



ACCREDITED BY  APMG-International

## Project Assurance

Want to arrange this course for your organisation?  
We can come to you!

Call us on  
+44 (0)1202 736373 or  
email [info@spoce.com](mailto:info@spoce.com)  
for more information

Also available:

Executive Briefing  
PRINCE2® Overview  
Examined events

Also relevant:

MSP Briefing  
Management of Risk  
Management of Value

### Implementation

SPOCE can work with your organisation to help implement the OGC methods. If you are looking to establish programme & project frameworks within your organisation and need assistance with guidance, tools and techniques, you can contact us on 01202 736373.

This event provides an introduction to the Project Assurance aspects of the PRINCE2® Method.

Officially launched in October 1996, PRINCE2® is the method used for planning and managing projects in the public and private sectors. The method is used for a wide variety and size of projects. PRINCE2® is universally accepted as best practice project management.

### Who is the event designed for?

Organisations or individuals seeing the need for, or tasked with undertaking project assurance for any of its projects. The event is suitable for Project Board members wishing to gain a full understanding of the project assurance responsibilities, whether they intend to carry out their own project assurance, or delegate this function.

Resources tasked with undertaking project assurance duties on behalf of Project Board members will also benefit from this event, particularly as it explores the practical application of the role. Project Managers, Project Support and Team Managers will also benefit from understanding what to expect from Project Assurance and how to use this role to their advantage.

### What are the event objectives?

The key objectives of this event are:

- Provide Delegates with an overall understanding of the benefits that can be derived from adopting the principles of PRINCE2® project assurance.
- Provide Delegates with an appreciation of the principles of project assurance.
- Demonstrate the time and effort and consequently expense that can be saved by freeing up senior managers and enabling "Management by Exception".
- Give examples from past and existing projects of how the project assurance role can provide reassurance for senior managers – even in multi-national organisations where the project team is working a considerable distance from the project's decision makers – the Project Board.
- Provide a profile for suitable project assurance personnel.

### How long does the event last for?

The Project Assurance Function event will normally last for one day, but where required the event can be shortened to meet the needs of customers. Approximately two hours would normally be the minimum time required to deliver a useful introduction to project assurance.

To discuss your requirements with our experts call SPOCE on +44 (0)1202 736373.

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Available as a Client Event for groups





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## What content does the event cover?

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### Introduction To The PRINCE2® Method

An introductory session to set the scene. The PRINCE2® Principles, Processes, Themes will be identified and briefly explained, and the project assurance role put into context.

### Introduction To The PRINCE2® Organisation

A description of the standard PRINCE2® Organisation Theme and the typical PRINCE2® project management structure. The session will focus on project management staff interacting with the project assurance role.

### PRINCE2® Project Assurance Function

The role of the Project Board, especially the activities concerned with each Project Board member's assurance responsibilities. The options for carrying out the project assurance function – internal and external support.

### Techniques

Examining the ways by which the project assurance function may actually be carried out including:

- Quality Reviews and the role of project assurance
- Project audit through examination of documentation and interview
- Contribution during planning especially at the beginning of the project during the Initiation Stage. Risk Analysis and Project Initiation Workshops
- Communication options and involvement in Highlight Reporting

### Practical Work

Design of a suitable organisation structure and nomination of suitable personnel. Draft Job Description for different levels of project assurance within the organisation.

## What is the events approach?

The event will be delivered by an APM Group approved PRINCE2® Trainer/Consultant with practical experience of introducing and using project assurance over a wide range of projects in the UK and internationally.

The normal style of delivery will be traditional with the Event Manager taking the attendees through each element of project assurance as it relates to project management. Questions and discussion will be encouraged throughout the event. A practical element will focus attention on the introduction and use of project assurance at the customer's site and, if requested, on a specific project.

The delivery style and content can be modified to suit the customer's requirements. The briefing will be delivered in a style appropriate to the level of attendance and will be fully responsive to attendees' needs.

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