Managing a Stage Boundary
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Purpose

Enable the Project Board with sufficient information provided by the Project Manager:

- To review the success of the current stage
- To approve the next stage plan
- To review the updated project plan
- To confirm continued business justification & acceptability of risks
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Objectives

- Assure the Project Board that all products in the Stage Plan have been completed
- Prepare Stage Plan for the next stage
- Review & update the Product Initiation Document
- Provide information needed for the Project Board to assess viability of the project
- Record lessons
- Request authorization to start the next stage
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Context

• This process is predicated on dividing the project into management stages
• A project, irrespective of its size, needs to ensure the products it creates will deliver the benefits being sought
• The continuing correct focus of a project needs to be confirmed at the end of each stage

Activities

• Plan the next stage
• Update the Project Plan
• Update the Business Case
• Report stage end
• Produce an Exception Plan
Plan the next stage

The Stage Plan for the next management stage is produced at the end of the current stage

PRINCE2® recommended actions are:

- Review the components of the Project Initiation Documentation
- Update the Benefits Review Plan with results of the review
- Examine and review the Benefits Review Plan, project risk profile, impact of approved changes, Issue Register, Project Plan
- Revise the Business case
- Update the Risk Register and Issue Register
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Report stage end

This activity should happen as close as possible to the actual end of a stage

Recommended actions are:

For an Exception Plan

- Produce an End Stage Report depending on the point within the stage that the exception is encountered

For a Stage Plan

- Review the status of the updated Business case
- Review the Stage Plan to ensure that stage objectives have been met
- Review the team performance for the stage
- Review the product performance for the stage
- Create a Lessons Report for longer projects
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• Seek Project Board approval of Stage or Exception Plan
• Review the Communication Management Strategy to ascertain requirement to send copies of End Stage Report to external parties

Produce an Exception Plan

An Exception Plan is produced when a Stage Plan is forecast to deviate from the agreed tolerances & no longer has the approval of the Project Board

Recommended actions are:

• Update the Issue Register to record the Project Board’s request for an Exception Plan
• Review & update the Project Initiation Documentation
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- Produce the Exception Plan
- Update the Issue & Risk Register
- Create Configuration Item records for products to be produced by the Exception Plan
- Update the Quality Register for planned quality management activities