



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

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

### LEAD EXPERT

Our Instructor has been providing his services as a free-lance instructor/consultant on various areas, including project and risk management, decision making under uncertainty, forecasting, management and coordination of EU funded projects, etc.

Having worked in various positions in the wider public sector, in EU Institutions, as well as in the private sector he has managed to acquire a global view of their functioning and needs and to use it for the development of tailor-made consulting services. He has been engaged in both international and national high-impact projects providing his services in the aforementioned fields.

From 2018 and onwards, acting as part of a team, he has expanded his portfolio of activities in order to include the entire lifecycle of consulting activities, spanning from proposal/tender writing, to contract management and final delivery of results.

His training approaches span from F2F, to e-learning and webinars and are always tailored to client requirements, following a thorough training needs analysis.

He holds a Ph.D. on Economics/Risk Management, a Master's Degree in techno-economic systems and is a Certified Project and Risk Management Professional from both PMI and the European Commission.

### 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 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**