

Invitation to the *Course*

‘PM²: Project management in support of CSDP missions and operations’

(Activity Number 23-24/58/2)

Taking place in Thessaloniki, Greece from 8 to 12 April 2024

The Hellenic Supreme Joint War College (HSJWC) and the State Bureau for Training, Further Education and Personnel of the North Rhine-Westphalian Police (LAFP), under the auspices of the European Security and Defence College (ESDC), have the pleasure and honour of inviting you to a course on the use of the European Commission’s Project Management (PM) methodology, namely PM², in support of CSDP missions and operations, which will be held from 8 to 12 April 2024 at the HSJWC’s premises.

The course aims to increase the efficiency and the effectiveness of CSDP missions and operations through the widely acclaimed framework of PM², which is applicable to projects in any organisation. This methodology has been developed by the European Commission to enable project managers to deliver solutions and benefits to their organisations by effectively managing the entire lifecycle of their projects. The course will provide participants with all the required knowledge, skills and reference material to understand and use effectively the PM² methodology to manage their projects and to establish an effective reporting pathway among stakeholders.

The course will include a preceding e-learning session, which, as a mandatory module, will provide the participants with all the introductory materials they need to become familiar with the PM² methodology. During the five-day residential part of the course, the participants will be introduced to the critical success factors (CSFs) of PM² and given the opportunity to discuss and understand the methodology in practice. Finally, using a fictional project scenario, the participants will gain hands-on experience in applying the PM² methodology in the CSDP context.

You are kindly invited to nominate participants for the course on PM² in support of CSDP missions and operations who would benefit from the enhanced knowledge to use the PM² methodology effectively for their projects, but also for structured reporting and smooth communication with key stakeholders at various levels of authority.

Commandant of the
Hellenic Supreme Joint War College



Major General Alexandros KEFALAS

Head of the
European Security and Defence College



Holger OSTERRIEDER



Hellenic Supreme Joint
War College



Annexes

A. Administrative Instructions

B. Draft Training Programme

Annex A: Administrative Instructions

Target Audience:

- Civilian, military and police personnel from EU Member States and from CSDP missions/ operations.
- Personnel seconded from third countries to CSDP missions.
- Personnel serving in missions/ operations supporting structures either within the EU bodies or at Member – State level.

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 8 March 2024. 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 by order of preference.

Applications from third countries should be sent directly to the ESDC Secretariat at SECRETARIAT-ESDC@eeas.europa.eu, having in c.c. Georgios.KAPOGIANNIS@eeas.europa.eu, indicating: 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.

Registration:

Registration will not be final until confirmed by the ESDC Secretariat. When the participants' list is finalized, the course administration will engage with selected participants and provide detailed information on the course.

Please do not book flights and accommodation before receiving the confirmation.

Medical emergency costs should be covered by the participants' medical insurance provided by the sending country / organisation. The organiser does not provide health or accident insurance for participants.

Late registration: Subject to availability of seats the course is open for late registration, please contact 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 need to be finalised before the beginning of the residential part of the course. 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. Information on access to the premises will be shared with selected participants.

Cost: The sending authorities will cover all costs for travelling, accommodation and catering.

Seats: A maximum of 20 participants is envisaged.



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Landesamt für Ausbildung,
Fortbildung und
Personalangelegenheiten

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.

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

Points of contact:

PoC at the ESDC Secretariat:

Georgios Kapogiannis Training Manager ESDC E-mail: Georgios.KAPOGIANNIS@eeas.europa.eu

PoC at the Hellenic Supreme Joint War College:

Col Nikolaos TZATZAS, Course Director Tel: +30 2310 001101 E-mail: icourses@adispo.gr

Annex B: Draft Training Programme

Day 1

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

Day 2

Subject
Recap of previous day (15 min)
Project initiation phase (part 2) / short exercise on the initiation phase / explain the aim and procedure
Analyze the situation / define and structure achieved findings / summarize in project initiation request / scenario-based workshop / consolidate key information in the business case template
Scenario based workshop / 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 / organize and run the ready for planning (RfP) meeting / presentation of other meetings proposed by the methodology

Day 3

Subject
Recap of previous day (15 min)
Stakeholder management / identify stakeholders / analyse stakeholders / register stakeholders in the stakeholder register / scenario-based workshop
The project planning phase / aim of the planning phase / development of the project handbook / project activities / tailoring and customization of the methodology
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 / elaborate project budget / scenario-based workshop
Presentation of other project specific plans / outsourcing plan / deliverables acceptance plan / transition plan / business implementation plan

Day 3 (continued)

Presentation of the project management plans / requirements of the management plan / project change management plan / communication management plan / quality management plan / risk and issue management plans

Day 4

Subject
Recap of previous day (15 min)
Project risk management / risk identification / tackling biases when dealing with risks / risk analysis (qualitative and quantitative) / risk response planning / common mistakes in risk management / scenario-based workshop
Project execution phase / overview of execution activities / project coordination / information distribution / quality assurance / scenario-based workshop
Project closure phase / overview of closure activities / project end-review meeting / lessons learned and post-project recommendations / formal project acceptance / administrative closure / scenario-based workshop

Day 5

Subject
Recap of previous day (15 min)
Monitoring and controlling the project / coordination and communication / monitoring project performance / using the PM ² checklists / risk response planning / managing the project logs / scenario-based workshop
Evaluation of the course
Official course closure
Award of certificates