Course Title: Certified PM² Foundation	**Course Duration**: 2.0 Days
Exam: Included	**Exam Type**: Proctored Exam
Qualification: PM² Foundation Certificate	

Course Syllabus

The list below summarises the concepts that you are expected to master at the learning level specified to qualify for the PM² Foundation certification:

3.1.1. Learning outcome 1 - Understand key concepts relating to projects

1.1 Recall

a. The definition and characteristics of a project
b. The function of project management and project documentation
c. At a high level the required knowledge and skills of a project manager (excluding ipma, table of competences)

1.2 Describe

a. The relationship between outputs, outcomes, and benefits
b. The relationship between projects, programmes, portfolios, and business as usual
c. The different ways of organising projects within an organisation and the consequence of each approach

3.1.2. Learning outcome 2 - Understand key concepts relating to PM²

2.1 Recall

a. The PM² project phases and gates
b. What makes a project a PM² project?
c. The Agile approach to projects and its key characteristics
d. How PM² supports programme and portfolio management
e. The purpose of monitor and control

2.2 Describe

a. The house of PM²
b. The reason of applying a phased approach to a project
c. The goal of each element of the phased approach of PM²
d. The swim lane diagram (fig 3.8)
e. The PM² mindsets
f. The concept of tailoring at PM² at organisational and project level

3.1.3. Learning outcome 3 - Understand the project organisation and roles in PM²

3.1 Recall

a. The definition of a stakeholder
b. The responsibilities of each of the roles in the PM² model for project governance

3.2 Describe

a. The layers and roles of the project organisation
b. The difference between the provider and requestor side of a project and how this is reflected in the governance structure
c. The specific role of the project steering committee and the required roles partaking
d. The function and abbreviations of the (ram) rasci table

3.1.4. Learning outcome 4 - Understand the working of the phases of a project

4.1 Recall

a. The activities in each phase of the project
b. For each activity
• Its purpose
• The inputs
• The guidelines
• The outputs (artefacts)
• The accountable, responsible, and supporting roles involved
• How each phase is finalised and how to prepare for this
c. How each phase is finalised and how to prepare for this

4.2 Describe

a. The function and composition of the Project Initiation Request, Business Case and the Project Charter in PM² and their relation to other PM² artefacts
b. The techniques for supporting the Initiating Phase:
• SWOT Analysis
• PESTEL Analysis
• Make or Buy Analysis

4.3 Describe

a. The composition of the Project Handbook in PM² and its relation to other PM² artefacts, specifically the 6 artefacts that describe the various project management processes

4.4 Describe

c. The function and composition of the Project-End Report in PM² and its relation to other PM² artefacts
d. The techniques for supporting the Closing Phase:
• SWOT Analysis
• PESTEL Analysis
• Make or Buy Analysis

3.1.5. Learning outcome 5 - Understand project planning

5.1 Describe

a. The three parts of the project work plan
b. The techniques for creating the project work plan, specifically
• Work Breakdown Structure

• Effort and Cost Estimates
• Three-Point Estimates
• Gantt Charts
• Critical Path Method

5.2 Recall

a. Supporting techniques for creating the project work plan, specifically
• Deliverables Breakdown Structure
• Resource Levelling
• Critical Chain Method (CCM)

3.1.6. Learning outcome 6 – Understand the monitoring and controlling of projects

6.1 Recall

a. The activities of monitor and control
b. For each activity
• Its purpose
• The inputs
• The guidelines
• The outputs (artefacts)
• The accountable, responsible, and supporting roles involved
c. The checklists provided in PM² for monitor and control

6.2 Describe specifically

a. The purpose of transition management
b. The purpose of business implementation
c. The purpose of managing outsourcing

3.1.7. Learning outcome 7 – Understand risks and issues in projects

7.1 Recall 1 4 a. The definition of the concepts of Risk and Issue Glossary

7.2 Describe

a. The function and composition of the Risk Management Plan and the Risk Log in PM² including the various risk response strategies.
b. The steps that make up the risk management process

7.3 Describe

a. The function and composition of the Issue Management Plan and the Issue and Decision Log in PM²
b. The steps that make up the issue management process

7.4 Recall

a. The techniques for managing risks and issues
• PESTEL Analysis
• Risk Likelihood/Impact Matrix
• Pareto Analysis
• Decision Trees

3.1.8. Learning outcome 8 – Understand change, quality, and requirements management

8.2 Describe

• The function and composition of the Project Change Management Plan and the Change Log in PM²
a. The steps that make up the change management process

8.3 Describe

a. The relationship between the quality assurance and management of quality
b. The relationship between the management of requirement, project change and deliverable acceptance
c. The function and composition of the Quality Management Plan

8.4 Describe

a. The function and composition of the:
• Requirements Management Plan
• Deliverable Acceptance Plan

3.1.9. Learning outcome 9 – Understand reporting, communication and stakeholder management

9.1 Recall

a. The purpose of managing project stakeholders and information distribution
b. The different PM² reports defined
• Project Status Report
• Project Progress Report
• Quality Review Report
• Contractor Status Report

9.2 Describe

a. The function and composition of the Communication Management Plan and the Project Stakeholder Matrix in PM²
b. The techniques for managing stakeholders
• Stakeholder Interest/Influence Matrix (SIIM)
c. The techniques for reporting
• Earned Value Management

Course Overview

Our two-day Certified PM² Foundation training course will teach you how to deliver working solutions, values and benefits to recipients through the effective management of project work.

Our Certified PM² Foundation training course will help you to understand the project organisation and roles in PM² and the working phases of a project.

Download our free PM² Guide 3.0 to help you practise PM²!

Course Learning Outcomes

Using PM² is especially effective for managing projects within:

- European institutions
- Public administrations and non-governmental organisations
- Service providers to these administrations and institutions
- European coordinated or funded projects
- Private companies with a significant project portfolio

Audience

Our Certified PM² Foundation training course is aimed at project managers and aspiring project managers. It is also relevant to other key staff involved in the design, development and delivery of projects, including project board members (e.g. senior responsible owners), team managers (e.g. product delivery managers), project assurance (e.g. business change analysts), project support (e.g. Project and Programme Office personnel), and operational line managers/staff.

Entry-Level Requirements

There are no formal entry-level requirements for our Certified PM² Foundation training course.

Recommended Reading

The PM² Guide is recommended literature to prepare for the Certified PM² Foundation exam. You can download it here.

What's Included

Our Certified PM² Foundation training course includes full digital course materials and the formal Certified PM² Foundation examination.

Exam Information

Certified PM² Foundation Exam:

- Number Of Questions: 100
- Duration: 75 minutes
- Pass Mark: 70%
- Format: Closed Book
- Available Languages: English, French, Spanish, Italian & German

What's Next

Our two-day PRINCE2® Foundation training course will teach you the principles, themes and terminology of PRINCE2®. You will learn how to communicate and participate effectively in a project using PRINCE2®.

Our PRINCE2® training courses are based on the 7th Edition of PRINCE2®:

- PRINCE2® Foundation
- PRINCE2® Practitioner
- PRINCE2® Combined Foundation & Practitioner

Additional Information

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 projects. PM² has been created with the needs of European Union Institutions and projects in mind but is transferrable to projects in any organisation.