

Practical PRINCE2 Implementation at Toshiba

Toshiba Information Systems (UK) Ltd have an internal ICT team for Toshiba UK and are responsible for ICT provision across the full range of Toshiba activities in the UK including a range of stores, product development, production and marketing activities.

Toshiba Information Systems ICT Team are using PROJECT in a box Professional Edition to provide their Project Support Office function which manages delivery of all projects in the business unit. The team consists of several project managers, some of whom have formal PRINCE2 qualifications. Projects include Toshiba Information Services people as well as team members from other business units with no PRINCE2 training or experience.

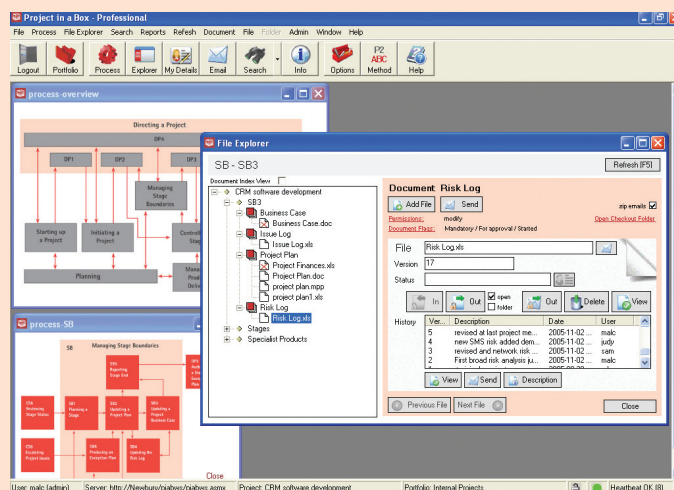
In Autumn 2005 Richard Saywell, a Technical Analyst / Project Manager in the team, had come across PROJECT in a box while researching on the internet and having trialed the free Community Edition on a project, found it helpful in keeping the process authentic and document configuration-managed. This positive experience resulted in Richard putting a business case together for a larger scale trial of Professional Edition on an Active Directory Roll Out Project to enable the team to share access to the project documentation under permissions and manage their own configuration. Richard can now tell you more:

"This trial project was a great success. By enabling the team to share access to the project documentation in real time, understanding and responsiveness was improved whilst the configuration management ensured we didn't get into double working on project documents."

"It was on the back of this success that we decided to buy additional licences and roll out PROJECT in a

box out across the majority of our project teams. As an organisation we are largely Six Sigma based and few of us have PRINCE2 training but the thing we liked about PROJECT in a box was this didn't particularly matter as the process diagram based layout of the system enabled us to click through the processes then be shown which documents we needed to create, review or revise at each sub-process."

"We have now been running with PROJECT in a box for a year and it is used by a core team on around



twenty projects. However with the Outlook integration facilities we can easily share documents with team members such as external contractors who don't have access to the system and I would say this file based nature is one of the system's greatest advantages."

"More recently we have started to use the P2ABC methods provided in the Professional edition and these have been a fantastic help enabling us to provide a method much more fit for purpose (yet still PRINCE2) for our smaller projects whilst running larger projects in the same programme with the complete PRINCE2. This is enabling us to further broaden the usage of the system as many junior or part time project managers can lead on projects with these lighter methods

without having to consider the full weight of PRINCE2 documentation."

"Emboldened by these successes we are now looking at using our Method Manager tool (also from PROJECT in a box) to produce a Six Sigma template to support the implementation of this technique in the Business unit and we have customised the standard P2ABC method templates to reflect the Toshiba way of doing things with our own template files and to match our own Quality systems from the outset."

system ourselves which provides a great sense of ownership and definitely contributes to embedding it successfully in the business."

"We have found PROJECT in a box and their support team very helpful. After initial enquiries we purchased our licence packs on-line and used the customer pages for our installs, licence management and supporting documentation. This is very effective as we can get what we need when we need it even if we are on a remote site or over the weekend."

The team at PROJECT in a box would like to thank Toshiba and Richard in particular for their kind permission to reproduce his comments here. Toshiba are very representative of the organisations we work with, most of whom are looking to take the best from PRINCE2 and other methodologies but to customise these to better match their own business needs and processes. Professional Edition was designed with this need in mind and we are delighted to help customers achieve this and deliver the associated benefits.

"Our plans for the coming year include an increased usage of the powerful reporting tools to support a new dispersed programme of work and further customisation of the system to match our needs. PROJECT in a box have provided us with the tools we need to tailor the

Prepared by Richard Saywell, Toshiba Information Systems (UK) Ltd and Malcolm West, PROJECT in a box. October 2006.

You can find out more about PROJECT in a box at www.projectinabox.org.uk



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"Your own Project Support Office"

"PROJECT in a box provide software and services to help organisations implement project management processes and can support fully authentic PRINCE2™ as well as any customised or in-house approach. Our free Community Edition product has over 10,000 users worldwide and our Professional Edition platform is used by well over 100 organisations in ten countries".