



## MANAGEMENT AND COORDINATION OF E.C. FUNDED PROJECTS; THE PM<sup>2</sup> METHODOLOGY

*Effective Project Management based on the  
PM<sup>2</sup> Methodology of the European  
Commission*

### OUR EXPERTS

At European Academy we put a strong emphasis on the teaching skills of our tutors, therefore each instructor has been carefully selected, ensuring they meet the criteria of both being an expert in their field as well as being great communicators.

Our tutors know and understand the challenges you're most likely to face, so they can suggest the best and most effective ways to help you overcome them. With many valuable years' worth of diverse experience their role is to support you throughout your learning journey.

This is a unique course developed in collaboration with the PM<sup>2</sup> Alliance. It has been designed exclusively to serve the needs of the beneficiaries of European Funding and is the result of the combined work of PM<sup>2</sup> Practitioners, PM<sup>2</sup> Authors and experienced Project Coordinators.

The courses are delivered by PM<sup>2</sup> Trainers qualified and certified by the PM<sup>2</sup> Alliance with proven experience in the management and coordination of European projects.

### TRAINING AGENDA Day 1

**Registration 08:30 – 09:00**

**Welcome and Introduction 09:00 – 09:30**

- Roundtable welcome and introductions

**Projects and Project Management 09:30 – 11:00**

- About EU funded projects
- Projects, Programs, Portfolios and PM Methodologies
- The project objectives and the triple constraint
- Defining project success (vs failure)
- About project stakeholders
- Project deliverables vs project management deliverables
- Outputs, outcomes and business implementation

**Coffee Break 11:00 – 11:30**

**Introduction to the PM<sup>2</sup> Methodology 11:30 – 13:00**

- About Open PM<sup>2</sup>
- The PM<sup>2</sup> lifecycle and the EU funded project lifecycle
- The PM<sup>2</sup> activities and artefacts landscape
- Project management documentation: The PM<sup>2</sup> templates

**Lunch Break 13:00 – 14:00**

**Initiating & Planning a Project 14:00 – 15:30**

- Initiating and Planning activities and artefacts
- The Business Case: justifying the project
- Critical Success Criteria (CSC)
- Phase kick-off meetings
- Project Stakeholder Matrix

**Coffee break 15:30 – 16:00**

**Initiating & Planning a Project (cont.) 16:00 – 17:00**

- Project Charter: defining the project
- The Project (Management) Handbook
- Critical Success Factors (CSFs)
- Deliverables Acceptance
- Transition and Business Implementation

**Questions and Answers 17:00 – 17:30**

**End of Day 1 17:30**

## OTHER COURSES

MANAGEMENT AND COORDINATION OF  
E.C. FUNDED PROJECTS;  
THE PM<sup>2</sup> METHODOLOGY

PM<sup>2</sup> PROJECT MANAGEMENT  
METHODOLOGY FOR EUROPEAN FUNDED  
PROJECTS

RISK MANAGEMENT FOR EC FUNDED  
PROJECTS

PROPOSAL WRITING FOR RESEARCH &  
INNOVATION PROJECTS

IMPACT OF E.C. FUNDED RESEARCH

FINANCIAL ADMINISTRATION & AUDITING  
PREPARATION  
FOR E.C. FUNDED PROJECTS

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TRAINING REQUIREMENTS!



### OPEN COURSES

Meticulously designed to provide an  
in-depth knowledge on European  
funding and policies



### IN-HOUSE COURSES

Fully customised outcome  
orientated training focusing on  
specific organisation's objectives



### TRAINING MISSIONS

Technical Support and Capacity  
Building services for European  
Agencies and Organisations



### CONSULTATION

Tailored solutions for innovators  
and project stakeholders in their  
journey from Inception to  
Implementation

## TRAINING AGENDA

### Day 2

#### Project Planning 09:00 – 10:45

- The Project Work Plan
  - Work breakdown
  - Effort and duration estimates - Schedule and Budget
- Overview of project management tools & techniques

**Coffee Break 10:45 – 11:00**

#### Project Governance 11:00 – 13:00

- The PM<sup>2</sup> Governance Model
- Assigning Roles & Responsibilities: The RASCI model
- Stakeholders analysis and the Stakeholders Matrix
- The Communications Management Plan

**Lunch Break 13:00 – 14:00**

#### Monitoring and Controlling the Project 14:00 – 15:30

- Coordination and communication
- Manage project change
- Manage risks and issues
- Managing the project logs
- Using the PM<sup>2</sup> checklists
- Quality assurance and control
- Monitoring project performance
- Control schedule and costs
- Project reporting and information distribution

**Coffee break 15:30 – 16:00**

#### Closing Phase 16:00 – 16:30

- Project-end review meeting
- Lessons learned and post-project recommendations
- Formal project acceptance
- Administrative closure

#### Additional Information and Resources 16:30 – 17:00

The last hour of the course will be devoted to the use and analysis of  
exclusive templates; guidelines; tools and techniques, developed to assist  
participants in implementing the PM<sup>2</sup> Methodology and discuss practical  
issues for PM<sup>2</sup> application on EU funded projects

#### Course Review - Questions and Answers 17:00 – 17:30

**End of Day 2 17:30**

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