**Management and Coordination of EU Funded Projects
with the PM² Methodology – PM²4EUFunds**

- course program -

Date: 23rd and 24th May 2024 (*online* lectures)

Timezone: CET

Location: Online

Target Group: Master Students/ PhD Students

Host: University of Novi Sad

Registration: Deadline: 25th April 2024, 23:59 CET

May 23rd, 2024

Lectures (*online*):

09:00 – 10:30 1st Session

- ✓ **Welcome & Introduction**
- ✓ **Introduction to the EU funding landscape**
- ✓ **Foundational concepts in project management**
  - o Understanding projects & project management
  - o Delving into project management levels
  - o Unpacking the triple constraint

10:30 – 11:00 Coffee break

11:00 – 12:30 2nd Session

- ✓ **Introduction to PM² methodology**
  - o PM² guide overview
  - o PM² in the context of EU-funded projects
  - o Comparing the PM² lifecycle with the EU-funded project lifecycle
  - o Exploring the PM² activities and artefacts landscape
- ✓ **Project organization in PM²**
  - o Roles within a project
  - o The PM² governance model
  - o The RASCI model: assigning roles & responsibilities

12:30 – 13:30 Lunch break

13:30 – 15.00 3rd Session

- ✓ **Project initiation**
  - o Workflow and key outputs in the initiating phase
  - o Crafting a project initiation request
  - o Building a business case

15:00 – 15:30 Coffee break

15:30 – 17:00 4th Session

- ✓ **Project initiation - continuation**
  - o Developing a project charter
  - o Clearly defining project scope
  - o Introduction to risk management: identification and analysis

May 24th, 2024

Lectures (*online*):

09:00 – 10:30 1st Session

- ✓ **Project planning**
  - o Overview of planning phase and key outputs
  - o Organizing a kick-off meeting
  - o Creating a project handbook
  - o Conducting stakeholder analysis
  - o Drafting the project work plan
  - o Work breakdown
  - o Estimation of effort and duration
  - o Setting the schedule and budget

10:30 – 11:00 Coffee break

11:00 – 12:30 2nd Session

- ✓ **Project execution**
  - o Workflow and key outputs in the execution phase
  - o Ensuring quality management
  - o Distributing information effectively
  - o Regular project reporting

12:30 – 13:30 Lunch break

13:30 – 15.00 3rd Session

- ✓ **Monitoring and control**
  - o Overview of the monitoring & control phase
  - o Techniques to monitor project performance
  - o Change management

- o Managing stakeholders, risks, and issues
- o Schedule and cost control
- o Maintenance of project logs and utilizing PM^2 checklists

15:00 – 15:30 Coffee break

15:30 – 17:00 4th Session

- ✓ **Project closure**
  - o Workflow and key outputs in the closing phase
  - o Conducting a project-end review meeting
  - o Collating lessons learned and crafting post-project recommendations
  - o Achieving formal project acceptance
  - o Undertaking administrative closure
  - o Break the project into components: deliverables, work packages, activities, tasks.