

PRINCE2™- Product Status Account

Project Name:			
Date:		Release:	Draft/Final
Author:			
Owner:			
Client:			
Document Number:			

Note: This document is only valid on the day it was printed

Revision History

Date of next revision:

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked

Approvals

This document requires the following approvals. A signed copy should be placed in the project files.

Name	Signature	Title	Date of Issue	Version

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

Overview

Purpose The Product Status Account provides information about the state of products within defined limits. The limits can vary. For example, the report could cover the entire project, a particular stage, a particular area of the project, or the history of a specific product. It is particularly useful if the Project Manager wishes to confirm the version number of products.

Contents The format following on page 3 is an example of the type of information the Project Manager may request as a Status Account on a Product or set of Products. Depending on the purpose of the request the Project Manager may request more or less information. This format would be repeated for each product included in the request.

Advice *The Product Status Account is derived from the Configuration Item Records and the Stage Plan.*

A Product Status Account can take a number of formats, including: Document, spreadsheet or report from a database; Output from a project management tool.

The following quality criteria should be observed:

- The details and dates match those in the Stage Plan
 - The product name is consistent with the product breakdown structure and the name in the Configuration Item Record.
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Product Status Account

Report Scope¹			
Date Produced			
Product Status (repeated for each product included in the report scope)			
Product Identifier			
Product Title			
Version			
Status and date of status change			
Product State			
Owner			
Copy-holders			
Location			
User(s)			
Producer		Date Allocated	
Baseline Date planned		Actual	
Planned date of next baseline			
List of related items			
List of related Issues and risks²			

¹ Describing the scope of the report (e.g. for the entire project, by stage, by product type, by supplier etc. The product's attribute can be used to select the subset of products for the report)

² Including changes pending and approved

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