

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 Follow-on Action Recommendations. The information for the Follow-on Action Recommendations will be found within the DP Process and the Controls Section of the PRINCE2 Manual. There is also a Product Description for the Follow-on Action Recommendations 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 Follow-on Action Recommendations document can be printed and approved.

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

Saving the Follow-on Action Recommendations document under its own name

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

Once your Follow-on Action Recommendations document is completed check the document against the following Quality Criteria:

- There must be an entry for every open Project Issue.
- The relevant Project Issues should have been closed with an entry to signify that they have been transferred to these recommendations.
- Any available useful documentation or evidence should accompany the recommendations.

PROJECT DOCUMENTATION

FOLLOW-ON ACTION RECOMMENDATIONS

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Insert Project Name

Follow-on Action Recommendations

Date: 22 March 2010

Document Ref:

Version No:

1 Follow-on Action Recommendations 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

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Highlight Report

3 Purpose

[To pass details of unfinished work or potential product modifications to the group charged with future support of the final product in its operational life]

4 Requests for Change

[Requests for Change that were considered to have merit but were not implemented during the project]

5 Off-Specifications

Off-Specifications recording missing products or products that do not meet the original requirements]

6 Risks

[Risks identified during the project, which may affect the project in its operational life]

7 Hand-Over/Training Needs

[Any identified hand-over or training needs]

8 Any Other Action

[Any other activities needed to take the product to the next stage of its life]