improvement techniques, makes clear how to implement e-document security strategies, and technologies. Fully presents and discusses long-term digital preservation strategies and standards. Managing e-records is a critical area, especially for those organizations faced with increasing regulatory compliance requirements, greater litigation demands, and tightened internal governance. Timely and relevant. Managing electronic records reveals step-by-step guidance for organizing, managing, protecting, and preserving electronic records.

This book: The best knowledge of project management is intended for the best way to project planning and review work. Project management is all about change. Think about the scope of changes, personnel changes, and budget changes that are all part of the job. The best project managers find a way to stay on top of change, not just within individual projects but across the span of a career. With that in mind, we put out a call asking veteran project managers for their thoughts on how project management has changed over the past several decades. Project management methodology began to take form with the advent of the critical path method (CPM) and the program evaluation and review technique (PERT). The critical path method (CPM) was developed by DuPont. CPM is a technique used to predict project duration by analysing which sequence of activities has the least amount of scheduling flexibility. It was designed to address the complex process of shutting down chemical plants for maintenance and maintenance. The PERT is a method for analysing the tasks involved in completing a project, especially the time needed to complete each task and identifying the minimum time needed to complete the total project. Project management was largely based on waterfall techniques. This was good enough to land men on the moon and bring them home safely, but the world has only become more complex, and we've seen project management techniques adapt to those changes over time. The American Association of Cost Engineers invented the program evaluation and review technique (PERT) first for the U.S. Navy's Polaris project. The Gantt chart, developed by Henry Gantt in 1917, one of the forefathers of project management, Henry Gantt

is best known for creating his self named scheduling diagram the gantt chart in the 1950s project management methodology began to take form with the advent of the critical path method cpm for the polaris missile project and the u s navy s development of the program evaluation and review technique pert the american association of cost engineers invented the total cost management framework early practitioners of project management and the associated specialties of planning and scheduling cost estimating cost and schedule control formed the aace in 1956 total cost management is a process for applying the skills and knowledge of cost engineering it is also the first integrated process or method of portfolio programmed and project management the united states department of defense created the wbs concept as part of the polaris mobile submarine launched ballistic missile project

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the purpose of this book is to provide guidance to the readers to gain a basic understanding of the prince2 method and to pass the prince2 foundation exam the content of this book is based on the official manual managing successful projects with prince2 2009 edition for the exam specifications this book is based on the prince2 2009 syllabus v1 1 additionally the prince2 foundation exam candidate guidance v1 2 has been used the first part of this book describes the performance definition of a foundation candidate and the examination format from the exam syllabus thereafter all fifteen syllabus areas are described per learning objective as appendices a glossary of prince2 terms an examination guidance a multiple choice answer key and relevant publications and contact addresses are added clever fold flat binding makes this book ideal for all training courses

syed karrar is a project management professional with immense experience having worked on prestigious projects such as palaces hotels restaurant luxury villas etc spanning over 20 years his credentials include post graduation in project management university of wales uk gmp indian institute of management ahmedabad iima converting strategy into action stanford university usa project management is a way to better life

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while electronic research has developed in many governments around the world the majority of its research has focused on the supply and demand aspects of e government instead of the focus on technology integration for successful e government design technology development and platform enhancements for successful global e government design compiles the shared experiences of e government designers and practitioners with a focus on technological design by highlighting the different technological nuances that need to be incorporated into successful e government designs this book is a useful tool for professionals and researchers concerned with the organizational development in different types of e government communities and environments

struggling to apply the principles of prince2 in practice need guidance on adapting the process for smaller projects prince2 for practitioners provides the solution this practical reference matching the details and requirements of the 2009 prince2 manual contains new and updated real life examples and case studies links between related components and processes and clear guidance on how to fine tune the method to help you manage projects successfully whatever the context and size an affordable alternative to expensive training this best selling handbook by prince2 expert colin bentley is an indispensable addition to your project management bookshelf and a companion to the prince2 for beginners book if you have passed the prince2 exams it will help you keep your knowledge and skills up to date to maintain registered status and enable you to apply the theory of prince2 to everyday project work after certification

note this pocket book is available in several languages english german french dutch this pocket guide supplies a summary of the prince2 method to provide a quick introduction as well as a structured overview of the method main target group for this pocket guide is anyone who wants to get to know the method prince2 or a methodical approach for project management the book is also very useful for members of a project management team on a project using the prince2 method furthermore this pocket guide can be used as literature for

the preparation of the prince2 2009 edition foundation exam this pocket guide is based on prince2 2009 edition this pocket book deals with processes themes and principles within project management and prince2 tailoring prince2 explains how to fit the prince2 method onto the specific project circumstances a complete but concise description of prince2 2009 edition for anyone involved in projects or project management available in english dutch and french

this book is primarily a microsoft project user guide written for project management professionals in any industry who wish to learn or improve their skills in microsoft office project 2000 onwards in conjunction with the prince2 project management methodology and discover how to get the most out of the software up to an intermediate level using standard or professional versions

this book provides a universally applicable project management method the principles processes and techniques that enable individuals and organisations successfully to deliver their projects within time cost and quality constraints this new edition has been designed to place more emphasis on the principles that underpin successful project management and to provide clear guidance on how to apply these principles to the organisational context within which projects are operating

seminar paper from the year 2009 in the subject leadership and human resources miscellaneous grade 1 7 university of applied sciences berlin language english abstract the abbreviation prince stands for projects in controlled environments and describes a method for effective project management for all types of project it was developed by the office of government commerce and launched by the name prince2 in 1996 prince2 is now a de facto project management standard and widely used by the uk government as well as in the private sector both in the uk and internationally prince2 is a process oriented approach which can be adjusted to any type of project due to its flexibility and scalability the approach and the needed basic knowledge are assigned to three categories processes components and techniques processes ensure that start end and advancement of the project are monitored and controlled the processes embrace the activities from setting the project off on the right track through controlling and managing the progress to the completion of the project each prince2 project will have to regard these processes differently the following processes are applied in prince2 starting up a project initiating a project directing a project controlling a stage managing product delivery managing stage boundaries closing a project and planning the components are key aspects of project management that are used throughout the processes and include the business case the organisation plans controls management of risks quality in a project environment configuration management and change control prince2 presents very few techniques and leaves the selection of the preferred one to the user who chooses according the demands of the specific project the techniques the user can choose from include product based planning the change control technique and the quality review technique

this title has been designed to be a role specific handbook for senior managers and project board members which describes how to oversee projects being managed using prince2 the guide sets prince2 in the wider context of project management but still non specific for industry sector and describes or cross references techniques which support the prince2

method the title contains chapters on the duties and behaviour of the project board the project board s activities covering starting up a project authorising initiation authorising a project authorising a stage giving ad hoc direction authorising closure reviewing benefits tailoring prince2 directing successful projects with prince2 forms part of a pair of publications that are the result of the prince2 2009 project to update the prince2 guidance its companion is managing successful projects with prince2 isbn 9780113310593

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the 2009 edition of managing successful projects with prince2 represents an evolution of the previous manuals the basic methodology remains but by building on comments from users this new manual aims to be more accessible and easier to tailor for specific individual needs the new directing successful projects with prince2 is aimed at supporting the senior manager responsible for a project specifically those managers undertaking an executive role on a project for the first time

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