

PRINCE2® Poster Series #20



Controlling a Stage

by Susanne Madsen

In this poster we provide an overview of the Controlling a Stage process and examine the eight activities, which relate to Work Packages, Monitoring and Reporting and Handling Issues.

PURPOSE

The purpose of the Controlling a Stage process is to assign the work to be done to the team manager(s), to monitor such work, deal with issues, report progress to the Project Board and take corrective action to ensure that the stage remains within tolerance.

OBJECTIVES

The objectives are to ensure that:

- Products are monitored to avoid uncontrolled changes
- Risks and issues are kept under control
- The Business Case is kept under review
- Products are delivered to the stated quality standards within the agreed cost, effort and time constraints, and in support of the defined benefits
- Project management is operating within the agreed tolerances

ACTIVITIES

The Controlling a Stage process is triggered as soon as a stage is authorized. From this moment on, the Project Manager manages the stage according to the stage Plan.

Monitoring and Reporting

The activities of the Controlling a Stage process do not follow a specific order and are the responsibility of the Project Manager. There are eight activities in total and these can be divided into three general categories.



100's of FREE Downloads Available!

Posters, Whitepapers, Case Studies, Videos, Quizzes, Articles

Download Now!

- 1. Authorize Work Packages**
The Project Manager hands out the Work Packages to the Team Managers. The work packages describe the work required to create one or more products.
- 2. Review Work Package Start**
The Project Manager assesses progress of the Work Package.
- 3. Receive Completed Work Packages**
Team Managers confirm that the required products in a Work Package are completed.

3. Report Highlights

The Project Manager monitors the Business Case, quality, risks and issues.

- 4. Report Progress**
The Project Manager reports progress to the Project Board, quality, risks and issues.
- 5. Report Issues and Risks**
The Project Manager reports issues and risks to the Project Board.
- 6. Report Quality**
The Project Manager reports quality to the Project Board.
- 7. Report Business Case**
The Project Manager reports the Business Case to the Project Board.
- 8. Report Tolerances**
The Project Manager reports tolerances to the Project Board.

