

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 Product Status Account. There is also a Product Description for the Product Status Account at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 2003. 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 Product Status Account can be printed and approved.

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

Saving the Product Status Account under its own name

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

Once your Product Status Account is complete check the document against the following Quality Criteria:

- 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

PROJECT DOCUMENTATION

PRODUCT STATUS ACCOUNT

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1 Product Status Account History

1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found at this location – *[insert folder structure]*

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 should be filed appropriately in the project filing system.

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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3 Report Scope

[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 sub-set of products for the report)]

4 Date Produced

[Date the report was generated]

5 Product Status

[For each product within scope of the report, the report may include:

- Product identifier and title
- Version
- Status and date of status change
- Product state
- Owner
- Copy holder
- Location
- User(s)
- Producer and date allocated to producer
- Planned and actual date Product Description was baselined
- Planned and actual date product was baselined
- Planned date for the next baseline
- List of related items
- List of related issues (including changes pending and approved) and risks]