



MANAGEMENT AND COORDINATION OF E.C. FUNDED PROJECTS; THE PM² METHODOLOGY

*Effective Project Management based on the
PM² 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 PM² 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 PM² Practitioners, PM² Authors and experienced Project Coordinators.

The courses are delivered by PM² Trainers qualified and certified by the PM² 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 PM² Methodology 11:30 – 13:00

- About Open PM²
- The PM² lifecycle and the EU funded project lifecycle
- The PM² activities and artefacts landscape
- Project management documentation: The PM² 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 PM² METHODOLOGY

PM² 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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Meticulously designed to provide an
in-depth knowledge on European
funding and policies



IN-HOUSE COURSES

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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 PM² 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 PM² 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 PM² Methodology and discuss practical
issues for PM² application on EU funded projects

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

End of Day 2 17:30

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