

Project Solution Suite

Project Management Handbook

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As approaches change and improve over time, or emerging processes and technologies mature and are adopted by organisations, they will be reflected in ongoing updates to this handbook. Positive feedback is needed to improve and maintain its relevance. Comments or suggestions concerning this handbook should be directed to goal@goalgroup.com.au

Foreword

Developing project management skills

A common approach in many organisations when rolling out a project is to obtain project management skills from an external organisation or consultancy firm. Valuable experience and expertise can be contributed from these organisations, and an external consultancy is invaluable in certain instances—but relinquishing overall control of a project is poor practice. Organisations that are managing large numbers of projects should develop sufficient 'home-grown' project management skills to direct the project in their own interests and to evaluate the performance of the project team and external agencies involved in the project.

Objectives of this handbook

This *Project Management Handbook* has been produced with the following objectives in mind:

- to assist in standardising the practice of project management in organisations
- to ensure that all project managers are aware of their roles and responsibilities, and management's expectations of them
- to provide a consistent approach to key elements of the project lifecycle, including:
 - consistent use of the core principles of the PRINCE2 project management method
 - consistent preparation of key information common to all projects, including scope statements, plans, risk and issue logs, and highlight reports
- to encourage project managers to proactively deal with all issues and risks associated with the projects they manage
- to support the ongoing professional development of project managers.

PRINCE2 project management method

This document was written mainly with the needs of project managers in mind, but it will be useful to anyone who wants to understand how the PRINCE2 project management method can be used by organisations to manage any type of project.

Resource to support project managers

This handbook should be used like any other tool. It will assist project managers in the professional and successful completion of project assignments, and in the performance of anyone with a role as a project manager. While this handbook is not intended to be a rigid standard as such, and is not intended to replace specific methods that may be put in place from time to time, it does represent a framework within which all project work in an organisation can be planned and executed in a uniform manner.

Geoff Rankins

Operations Director
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