



SPOCE DK
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- Key**
- PR Provide
 - CR Create
 - CP Create+Populate
 - CU Create+Update
 - RV Review
 - CO Confirm
 - AP Approve
 - DB Distribute
 - IN Inspect
 - RS Respond
 - CL Close
 - UP Update

Management Products (Appendix A)

Progress theme tie-in

Theme	Business Case	Business Case	Business Case	Progress	Organization	Change	Change	Change	Progress	Progress	Progress	Progress	Change	Change	Progress	Progress	Plans	Plans	Plans	Plans	Quality	Change			Quality	Quality	Quality	Risk	Risk	Progress
Type	Baseline	Baseline	Baseline	Report	Baseline	Record	Baseline	Record	Report	Report	Report	Report	Record	Report	Record	Report	Baseline	Baseline	Baseline	Baseline	Baseline	Report	Baseline	Baseline	Baseline	Baseline	Record	Baseline	Record	Baseline
A Management Product	1 Benefits Review Plan	2 Business Case (outline)	2 Business Case	3 Checkpoint Report	4 Communication Management Strategy	5 Configuration Item Records	6 Configuration Management Strategy	7 Daily Log	8 End Project Report	9 End Stage Report	10 Exception Report	11 Highlight Report	12 Issue Register	13 Issue Report	14 Lessons Log	15 Lessons Report	16 Plan (Project)	16 Plan (Stage)	16 Plan (Team)	16 Plan (Exception)	17 Product Description	18 Product Status Account	19 Project Brief	20 Project Initiation Documentation	21 Project Product Description(s)	22 Quality Management Strategy	23 Quality Register	24 Risk Management Strategy	25 Risk Register	26 Work Package

Ch	Process	Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16	16	16	17	18	19	20	21	22	23	24	25	26
12	Starting up a Project	Appoint the Executive and Project Mgr								CR																					
		Capture previous lessons														CR															
		Design and appoint project mgmt team								UP																					
		Prepare the outline Business Case	CR							UP																	CR				
		Select proj app'ch + assemble Proj Brief								UP															AS						
	Plan the initiation stage								UP										CR												
13	Directing a Project	Authorise initiation																	AP					AP							
14	Initiating a Project	Prepare the Risk Management Strategy																											CR	CP	
		Prepare the Configuration Mgmt Strategy						CR	CR						CP																
		Prepare the Quality Management Strategy																									CR	CR			
		Prep the Communication Mgmt Strategy						CR																							
		Set up the project controls																													
		Create the Project Plan							CU										CR				CR								
		Refine the Business Case	CR	CR																											
	Assemble the Project Initiation Docum'n																								AS						
13	Directing a Project	Authorize the project	AP													RV								AP							
17	Managing a Stage Boundary	Plan the next stage						CU							UP				CR					UP		UP					
		Update the Project Plan													UP				UP												
		Update the Business Case	UP	UP											UP																
		Report stage end									CR						CR														
	Produce an Exception Plan							CU						UP						CR			UP		UP		UP				
13	Directing a Project	Authorize a Stage or Exception Plan	AP								AP					DB		AP	AP					AP							
15	Controlling a Stage	Authorize a Work Package						CU						UP					UP	RV						UP		UP	CR		
		Review Work Package status			RV			UP						UP						UP	RV										
		Receive completed Work Packages						CO												UP											
		Review the stage status													UP	UP	UP			UP										UP	
		Report highlights											CR								UP										
		Capture and examine issues and risks								UP					UP	CR														UP	
		Escalate issues and risks									CR				UP	UP														UP	
	Take corrective action						UP	UP						UP	UP					UP									UP		
16	Managing Product Delivery	Accept a Work Package																									UP			AP	
		Execute a Work Package			CR			UP																			UP				
		Deliver a Work Package																										UP			UP
13	Directing a Project	Give ad hoc direction												RS	IN																
18	Closing a Project	Prepare planned closure																													
		Prepare premature closure																													
		Hand over products	UP					UP																							
		Evaluate the Project									CR																				
	Recommend project closure								CL						CL	CL											CL			CL	
13	Directing a Project	Authorise project closure	AP	CO						AP																					

Notes.