COURSEWARE

Certified PM² Foundation by PM² GROUP Courseware

Laurent Kummer





Certified PM² Foundation by PM² GROUP Courseware

Colophon

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Publisher about the Courseware

The Courseware was created by experts from the industry who served as the author(s) for this publication. The input for the material is based on existing publications and the experience and expertise of the author(s). The material has been revised by trainers who also have experience working with the material. Close attention was also paid to the key learning points to ensure what needs to be mastered.

The objective of the courseware is to provide maximum support to the trainer and to the student, during his or her training. The material has a modular structure and according to the author(s) has the highest success rate should the student opt for examination. The Courseware is also accredited for this reason, wherever applicable.

In order to satisfy the requirements for accreditation the material must meet certain quality standards. The structure, the use of certain terms, diagrams and references are all part of this accreditation. Additionally, the material must be made available to each student in order to obtain full accreditation. To optimally support the trainer and the participant of the training assignments, practice exams and results are provided with the material.

Direct reference to advised literature is also regularly covered in the sheets so that students can find additional information concerning a particular topic. The decision to leave out notes pages from the Courseware was to encourage students to take notes throughout the material.

Although the courseware is complete, the possibility that the trainer deviates from the structure of the sheets or chooses to not refer to all the sheets or commands does exist. The student always has the possibility to cover these topics and go through them on their own time. It is recommended to follow the structure of the courseware and publications for maximum exam preparation. This courseware includes the official manual. The pages following the manual contain the courseware and syllabus.

The courseware and the recommended literature are the perfect combination to learn and understand the theory.

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Other publications by Van Haren Publishing

Van Haren Publishing (VHP) specializes in titles on Best Practices, methods and standards within four domains:

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- Architecture (Enterprise and IT)
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- Project Management

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Topics are (per domain):

| IT and IT Management ABC of ICT ASL [®] CATS CM [®] CMMI [®] | Enterprise Architecture ArchiMate [®] GEA [®] Novius Architectuur Methode | Project Management A4-Projectmanagement DSDM/Atern ICB / NCB ISO 21500 |
|---|--|---|
| COBIT [°] e-CF | TOGAF [®] | MINCE [®] M_o_R [®] |
| ISO/IEC 20000 ISO/IEC 27001/27002 ISPL IT4IT [®] IT-CMF [™] IT Service CMM ITIL [®] MOF | Business Management BABOK ° Guide BiSL ° and BiSL ° Next BRMBOK TM BTF EFQM eSCM IACCM | MSP [®] P3O [®] <i>PMBOK[®] Guide</i> Praxis [®] PRINCE2 [®] |
| MSF SABSA SAF SIAM [™] TRIM VeriSM [™] | ISA-95 ISO 9000/9001 OPBOK SixSigma SOX SqEME [®] | |

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Author about this Courseware

Dear student, dear project enthusiast, welcome to the course "Manage projects with PM², the project management methodology from the European Commission"!

In this course, not only you will "learn the ropes" of a very efficient and light methodology, but you will also be exposed to a positive philosophy of good project management practice, focused on delivering value to citizens, following sustainable principles, ethics and principles.

The material in front of you is articulated around three objectives:

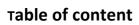
- Giving you an overview of PM² in the context of general project management.
- Teaching you the fundamentals of PM² in preparation of the certification exam.
- Helping you concretely manage projects by discussing general project management techniques and putting them in the context of PM²

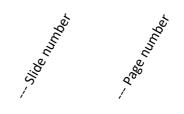
To this effect you will see the various pages of this courseware have been coded accordingly.

The reach of PM² on the European landscape has been exponential in the past few years, since its original release to the public in 2016. The demand for an official syllabus from the European Commission to structure good qualitative certification has finally been answered, and the courseware you have in hand is the first to adhere strictly to this syllabus. You then have all the chances to pass the exam, get certified and be recognized as a PM² Project Manager.

More than that, I hope that, like me, you will appreciate the simple and elegant method developed by the European Commission for the benefits of all.

Happy Managing! Laurent Kummer Lead Editor PM² v3.0





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Self-Reflection of understanding Diagram

'What you do not measure, you cannot control." - Tom Peters

Fill in this diagram to self-evaluate your understanding of the material. This is an evaluation of how well you know the material and how well you understand it. In order to pass the exam successfully you should be aiming to reach the higher end of Level 3. If you really want to become a pro, then you should be aiming for Level 4. Your overall level of understanding will naturally follow the learning curve. So, it's important to keep track of where you are at each point of the training and address any areas of difficulty.

Based on where you are within the Self-Reflection of Understanding diagram you can evaluate the progress of your own training.

| knowledge) | Half) | Part 2 (2nd Half) | studying / reading the book | exercises and the Practice exam |
|------------|-------|--|-----------------------------------|---------------------------------------|
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| | | | knowledge) Half) Half) | knowledge) Half) book |

(Self-Reflection of Understanding Diagram)

Write down the problem areas that you are still having difficulty with so that you can consolidate them yourself, or with your trainer. After you have had a look at these, then you should evaluate to see if you now have a better understanding of where you actually are on the learning curve.

Troubleshooting

| | Problem areas: | Торіс: |
|-------------------|----------------|--------|
| | | |
| Part 1 | | |
| | | |
| | | |
| | | |
| | | |
| Part 2 | | |
| | | |
| | | |
| | | |
| | | |
| You have gone | | |
| through the book | | |
| and studied. | | |
| | | |
| You have answered | | |
| the questions and | | |
| done the practice | | |
| exam. | | |
| | | |
| | | |
| | | |

Agenda

Suggested Agenda – 1 day presentation:

Morning

- Introductions, setting up course objectives 30 min
- Context & challenges for projects & projects managers 30 min
- Definitions 20 min
- Overview of PM² 30 min Governance 1h

Afternoon

- Initiating Phase 30 min
- Planning Phase 30 min
- Executing Phase 30 min
- Monitor & Control 1h
- Closing Phase 15 min
- Mindsets 15 min
- Conclusion

2 days course:

Day 1:

Morning

- Introductions, setting up course objectives 30 min
- Context & challenges for projects & projects managers 30 min
- Definitions 30 min
- Overview & history of PM² 45 min Governance 1h

Afternoon

- Governance 30 min
- Initiating Phase 45 min
- Planning phase 1h 30min

Day 2:

Morning

- Planning phase 1h 30 min
- Executing Phase 15 min Monitor & Control 1h

Afternoon

- Monitor & Control 30 min
- Closing Phase- 30 min
- Mindsets 20 min
- Revisions 1h 30min

3-days course:

Day 1:

Morning

- Introductions, setting up course objectives 30 min
- Context & challenges for projects & projects managers 45 min
- Definitions 30 min
- Overview of PM² 30 min
- Governance 30 min

Afternoon

- Governance 30 min
- Workshop: Project Selection & governance exercises-1h
- Initiating Phase- 1h
- Workshop: Initiating a project 30 min

Day 2:

Morning

- Previous day review- 15 min
- Planning Phase- 1h
- Planning Phase 1h 30 min

Afternoon 2

- Workshop: Project Planning exercises 1h 30 min
- Workshop: Team presentations 1h 30 min

Day 3:

Morning 3

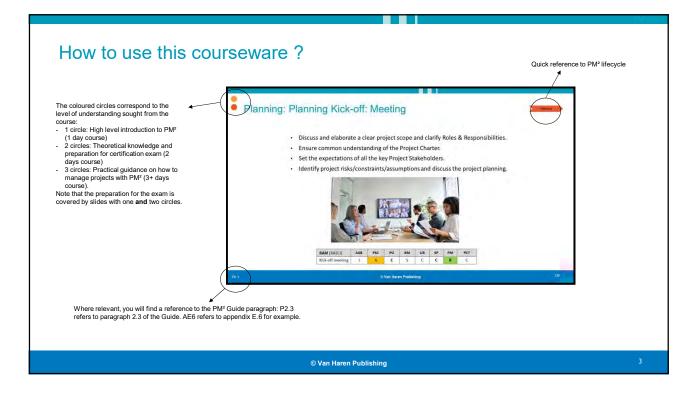
- Previous day review 15 min
- Executing Phase 15 min
- Monitor & Control 1h
- Monitor & Control 30 min
- Workshop 1h 30 min

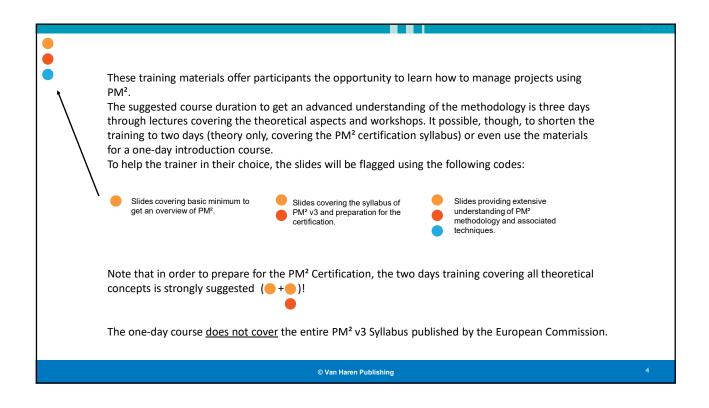
Afternoon

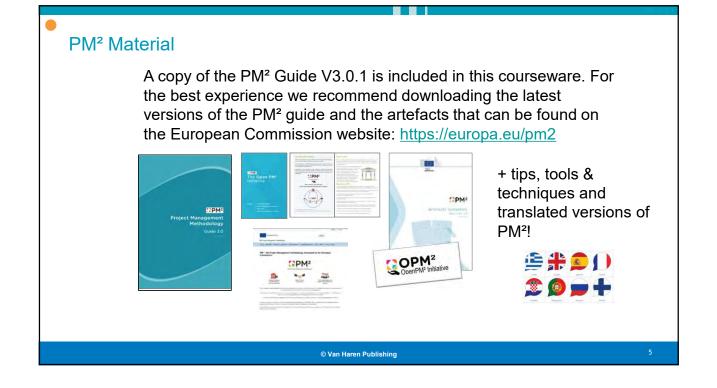
- Closing Phase 30 min
- Mindsets 30 min
- LFA 30 min
- Revisions 1h 30min
- Conclusion

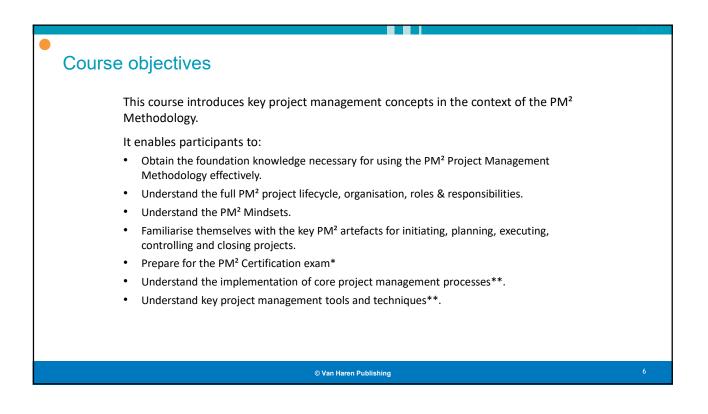


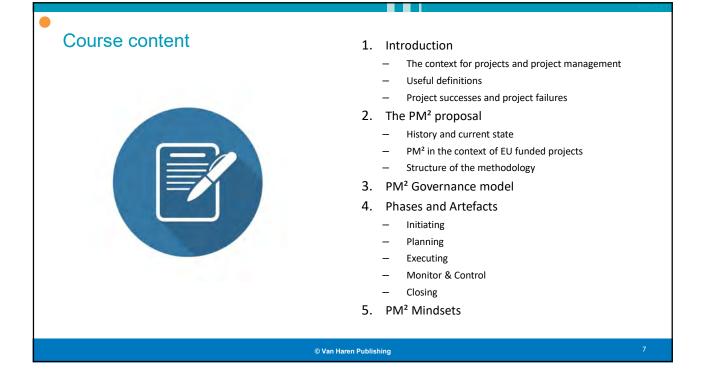




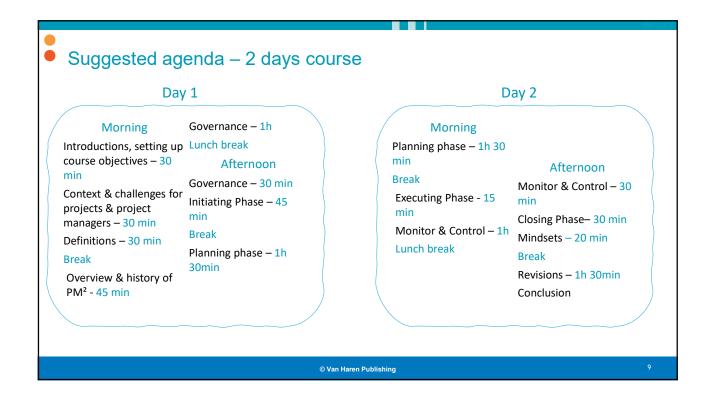






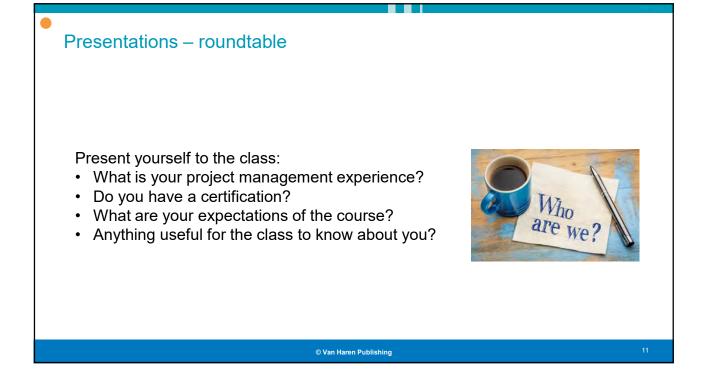


| | Morning Introductions, setting up course objectives – 30 min Context & challenges for projects & project managers – 30 min Definitions – 20 min Break Overview of PM ² - 30 min Governance – 1h Lunch break | Afternoon Initiating Phase – 30 min Planning Phase – 30 min Executing Phase – 30 min Break Monitor & Control – 1h Closing Phase – 15 min Mindsets – 15 min Conclusion | | |
|--|--|---|--|--|
|--|--|---|--|--|



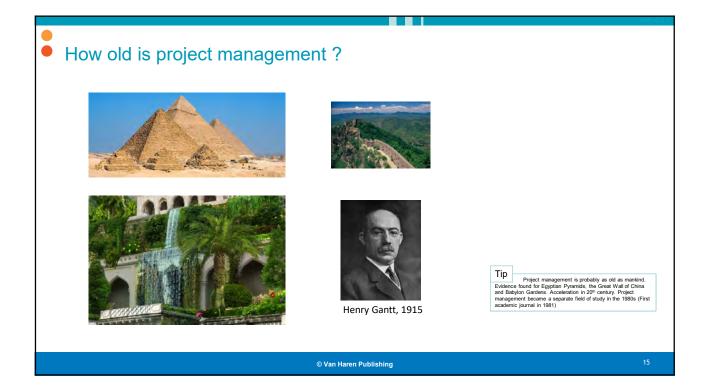


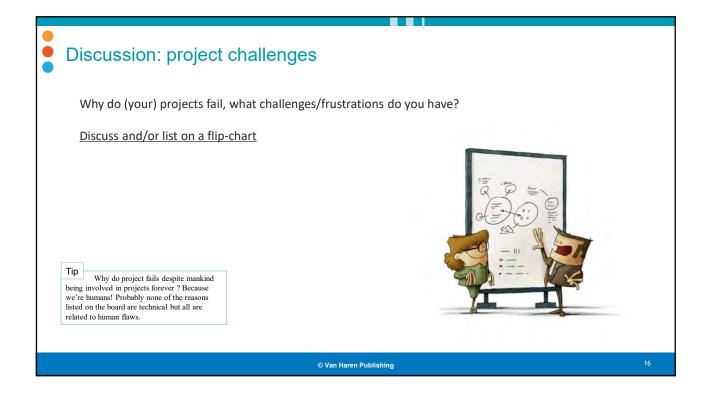
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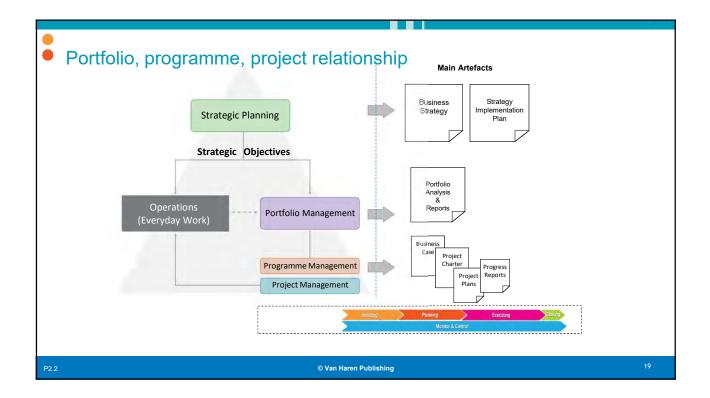
Examples of projects

Projects are undertaken at all levels of the organisation, and they can involve a single person or many thousands.

Their duration ranges from a few weeks to several years. Projects can involve one or many organisational units.

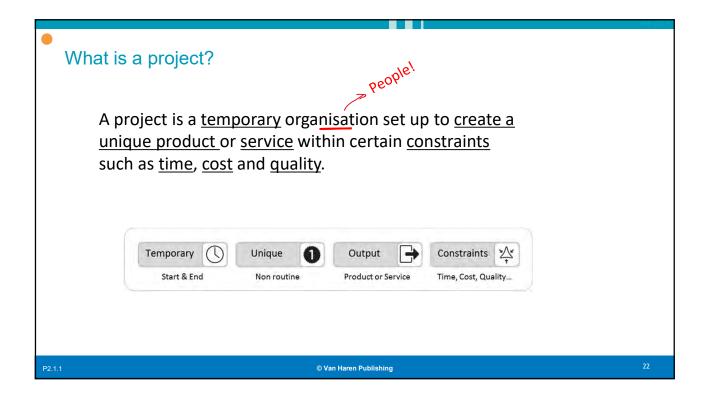
- Developing a new product or service
- Effecting a change in structure, staffing, or style of an organisation
- Designing a new transportation vehicle
- Developing, modifying or acquiring a new information system
- Constructing a building or facility
- Building a water system for a community
- Running a campaign for political office
- Implementing a new business procedure or process
- Responding to a contract solicitation.

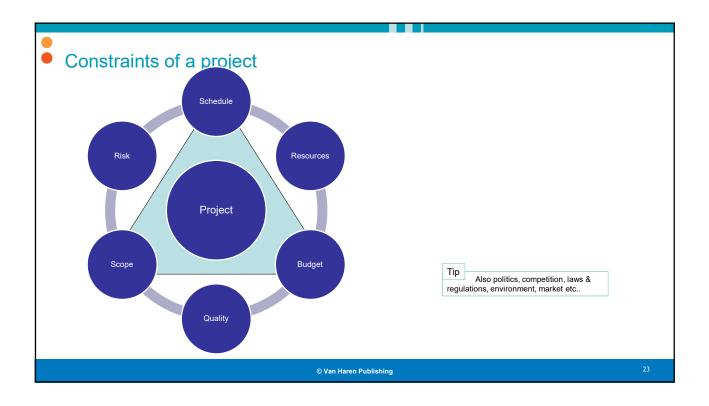


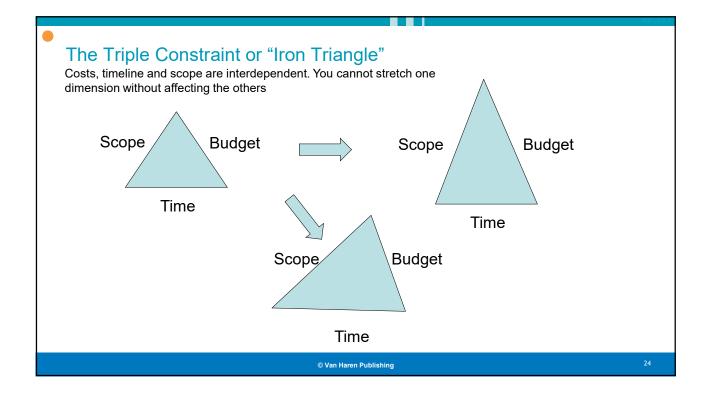


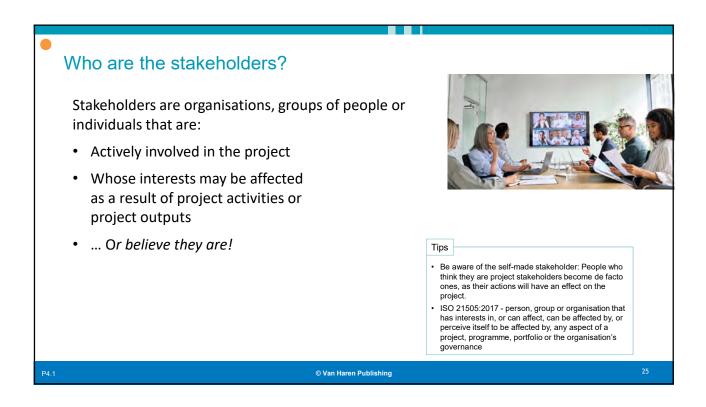


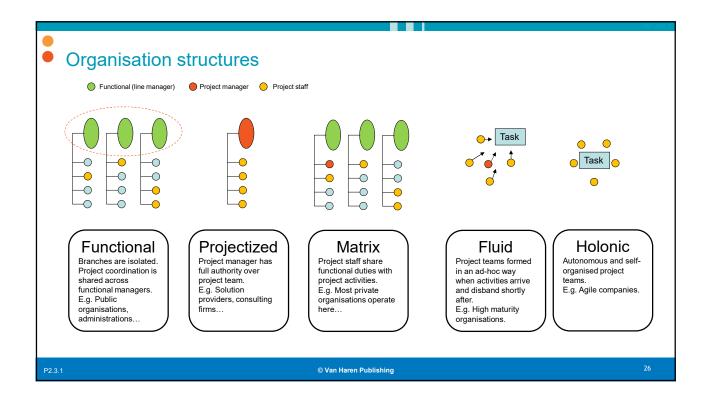








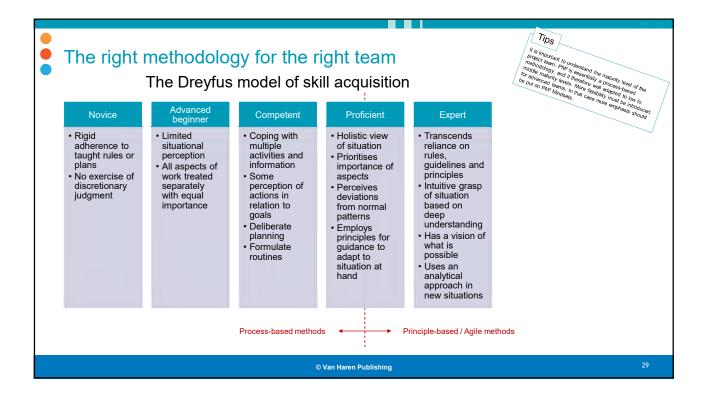


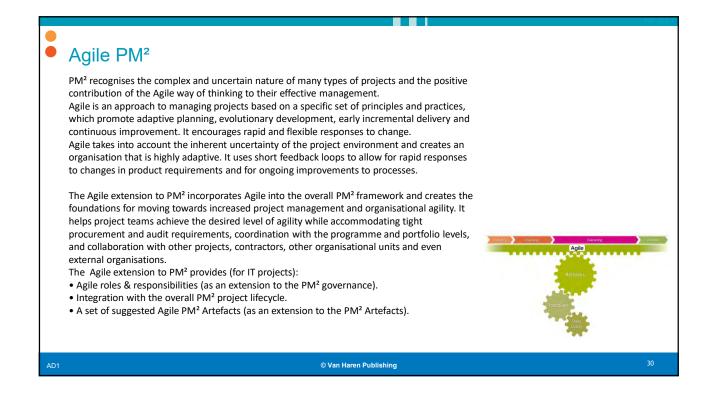


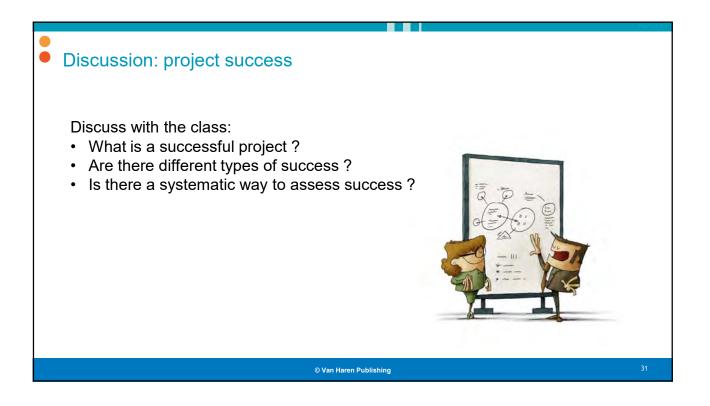
| Performance in projects |
|-------------------------|
| Periornance in projects |
| |

| | Functional | Weak Matrix | Balanced | Strong Matrix | Projectized | Fluid | Holonic |
|-----------------------------------|---------------------|--------------------|----------------------------|---------------------|--------------------|--------------------|--------------------|
| Project manager's authority | Little or none | Low | Low to moderate | Moderate to high | High | High | N/A |
| Resource availability | Little or none | Low | Low to moderate | Moderate to high | High | High | High |
| Budget responsibility | Functional manager | Functional manager | Mixed | Project manager | Project manager | Project manager | Project manager |
| Project manager's role | Part-time if any | Part-time | Full-time | Full-time | Full-time | Full-time | Full-time |
| Project staff | Part-time | Part-time | Part-time or full- time | Full-time | Full-time | Full-time | Full-time |
| | Higher risk of ← | failure | | | | Lower ris | k of failure → |
| | | | | | | | |

Competences The project manager needs to exhibit a large number of skills to deal with all kind of situations. The project team members must be selected on the basis of their talents, so they complement each other and all necessary competencies for the project are covered. Example of competency framework: Perspective People Practice Strategy Self-reflection Project design Integrity, reliability Communication Governance Requirements & objectives Compliance Scope, time . Power & Interest Relationships Organisation Culture & values Leadership Quality Teamwork Conflict & crisis Finance Resources Resourcefulness Procurement Negotiation Result orientation Plan & control Risks Stakeholders Change Source: IPMA ICB 4.0 28 © Van Haren Publishing









| | | | | | Pi |
|-----------------|--------------------|--------------------------------------|---------------------------------|----------------------|-----|
| Project results | S | | | | |
| - | | merely a means roject is to achie | s to an end ve certain outco | mes & benefits | |
| | Project | Outputs | Outcomes | Benefits | |
| | | Outputs | Outcomes | Benefits | |
| | Measure | Easy | Average | Complex | |
| | Cost to measure | Low | Mid to high | Expensive | |
| | Relevant to | Project manager (PM) | Users (UR) | Project owner (PO) | |
| Note that pr | oject outcomes | and benefits are has close | | only after the proje | ect |
| P2.1.3 | | © Van Haren P | ublishing | | 33 |

Example: The bridge

Imagine a region cut in half by a big river... On one side: a nice, big, dynamic city, with lots of activity, jobs, profits etc... On the other side: the countryside. Dull. No jobs. No activity. The few people that live there must drive north one hour to the closest bridge and then south again to go to the city. A two hours commute!

As governor of the region, you want to see economic indicators, the global wealth of the region, go up. You order studies, discuss with your advisors and come up with a solution: to build a bridge!





You produce a tender, find a public construction company that builds the bridge for you. A success! Now people who want to go from countryside to the city only need 15 minutes, even by bike! Fast forward to a few years later: people have moved towards the countryside to the point that new services have been developed locally. Unemployment figures are dropping. The whole region benefits from the project. You are a happy governor.

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The bridge: debrief Based on the previous example, describe the following: · Project output • Project outcomes • Project benefits (or impact) Discuss © Van Haren Publishing

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