HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Project Approach. The information for the Project Approach will be found within the SU Process of the PRINCE2 Manual. There is also a Product Description for the Project Approach at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 97. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [....] text

When the template is complete, the whole Project Approach document can be printed and approved.

Prior to printing, you should delete all [....] prompt text.

Saving the Project Approach document under its own name

Save the Project Approach document by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Project Approach Document is completed check the document against the following Quality Criteria:

- It must confirm to the strategy that relates to the product's operational environment.

- It must be achievable within all known time and cost constraints for the project.

- It must be achievable with known technology.

PROJECT APPROACH

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Insert Project Name

Project Approach

Date: 22 March 2010

Document Ref:

Version No:

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1 Project Approach History

1.1 Document Location

This document is only valid on the day it was printed.
The source of the document will be found on the project's PC in location

1.2 Revision History

Date of this revision:
Date of Next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3 Approvals

This document requires the following approvals.
Signed approval forms are filed in the Management section of the project files.

Name	Signature	Title	Date of Issue	Version

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

2 Table of Contents

Project Approach

3   Purpose

[To define the type of solution to be developed by the project and/or the method of delivering that solution. It should also identify any environment into which the solution must fit.]

4   Project Approach Description

5   Type of Solution

[For example:
- bespoke
- contracted out
- current product modified
- design from scratch
- use company staff
- hire in contract staff
- buy a ready-made solution]

6   Reasons for the Approach

[e.g. part of programme approach]