THE PM² METHODOLOGY

ONLINE SEMINAR SCHEDULE

Effective Management based on the PM² Methodology
of the European Commission

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	Day	Time	Subject	Notes
1	**Day 1**	**TBD**	**Introduction to the PM² Methodology** • The PM² lifecycle & activities • Projects, Programs, Portfolios and PM Methodologies • The project objectives and the triple constraint • Defining project success (vs failure) • Project deliverables vs project management deliverables • Outputs, outcomes and business implementation **Project Governance** • The PM² Governance Model • Stakeholders analysis and the Stakeholders Matrix • The Communications Management Plan **Workshop Day 1**	Chapters 1,2,3
2	**Day 2**	**TBD**	**Project Organization & Roles** • Assigning Roles & Responsibilities • The RASCI model **Initiating a Project** • Initiating activities and artefacts • The Business Case: justifying the project • Project Charter: defining the project • Critical Success Criteria (CSC) • Phase kick-off meetings **Workshop Day 2**	Chapters 4,5 & App. E
3	**Day 3**	**TBD**	**Planning a Project (part1)** • Planning activities and artefacts • Critical Success Factors (CSFs) • The Project Work Plan - Work breakdown - Effort and duration estimates - Schedule and Budget	Chapter 6
4	**Day 4**	**TBD**	**Planning a Project (part2)** • Planning activities and artefacts • The Project (Management) Handbook • Deliverables Acceptance • Transition and Business Implementation **Workshop Day 3&4**	Chapter 6

5	**Day 5**	**TBD**	**Executing Phase** • Executing kick-off meeting • Project Coordination • Project Reporting • Information Distribution **Closing Phase** • Project-end review meeting • Lessons learned and post-project recommendations • Formal project acceptance • Administrative closure **Workshop Day 5**	Chapters 7 & 8
6	**Day 6**	**TBD**	**Monitoring & Controlling the Project** • 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 **Workshop Day 6**	Chapter 9
7	**Day 7**	**TBD**	**Additional Information and Resources** • Overview of project management Plans & Logs • Overview of project management tools & techniques • PM² Ethics & Contacts • The RASCI model • PM² Glossary	App B, C, E & F