

THE PM² METHODOLOGY

3 DAYS TRAINING AGENDA

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

The PM² Methodology

Effective Management based on the PM² Methodology of the European Commission

	Day	Time	Subject	Notes
1.	Day 1	3 hours	Introduction to the PM² Methodology <ul style="list-style-type: none"> • The PM² lifecycle & activities • The project objectives and the triple constraint • Outputs, outcomes and business implementation Project Governance <ul style="list-style-type: none"> • The PM² Governance & The RASCI model 	Chapters 1,2,3,4 & App. E
2.	Day 1	4 hours	Initiating a Project <ul style="list-style-type: none"> • Initiating activities and artefacts • The Business Case: justifying the project • Project Charter: defining the project Workshop Day 1 (Initiation Artefacts)	Chapter 5
3.	Day 2	2 hours	Planning a Project (part 1) <ul style="list-style-type: none"> • Stakeholders analysis and the Stakeholders Matrix • Planning activities and artefacts • Critical Success Factors (CSFs) Workshop Day 1 (Stakeholders Management)	Chapter 6
4.	Day 2	1 hour	Planning a Project (part 2) <ul style="list-style-type: none"> • The Project Work Plan <ul style="list-style-type: none"> - Product breakdown Structure Workshop Day 1 (Create Pr. Work Plan-PBS)	Chapter 6
5.	Day 2	1 hour	Planning a Project (part 3) <ul style="list-style-type: none"> • The Project Work Plan <ul style="list-style-type: none"> - Work breakdown Structure Workshop Day 1 (Create Pr. Work Plan-WBS)	Chapter 6
6.	Day 2	1 hour	Planning a Project (part 4) <ul style="list-style-type: none"> • The Project Work Plan <ul style="list-style-type: none"> - Effort and duration estimates - Schedule and Budget Workshop Day 1 (Create Project Work Plan)	Chapter 6

	Day	Time	Subject	Notes
7.	Day 2	1 hour	Planning a Project (part 5) <ul style="list-style-type: none"> • Planning activities and artefacts • The Project (Management) Handbook • Risk & Issue Management plan Workshop Day 2 (Create Templates for Risk Management etc)	Chapter 6
8.	Day 2	1 hour	Planning a Project (part 6) <ul style="list-style-type: none"> • Planning activities and artefacts • The Project (Management) Handbook • Quality Management plan • Transition and Business Implementation 	Chapter 6
9.	Day 3	2 hours	Executing Phase <ul style="list-style-type: none"> • Executing kick-off meeting • Project Coordination & Reporting • Change Request Management • Deliverable Acceptance process Workshop Day 2 (Manage a Change Request)	Chapter 7
10.	Day 3	2 hours	Monitoring & Controlling the Project <ul style="list-style-type: none"> • Coordination and communication • Monitoring project performance • Control schedule and costs (Earned Value Management) • Managing the project logs & Using the PM² checklists Workshop Day 2 (EMV scenarios)	Chapter 9
11.	Day 3	2 hours	Monitoring & Controlling the Project <ul style="list-style-type: none"> • Manage risks and issues • Quality assurance and control Workshop Day 2 (Identify & Analyze Risks)	Chapter 9
12.	Day 3	1 hour	Closing Phase <ul style="list-style-type: none"> • Formal project acceptance • Project-end review meeting • Lessons learned and post-project recommendations • Administrative closure 	Chapter 8
13.	Extra Days		Στο χρόνο τους οι συμμετέχοντες θα μπορούν να παρακολουθήσουν για κάθε ενότητα αντίστοιχα εκπαιδευτικά βίντεο στην πλατφόρμα της Human Asset. Τα εκπαιδευτικά βίντεο αφορούν τεχνικές & εργαλεία της Διοίκησης έργων.	