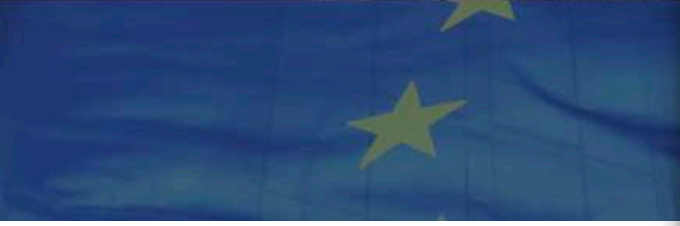




MANAGEMENT AND COORDINATION OF E.C. FUNDED PROJECTS; THE PM² METHODOLOGY



Effective Project Management based on the PM² Methodology of the European Commission

LEAD EXPERT

Nicos Kourounakis is a Project Management Consultant with expertise in Project Management Methodologies and Organizational Project Management Maturity. He co-authored the PM² (2012) and Agile PM² (2014) Project Management Methodologies for the European Commission. With international experience in Canada, the US, UK, Ireland, Belgium, Austria, and Greece, he has worked with both large organizations and start-ups.

Mr. Kourounakis is an Adjunct Professor at the Hellenic American University, teaching courses on Project Management, Portfolio Management, Operations & Supply Chain Management, and Management of Information Systems.

He has spoken at PMI conferences and served as Vice President of the Board of Directors for the PMI Chapter in Athens, Greece (2008-2010).

Nicos holds an MBA from McGill University, Canada, an MSc in Electrical Engineering from the University of Victoria, Canada, and a BSc in Physics from Aristotle University of Thessaloniki, Greece. He is certified in PMI's Organizational Project Management Maturity (OPM3), PMP, PRINCE2, IPMA-D, and PM² Practitioner methodologies.

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

MASTERING ERASMUS+ PROPOSAL
DEVELOPMENT: FROM PROJECT
CONCEPT TO WINNING PROPOSAL

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 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