
Prince 2[®] Cross Reference Activities per Process

Key roles

CP - Corporate/Program management
Ex - Executive
SU - Sr. User
SS - Sr. Supplier
PM - Project Manager
TM - Team Manager
PA - Project Assurance
PS - Project Support (Office)

Key responsibilities

P - Produce
R - Review
A - Approve

Between brackets in other process

Other conventions

Input / trigger in grey text.

Starting up a Project

SU1 Appoint the Executive and the Project Manager

Project Mandate	Decision
Project Mandate	Provide
Executive role description	Create
Appointed Executive	Confirm
Project manager role description	Create
Appointed Project Manager	Confirm

CPM Ex SU SS PM TM PA PS

P							
P							
P							
A	P						
A	P						

SU2 Capture previous lessons

Previous Lessons Reports	Input
Lessons Log	Create

CPM Ex SU SS PM TM PA PS

	R			P			
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SU3 Design and appoint the project management team

Lessons Log	Input
(Part of) Project Brief	Input
Executive role description	Input
Project manager role description	Input
Daily Log	Update
Project management team role descriptions	Create
Project management team structure	Create
Appointed Project management team	Confirm

CPM Ex SU SS PM TM PA PS

				P			
	A			P			
	A			P			
A	P						

SU4 Prepare the outline business case

Project Mandate	Decision
Lessons Log	Input
Outline Business Case	Create
Project Product Description	Create
Daily Log	Update

CPM Ex SU SS PM TM PA PS

A	P	R	R	R		R	
	(A)	(A)	(A)	P		R	
				P			

SU5 Select the project approach and assemble the project brief

(Part of) Project Brief	Input
Project Product Description	Input
(Outline) Business Case	Input
Executive role description	Input
Project manager role description	Input
Project management team role descriptions	Input
Project management team structure	Input
Lessons Log	Input
Project Approach	Create / Select
Additional role descriptions	Create
Project Brief	Create
Daily Log	Update

CPM Ex SU SS PM TM PA PS

	(A)	(R)	(R)	P		R	
	(A)	(R)	(R)	P		R	
	(A)	(R)	(R)	P		R	
				P			

SU6 Plan the initiation stage

Project Brief	Input
Daily Log	Input
Lessons Log	Input
Initiation Stage Plan	Create
Daily Log	Update
Request to initiate a project	Decision

CPM Ex SU SS PM TM PA PS

	(A)	(A)	(A)	P		R	
				P			

Directing a Project

DP1 Authorize Initiation

- Request to initiate a project
- Project Brief
- (Initiation) Stage Plan
- Project Brief
- Initiation Stage Plan
- Authority to initiate a project
- Initiation notification

- Decision
- Input
- Input
- Approve
- Approve
- Decision
- Event

CPM Ex SU SS PM TM PA PS

(R)	A	A	A	(P)		R	
	A	A	A	(P)		R	

DP2 Authorize the Project

- Lessons Log
- Project Initiation Documentation
- Benefits Review Plan
- Lessons Log
- (Updated) Project Initiation Documentation
- (Updated) Benefits Review Plan
- Project authorisation notification
- Premature close

- Input
- Input
- Input
- Review
- Approve
- Approve
- Decision
- Decision

CPM Ex SU SS PM TM PA PS

		R	R	(P)		R	
R	A	A	A	(P)		R	
A	A	A	A	(P)		R	

DP3 Authorize a Stage or Exception Plan

- Request to approve exception plan
- Request to approve next stage plan
- (Current Stage) End Stage Report
- (if required) Lessons Report
- Follow-on action recommendations
- (Next) Stage Plan
- Exception Plan
- Benefits Review Plan
- Project Initiation Documentation
- Specialist Products
- End Stage Report
- Lessons Report
- Follow-on action recommendations
- Stage plan for next stage
- Exception plan
- Project Initiation Documentation
- Benefits Review Plan
- Stage authorization
- Premature close
- Exception plan authorization

- Decision
- Decision
- Input
- Input
- Input
- Input
- Input
- Input
- Input
- Confirm Approval
- Approve
- Distribute
- Distribute
- Approve
- Approve
- Approve
- Approve
- Approve
- Input
- Input
- Input

CPM Ex SU SS PM TM PA PS

	A	A	A	(P)		(R)	
	A	A	A	(P)	(P)	R	
	A	A	A	(P)		R	
	A	A	A	(P)		R	
	A	A	A	(P)		R	
	A	A	A	(P)		R	
(R)	A	A	A	(P)		R	
A	A	A	A	(P)		R	

DP4 Give Ad hoc Direction

Project Manager request for advice	Decision
Exception raised	Event
Corporate advice and decisions	Decision
Highlight Report	Input
Exception Report	Input
Issue Report	Input
Highlight Report	Inspect
Exception Report	Respond
New Issue	Raise
Project Board request for advice	Decision
Project Board advice	Decision
Exception plan request	Decision
Premature close	Decision

CPM Ex SU SS PM TM PA PS

	R	R	R	(P)		R	
	R	R	R	(P)		R	
P	P	P	P				

DP5 Authorize Project Closure

Close recommendation	Decision
Project Initiation Documentation	Input
(Updated) Business Case	Input
End Project Report	Input
Lessons Report	Input
Follow-on action recommendations	Input
Benefits Review Plan	Input
End Project Report	Approve
Lessons Report	Distribute
Follow-on action recommendations	Distribute
(Updated) Business Case	Confirm
(Updated) Benefits Review Plan	Approve
Closure notification	Event

CPM Ex SU SS PM TM PA PS

	A	A	A	(P)		R	
	A	A	A	(P)		R	
	A	A	A	(P)		R	
	A	A	A	(P)		R	
	A	A	A	(P)		R	

Initiating a Project

IP1 Prepare the Risk Management Strategy

- Authority to initiate a project
- Project Brief
- Lessons Log
- Daily Log
- Risk Management Strategy**
- Risk Register**

- Decision
- Input
- Input
- Input
- Create**
- Create & Populate**

CPM Ex SU SS PM TM PA PS

	(A)	(A)	(A)	P		R	
				A		R	P

IP2 Prepare the Configuration Management Strategy

- Authority to initiate a project
- Project Brief
- Lessons Log
- Risk Register
- Daily Log
- (Initial) Configuration Management Strategy**
- (Initial) Configuration Item Records**
- Issue Register**

- Decision
- Input
- Input
- Input
- Input
- Create**
- Create**
- Create & Populate**

CPM Ex SU SS PM TM PA PS

	(A)	(A)	(A)	P		R	
				A		R	P
				A		R	P

IP3 Prepare the Quality Management Strategy

- Project Brief
- Project Product Description
- Lessons Log
- Risk Register
- Issue Register
- Quality Management Strategy**
- Quality Register**

- Input
- Input
- Input
- Input
- Input
- Create**
- Create**

CPM Ex SU SS PM TM PA PS

	(A)	(A)	(A)	P		R	
				A		R	P

IP4 Prepare the Communication Management Strategy

- Project Brief
- Lessons Log
- Risk Register
- Issue Register
- (Part of) Project Initiation Documentation
- Risk Management Strategy
- Quality Management Strategy
- Configuration Management Strategy
- Communication Management Strategy**

- Input
- Input
- Input
- Input
- Input
- Input
- Input
- Input
- Create**

CPM Ex SU SS PM TM PA PS

	(A)	(A)	(A)	P		R	
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IP5 Set up Project Controls

- Lessons Log
- Project Brief
- (Part of) Project Initiation Documentation
- Quality Management Strategy
- Configuration Management Strategy
- Risk Management Strategy
- Communication Management Strategy
- Project Plan
- Risk Register
- Issue Register
- Project Controls**
- Role Descriptions**
- Project management team structure**

- Input
- Input
- Input
- Input
- Input
- Input
- Input
- Input
- Input
- Input
- Create**
- Update**
- Update**

CPM Ex SU SS PM TM PA PS

	(A)	(A)	(A)	P		R	
	(A)	(A)	(A)	P		R	
	(A)	(A)	(A)	P			

IP6 Create the Project Plan

CPM Ex SU SS PM TM PA PS

Lessons Log	Input
Risk Register	Input
Issue Register	Input
Project Brief	Input
Project Approach	Input
Project Product Description	Input
(Part of) Project Initiation Documentation	Input
Quality Management Strategy	Input
Configuration Item Records	Input
Risk Management Strategy	Input
Communication Management Strategy	Input
Project Controls	Input
Project Plan	Create
Product Descriptions	Create
Configuration Item Records	Create / Update
Project management team structure	Update
Role Descriptions	Update

	(A)	(A)	(A)	P		R	
	(A)	(A)	(A)	P		R	
				A		R	P
	(A)	(A)	(A)	P		R	
	(A)	(A)	(A)	P		R	

IP7 Refine the Business Case

CPM Ex SU SS PM TM PA PS

Project Brief	Input
(Outline) Business Case	Input
(Part of) Project Initiation Documentation	Input
Project Plan	Input
Risk Register	Input
Benefits Review Plan	Create
Detailed Business Case	Create

(A)	(A)	(A)	(A)	P		R	
(A)	(A)	(A)	(A)	P		R	

IP8 Assemble the Project Initiation Document

CPM Ex SU SS PM TM PA PS

Project Brief	Input
Project Definition	Input
Project Approach	Input
(Detailed) Business Case	Input
Project management team structure	Input
Role Descriptions	Input
Quality Management Strategy	Input
Configuration Item Records	Input
Risk Management Strategy	Input
Communication Management Strategy	Input
Project Plan	Input
Project Controls	Input
Tailoring of Prince2	Input
Project Initiation Documentation	Assemble
Request to deliver a project	Decision
Stage boundary approaching	Event

	(A)	(A)	(A)	P		R	

Controlling a Stage

CS1 Authorize a Work Package

- Stage Plan
- Product Descriptions
(Part of) Project Initiation Documentation
- Project Controls
- Quality Management Strategy
- Configuration Item Records
- Team Plan
- Corrective Action
- New Work Package
- Stage authorization
- Exception plan authorization
- Work Package
- Configuration Item Records
- Quality Register
- Risk Register
- Issue Register
- Team Plan
- Stage Plan
- Authorization to deliver a Work Package

- Input
- Input
- Input
- Input
- Input
- Input
- Input
- Decision
- Event
- Decision
- Decision
- Create
- Create / Update
- Update
- Update
- Update
- Review
- Update
- Decision

CPM Ex SU SS PM TM PA PS

				P	(A)	R	
				A	(R)	R	P
				R	(R)	R	P
				P			
				P			
				R	(P)		
				P	(R)	R	

CS2 Review Work Package Status

- Stage Plan
- Work Package(s)
- Checkpoint Report(s)
- Quality Register
- Team Plan(s)
- Risk Register
- Checkpoint Report
- Team Plan
- Stage Plan
- Configuration Item Records
- Risk Register
- Issue Register

- Input
- Input
- Input
- Input
- Input
- Input
- Review
- Review
- Update
- Update
- Update
- Update

CPM Ex SU SS PM TM PA PS

				R	(P)		
				R	(P)		
				P		R	
				A	(R)	R	P
				P			
				P			

CS3 Receive completed Work Package

- Completed Work Package
- Stage Plan
- Quality Register
- Configuration Item Records
- Configuration Item Records
- Stage Plan

- Event
- Input
- Input
- Input
- Confirm
- Update

CPM Ex SU SS PM TM PA PS

				A	(R)	R	P
				P		R	

CS7 Escalate issues and risks

Tolerance Threat	Event
Project Initiation Documentation	Input
Business Case	Input
Project Plan	Input
Stage Plan (current stage)	Input
Issue Report	Input
Issue Register	Input
Risk Register	Input
Exception Report	Create
Issue Register	Update
Risk Register	Update
Exception raised	Event
Issue Report	Update

CPM Ex SU SS PM TM PA PS

	(A)	(R)	(R)	P		R	
				P			
				P			
				P			

CS8 Take corrective action

Daily Log	Input
Issue Register	Input
Risk Register	Input
Issue Report	Input
Stage Plan	Input
Configuration Item Records	Input
Corrective Action	Event
Issue Register	Update
Risk Register	Update
Issue Report	Update
Stage Plan	Update
Configuration Item Records	Update
Daily Log	Update
Corrective Action	Event

CPM Ex SU SS PM TM PA PS

				P			
				P			
				P		R	
				P		R	
				P	(R)		R
				P			

Managing Product Delivery

MP1 Accept a Work Package

Authorization to deliver a Work Package
 Work Package
 Project Initiation Documentation
 Team Plan
 Risk
 Quality Register
 Work Package

Decision
 Input
 Input
 Confirm
 Raise
 Update
 Approve

CPM Ex SU SS PM TM PA PS

			(A)	(A)	P	R	
				(R)	P		
				(R)	R		(P)
				(P)	A	R	

MP2 Execute a Work Package

Work Package
 Team Plan
 Project Initiation Documentation
 Specialist Products
 Quality Register
 Configuration Item Records
 Team Plan
 Checkpoint Report
 Issue
 Risk
 Approval Records

Input
 Input
 Input
 Create
 Update
 Update
 Update
 Confirm
 Raise
 Raise
 Obtain

CPM Ex SU SS PM TM PA PS

	(A)	(A)	(A)	(R)	P	R	(P)
				(R)	R		P
					P		
					P	R	
				(R)	P		
				(R)	P		
				(R)	P	R	R

MP3 Deliver a Work Package

Work Package
 Quality Register
 Configuration Item Records
 Work Package
 Team Plan
 Completed Work Package

Input
 Input
 Input
 Update
 Update
 Event

CPM Ex SU SS PM TM PA PS

				(A)	P	R	
				(R)	R	R	

Managing Stage Boundaries

SB1 Plan the Next Stage

- Stage boundary approaching
- Project Initiation Documentation
- Issue Register
- Risk Register
- Lessons Log
- Project Initiation Documentation
- Stage Plan
- Configuration Item Records
- Risk Register
- Issue Register
- Quality Register

- Event
- Input
- Input
- Input
- Input
- Update
- Create
- Create / Update
- Update
- Update
- Update

CPM Ex SU SS PM TM PA PS

(R)	(A)	(A)	(A)	P		R	
	(A)	(A)	(A)	P		R	
				P		R	R
				P		R	
				P		R	
				P		R	P

SB2 Update the Project Plan

- Stage Plan (Current Stage)
- Stage Plan (Next Stage)
- Project Initiation Documentation
- Exception Plan
- Project Plan
- Issue Register
- Risk Register

- Input
- Input
- Input
- Input
- Update
- Update
- Update

CPM Ex SU SS PM TM PA PS

	(A)	(A)	(A)	P		R	
				P		R	
				P		R	

SB3 Update the Business Case

- Risk Register
- Issue Register
- (Part of) Project Initiation Documentation
- Project Plan
- Benefits Review Plan
- Business Case
- Benefits Review Plan
- Risk Register
- Issue Register

- Input
- Input
- Input
- Input
- Input
- Update
- Update
- Update
- Update

CPM Ex SU SS PM TM PA PS

(R)	(A)	(A)	(A)	P		R	
(R)	(A)	(A)	(A)	P		R	
				P		R	
				P		R	

SB4 Report Stage End

- (Part of) Project Initiation Documentation
- Business Case
- Communication Management Strategy
- Benefits Review Plan
- Issue Register
- Risk Register
- Quality Register
- Stage Plan (Current Stage)
- Product Status Account
- Lessons Log
- End Stage Report
- Lessons Report
- Follow-on action recommendations
- Request to approve next stage plan
- Request to approve exception plan

- Input
- Input
- Input
- Input
- Input
- Input
- Input
- Input
- Input
- Input
- Create
- Create
- Create
- Decision
- Decision

CPM Ex SU SS PM TM PA PS

	(A)	(A)	(A)	P		R	
	(A)	(A)	(A)	P		R	
	(A)	(A)	(A)	P		R	

SB5 Produce an Exception Plan

CPM Ex SU SS PM TM PA PS

- Exception plan request
- Stage Plan (Current Stage)
- Exception Report
- Issue Register
- Risk Register
- Project Initiation Documentation
- Project Initiation Documentation
- Exception Plan
- Configuration Item Records
- Risk Register
- Issue Register
- Quality Register

- Decision
- Input
- Input
- Input
- Input
- Input
- Update
- Create
- Create / Update
- Update
- Update
- Update

(R)	(A)	(A)	(A)	P		R	
	(A)	(A)	(A)	P		R	
				P		R	P
				P		R	
				P		R	
				P	(R)	R	P

Closing a Project

CP1 Prepare Planned Closure

- Project end approaching
- Product Status Account
- Project Initiation Documentation
- Project Plan
- Project Plan**
- Create**

- Event
- Input
- Input
- Input
- Update**
- Create**

CPM Ex SU SS PM TM PA PS

				P		R	
				P		R	P

CP2 Prepare Premature Closure

- Premature close
- Product Status Account
- Project Initiation Documentation
- Project Plan
- Issue Register**
- Project Plan**
- Product Status Account**
- Additional Work Estimates**

- Decision
- Input
- Input
- Input
- Update**
- Update**
- Create**
- Create**

CPM Ex SU SS PM TM PA PS

				P			
				P		R	
				R		R	P
	(A)	(A)	(A)	P		R	

CP3 Hand over Products

- Issue Register
- Risk Register
- Project Initiation Documentation
- Configuration Item Records
- Follow-on action recommendations**
- Configuration Item Records
- Benefits Review Plan**
- Acceptance Record**

- Input
- Input
- Input
- Input
- Create / Update**
- Update**
- Update**
- Obtain**

CPM Ex SU SS PM TM PA PS

	(A)	(A)	(A)	P		R	
				A		R	P
(A)	(R)	(R)	(R)	P		R	
	(A)	(A)	(A)	P		R	

CP4 Evaluate the Project

- Project Initiation Documentation
- (Part of) End Project Report
- Follow-on action recommendations
- Issue Register
- Risk Register
- Quality Register
- Lessons Log
- End Project Report**
- Lessons Report**

- Input
- Input
- Input
- Input
- Input
- Input
- Input
- Create**
- Create**

CPM Ex SU SS PM TM PA PS

	(A)	(A)	(A)	P		R	
(A)	(R)	(R)	(R)	P		R	

CP5 Recommend Project Closure

- Project Initiation Documentation
- Communication Management Strategy
- Issue Register**
- Risk Register**
- Quality Register**
- Daily Log**
- Lessons Log**
- Draft Project Closure Notification**
- Close recommendation**

- Input
- Input
- Close**
- Close**
- Close**
- Close**
- Close**
- Prepare**
- Decision**

CPM Ex SU SS PM TM PA PS

				P			
				P			
				P			
				P			
				P			
	(A)	(A)	(A)	P		R	