**Project Management by**

**Course information**

(Pronounced “P-M squared”) is a Project Management Methodology developed and supported by the **European Commission**. Its purpose is to enable project teams to manage their projects effectively and deliver solutions and benefits to their organizations and stakeholders.

**PM²** is a light and easy-to-implement methodology which project teams can tailor to their specific needs.

is a lean and easy to use methodology which captures the experience of EU Institutions from managing thousands of projects, change initiatives, programmes and grants. It has been custom developed to fit the specific needs, culture and constraints of EU Institutions and Public Administrations, but also incorporates elements from globally accepted best practices, standards and methodologies, making it suitable for use in any type of organization and project

**Course Methodology**

The format of the Four-day workshop is a series of detailed lectures followed by discussion and hands-on exercises. Case studies and real-life examples are used to illustrate success and failure

**Course Objectives**

* Combines globally recognized project management methodologies and standards, and project management best practices from the European Institutions
* Promotes a common project management methodology and vocabulary for the effective management of projects within and across organizations.
* Enables improved accountability, transparency, and better stakeholder communication and collaboration
* Provides a common governance structure with clearly described project roles and responsibilities.

**Course Outline**

**Basic Project Management Concept**

* mindset
* Project, Program & Portfolio
* Project Output, outcomes and benefits
* Project vs Operation
* Project Environments
* The house of
* Lifecycle
* Phase gates

**Project Organization and Roles**

* 5 Project organization layers
* Appropriate Governance Body (AGB)
* Project Steering Committee (PSC)
* Project Core Team (PCT)
* Project Support Team (PST)
* Project Roles (PO, SP,BM,PM , …)

**Initiating phase**

* Initiating meeting
* Business Case
* Project Charter
* Phase gate RfP

**Planning Phase**

* Planning kick-off meeting
* Project Handbook
* Project stakeholder Matrix
* Project Work Plan
* Outsourcing Plan
* Deliverable acceptance plan
* Transition plan
* Business implementation plan
* Phase gate RfE

**Execution Phase**

* Execution kick-off meeting
* Project coordination
* Quality Assurance
* Information Distribution
* Project Reporting
* Phase gate RfC

**Closing Phase**

* Project End-Review meeting
* Lessons-learned
* Project End-Report
* Administrative closure

**Monitor and Control**

* Control Schedule
* Control Cost
* Manage stakeholders
* Manage Requirements
* Manage project changes
* Manage Risks
* Manage Issues and decisions
* Manage Quality
* Manage Deliverable acceptance
* Manage Transition
* Manage Business implementation
* Manage Outsourcing

**Course Facts**

Duration: 4 Days(32 Hours)