



Hellenic Supreme Joint
War College



POLIZEI
Nordrhein-Westfalen
Landesamt für Ausbildung,
Fortbildung und
Personalangelegenheiten

Invitation

PM²: Project management in support of CSDP missions and operations

Activity Number 22-23/58 /1

The Hellenic Supreme Joint War College and the Department for International Police Missions of the LAFP NRW, under the aegis of the European Security and Defence (ESDC), are jointly organising a course on the use of the European Commission's Project Management Methodology, namely the PM², in support of CSDP Missions and Operations. The course will take place in Thessaloniki, Greece from 22 to 26 May 2023 (in a residential format).

PM² is a Project Management Methodology developed by the European Commission. Its purpose is to enable Project Managers (PMs) to deliver solutions and benefits to their organisations by effectively managing the entire lifecycle of their project. PM² has been created with the needs of European Union Institutions and projects in mind. However, it is transferrable to projects in any organisation.

This course aims to increase the effectiveness of CSDP missions and crisis management operations by delivering a widely acknowledged methodological framework that manages all the types of projects under its oversight. In addition, it will provide participants with the required knowledge, skills and reference sources to increase their understanding as well as their effective use of PM Methodology in their business life. The aim is to ensure that they are better able to manage their projects. In addition, the course aims to establish an effective reporting pathway between all stakeholders.

In this five-day training course, the critical success factors (CSFs) of PM² will be introduced, giving participants the opportunity to discuss and understand the methodology in practice. Thus, using a fictional project scenario, the participants will have the opportunity to deal with related issues.

The residential course will use a blended learning approach. It will be preceded by an eLearning phase which will provide participants with all the introductory materials, making them familiar with the PM² methodology.

The ESDC is committed to an inclusive, gender-sensitive and discrimination-free environment. Only in an inclusive environment can all people, and therefore the ESDC and its partners, realise their true potential. We therefore particularly encourage applicants who are likely to be underrepresented to apply.

We, therefore, take great pleasure in inviting you to nominate participants for this course. The course provides an excellent opportunity to develop a deeper understanding of the CSDP and to prepare better for any upcoming assignment in a range of CSDP missions and operations.

For further information, please refer to the annexes.

Commandant of the Hellenic
Supreme Joint War College
Major General Ioannis BIRMPILIS

Head of the
European Security and Defence College
Holger OSTERRIEDER



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Annexes

1. Course Administrative Instructions
2. Draft Programme

Annex 1

Course Administrative Instructions

- **Target Audience:**
 - o Civilian, military and police personnel from EU Member States and from CSDP missions/ operations.
 - o Personnel seconded from third countries to CSDP missions.
 - o Personnel serving in missions/ operations supporting structures either within the EU bodies or at Member State level.
 - o Applications from third countries should be sent directly to the ESDC Secretariat at SECRETARIAT-ESDC@eeas.europa.eu, with enver.ferhatovic@eeas.europa.eu in c.c. Please indicate: full name of the candidate (as in official documents used for accessing the course venue); personal e-mail address (functional mailboxes cannot be accepted); institution; reason why the applicant would benefit from this course.
- **How to apply:** Applications are to be filed via the ESDC secure internet system ENLIST, by designated nominators, under <https://esdc.europa.eu/enlist/login>, no later than **31 March 2023**. A list with relevant ENLIST nominators can be retrieved from the ESDC website at <https://esdc.europa.eu/nominators/>. Each nominator is kindly requested to nominate participants, in order of preference.
- **Registration:** Registration will not be final until confirmed by the ESDC Secretariat. When the participants' list is finalised, the course administration will contact selected participants and provide more detailed information on the course.
- **Late registration:** Subject to availability of places, the course is open for late registration. Please contact the course administration (details below).
- **Language:** The language regime of the CSDP applies (English and French without interpretation).
- **Attendance** is mandatory for all course days. A certificate will be awarded to those participants who have completed the full course. The residential part of the course will be preceded by mandatory e-learning modules which needs to be finalised before the residential part of the course starts. Detailed information will be shared with selected participants.
- **Location:** The course will be held at the premises of the Hellenic Supreme Joint War College in Thessaloniki, Greece. Further information will be communicated to the participants after registration.
- **Cost:** The sending authorities will cover all costs for travelling, accommodation and catering.
- **Seats:** A maximum of 20 participants is anticipated.

Diversity and Inclusion

The ESDC strives for a gender-sensitive and inclusive environment in all its courses, activities and day-to-day work. Only in an inclusive environment can all people, and therefore the ESDC and its partners, reach their true potential. We do not and will not discriminate on the basis of race, colour, religion, gender, gender expression, age, national origin, disability, marital status, or sexual orientation in any of our activities or operations. The ESDC and the Training Institutes do not tolerate any conduct that violates these values.



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Supporting Services:

- All administrative information programmes and materials will be made available to the accepted participants through the College's e-learning platform (ILIAS).



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Points of contact:

PoC at the ESDC Secretariat:

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Annex 2

Training Programme

Day 1

Subject	Facilitator
Official course opening introduction, mutual presentation, introduction of the course programme	HSJWC- ESDC
Management of expectations - ground rules	LAFP
ESDC presentation	Enver Ferhatovic (ESDC)
Keynote speech: the benefits of the PM ² methodology. Key advances in the field and how to make better use of them.	PM ² Alliance
Projects & project management: going from project outputs to project benefits	LAFP
Projects, programmes and portfolios: the 'chain of command'	LAFP
The PM ² lifecycle project phases project activities the artefacts landscape	LAFP
The PM ² governance model - mapping stakeholders to roles and responsibilities. the RASCI model	PM ² Alliance - LAFP
Project initiation phase aim of the initiation phase short workshop on the creation of a new project debriefing of the workshop	PM ² Alliance - LAFP
Presentation of the Carana Scenario (fictional) that will be used throughout the rest of the course	LAFP

Day 2

Subject	Facilitator
Recap of previous day (15 min)	LAFP
Project initiation phase (part 2) - short exercise on the initiation phase - explain the aim and procedure - analyse the situation - define and structure achieved findings, - summaries in project initiation request - scenario-based workshop	LAFP

<p>Development of the business case provide project justification alternative identification development of selected alternative consolidate key information in the business case template scenario-based workshop</p>	<p>LAFP PM² Alliance - LAFP</p>
<p>Development of the project charter further analysis of the information registered within the project initiation request and the business case consolidate key information in the project charter scenario-based workshop</p>	<p>PM² Alliance - LAFP</p>
<p>organise and run the ready for planning (RfP) meeting presentation of other meetings proposed by the methodology</p>	<p>LAFP</p>

Day 3

Subject	Facilitator
Recap of previous day (15 min)	LAFP
<p>Stakeholder management identify stakeholders analyse stakeholders register stakeholders in the stakeholder register scenario-based workshop</p>	<p>PM² Alliance LAFP</p>
<p>The project planning phase aim of the planning phase development of the project handbook project activities tailoring and customisation of the methodology to</p>	LAFP
<p>Development of the project work plan collect requirements (tools and techniques) define scope statement create project breakdown create project schedule assign roles and responsibilities and identify all project resources develop project budget scenario-based workshop</p>	<p>PM² Alliance - LAFP</p>
<p>Presentation of other project specific plans outsourcing plan deliverables acceptance plan transition plan business implementation plan</p>	

Presentation of the project management plans	
<ul style="list-style-type: none"> requirements of the management plan project change management plan communication management plan quality management plan risk and issue management plans 	LAFP

Day 4

Subject	Facilitator
Recap of previous day (15 min)	LAFP
Project risk management <ul style="list-style-type: none"> risk identification tackling biases when dealing with risks risk analysis (qualitative and quantitative) risk response planning common mistakes in risk management scenario-based workshop 	PM ² Alliance
Project execution phase <ul style="list-style-type: none"> overview of execution activities project coordination information distribution quality assurance scenario-based workshop 	LAFP - PM ² Alliance
Project closure phase <ul style="list-style-type: none"> overview of closure activities project end-review meeting lessons learned and post-project recommendations formal project acceptance administrative closure scenario-based workshop 	LAFP

Day 5

Subject	Facilitator
Recap of previous day (15 min)	LAFP
Monitoring and controlling the project <ul style="list-style-type: none"> coordination and communication monitoring project performance using the PM² checklists risk response planning managing the project logs scenario-based workshop 	LAFP
Evaluation of the course	ALL
Official course closure	ALL
Award of certificates	

Course schedule

<u>Monday -Thursday</u>	<u>Friday</u>
1 st Session: 08:30- 09:15	1 st Session: 08:30 -10:30
Break 09:15 - 09:30	Break: 10:30 -10:45
2 nd Session: 09:30- 10:15	2 nd Session:10:45-13:00
Break 10:15 -10:30	End 13:00
3 rd Session:10:30-11:15	
Break :11:15 -11:45	
4 th Session: 11:45-12:30	
Break :12:30 -12:45	
5 th Session: 12:45- 13:30	
Break :13:30 -13:45	
6 th Session: 13:45- 14:30	