

## Required Reading

Student Guide: PR2-EN-L-MVZDG-171215-01. Available to download from the course folder in the IS.

Textbook: *Managing Successful Projects with PRINCE2® 2017 Edition Manual*. Available at:

<https://is.muni.cz/obchod/baleni/105111>

Lecture / Seminar	Required Reading Prior to Class
Prior to Lecture 1	Read sections I through III of the Student Guide posted in the IS. Read pages 3 to 40 of <i>Managing Successful Projects</i>
Lecture 2	Read pages 41 to 76, plus Appendix A.1 and A.2, <i>Managing Successful Projects</i>
Lecture 3	Read pages 77 to 92, Appendix A17, A.22, A.23, A.21, of <i>Managing Successful Projects</i>
Lecture 4	Read pages 93 to 118, 349 to 356 of <i>Managing Successful Projects</i> , and A.16, A.17, A.21.
Lecture 5	Read Pages 119 to 136 of <i>Managing Successful Projects</i> and Appendix A.24, Risk Management Approach, A.25, Risk Register
Lecture 6	Read pages 137 to 146 of <i>Managing Successful Projects</i> and Appendices: A.6, Configuration Item Records A.3, Change Control Approach A.12, Issue Register A.13, Issue Report A.18, Product Status Account
Lecture 7	Read pages 120 to 136 of <i>Managing Successful Projects</i> and Appendices: A.24, Risk Management Approach A.25, Risk Register
Seminar 1	Read the case study in the Student Case Book. Download the book from the IS and print it prior to the first seminar. Read pages 157 to 194 of <i>Managing Successful Projects</i> , and Appendices: A.2, Business Case A.7, Daily Log A.14, Lessons Log A.16, Plans A.21, Project Product Description A.19, Project Brief <b>Do exercises 1 and 2 in the exercise book and be prepared to discuss in seminar 1.</b>
Seminar 2	Memorize the composition section of Appendix A.19, Project Brief. <b>Do exercise 3 in the exercise book and be prepared to discuss in seminar.</b>
Seminar 3	Read Pages 195 to 214 of <i>Managing Successful Projects</i> plus Appendices: A.20, Project Initiation Documentation A.5, Communication Management Approach A.3, Change Control Approach A.22, Quality Management Approach A.24, Risk Management Approach A.16, Plans

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	A.2, Business Case A.1, Benefits Management Approach <b>Do exercise 4 in the exercise book and be prepared to discuss in seminar.</b>
Seminar 4	Memorize the composition section of each document in the PID and the PID itself.
Seminar 5	<b>Do exercise 6 in the exercise book and be prepared to discuss in seminar.</b> Read pages 216 to 258 of Managing Successful Projects and Appendices: A.4, Checkpoint Report                      A.12, Issue Register A.6, Configuration Item Records            A.13, Issue Report A.7, Daily Log                                    A.14, Lessons Log A.9, End Stage Report                        A.23, Quality Register A.10, Exception Report                      A.25, Risk Register A.11, Highlight Report                        A.26, Work Package
Seminar 07	Read pages 260 to 270 of Managing Successful Projects and Appendix A.8, End Project Report. <b>Do exercise 8 in the exercise book and be prepared to discuss in seminar</b>
Seminar 08	Read about premature closure and review log, register and document creation exercises.
Seminar 09	Review all readings and exercises. Prepare for the exam.