

THE PM² METHODOLOGY

2 DAYS TRAINING AGENDA

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

The PM² Methodology

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	Day	Time	Subject	Notes
1.	Day 1	1 hour	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	1 hour	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 1	1 hour	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 1	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 1	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 1	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

	<u>Day</u>	<u>Time</u>	<u>Subject</u>	<u>Notes</u>
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 2	1 hour	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 2	1 hour	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 2	1 hour	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 2	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		In their own time, participants will be able to watch the corresponding training videos for each module on Human Asset's platform. The training videos cover project management techniques and tools.	