EUPM² Certification Handbook



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This handbook provides candidates with comprehensive information about the ECVC EUPM² Certifications. It is designed to help candidates understand the available certification levels and select the certification that best corresponds to their knowledge, professional experience, and development objectives.

For each certification, the handbook presents its purpose and scope, key benefits, learning objectives, target audience, study materials, exam format and difficulty level, exam outline, and prerequisites. It also explains how the certifications support progressive development from foundational knowledge to applied capability and advanced expertise in the EUPM².

Candidates are strongly encouraged to read this handbook in full before registering for a Certification Exam.

For all technical-related inquiries, please contact support@ecvc.eu.

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A. About ECVC

The European Centre for Vocational Certification (ECVC) is a leading authority in providing globally recognized certifications across a wide range of high-demand fields. Our mission is to empower individuals and organizations through cutting-edge, industry-relevant qualifications that reflect excellence and support professional success in today's competitive environment.

Rooted in European Union legislation, policies, and official publications, ECVC certifications not only meet global standards but are also closely aligned with the regulatory frameworks and policy guidelines that shape professional practices within the EU.

ECVC is more than just a certification provider, we are a dedicated partner in your professional journey. With a strong commitment to quality and innovation, we strive to make your certification experience both meaningful and transformative. Our programs are designed to strengthen your knowledge, enhance your skills, and support your career advancement.

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B. Overview of EUPM² Essentials Certification

The EUPM² Essentials Certification is an entry-level certification designed to confirm a candidate's foundational understanding of the EUPM² Methodology for managing EU-funded projects. It is a knowledge-and-understanding that tests whether the candidate understands the what, why, who, and when of EUPM², with emphasis on the specific context of EU-funded grant projects, the tailored lifecycle, the governance model, the key artefacts, and the core logic of project design and implementation.

The Essentials Exam certifies that a candidate can:

- understand the specific nature of EU-funded projects and the difference between grants and other implementation logics,
- recognise the structure of EUPM² across governance, lifecycle, processes, artefacts, and mindsets,
- follow the flow of a project from call for proposals through designing, preparing, executing, closing, and monitoring & control,
- identify the main roles, responsibilities, documents, and decision points used in an EUPM² project.

Rationale

The study material for the EUPM² Essentials Certification is limited to the EUPM² Guide v1.0 and a selected set of core artefacts. This is considered adequate for a first-level exam because the Guide itself already integrates:

- the specific context of EU-funding programmes and management modes,
- the relationship between Project Cycle Management and EUPM²,
- the tailored House of PM²,
- the full EUPM² lifecycle,
- the adapted governance and roles,

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- the essential artefacts,
- and the baseline monitoring and control processes.

This makes the Guide a sufficient and coherent source for a first-level exam. It is especially suitable because the guide was created precisely to fill the gap between general PM² and the practical realities of EU-funded grant projects.

B.1. Key Benefits

For Organisations

This certification gives organisations a common language and a shared operating standard for staff involved in EU-funded projects. This matters because EU-funded projects are usually implemented through partnerships, require coordination across organisations and countries, and operate under strict procedural and reporting rules. EUPM² explicitly positions itself as a way to improve coordination, accountability, transparency, stakeholder communication, and role clarity in this context.

In practical terms, the EUPM² Essentials Certification helps organisations:

- onboard staff faster into EU-funded projects,
- reduce confusion around roles, approvals, and key documents,
- improve the quality and coherence of project design,
- create a baseline understanding across consortia,
- and reduce avoidable mistakes in planning, reporting, communication, risk, and deliverable management.

For Individuals

For individuals, the certification provides a recognised entry credential showing familiarity with the vocabulary, structure, and logic of EU-funded project management. It offers a reliable and independent way to demonstrate essential knowledge and understandi9ng of a shared framework recognised in the EU project space.

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The EUPM² Essentials Certification helps individuals:

- enter or reposition themselves in the EU project job market,
- demonstrate readiness to contribute to grant projects,
- understand both project design and project implementation logic,
- and build a solid foundation for a later Advanced certification.

B.2. Learning Objectives

By the end of the EUPM² Essentials Certification, the candidate should be able to:

1. Explain the purpose of EUPM² and why PM² has been tailored for EU-funded grant projects.
2. Describe the EU funding context, including management modes and the distinction between grant logic and other implementation modes.
3. Explain how EUPM² fits within Project Cycle Management, especially the link between formulation, financing, and implementation.
4. Identify the four pillars of the House of PM² and the role of the PM² Mindsets.
5. Describe the EUPM² lifecycle, including Initiating, Planning, Executing, Closing, Monitoring & Control, and the specific split between Designing and Preparing.
6. Recognise the main governance roles and explain their core responsibilities, especially CA, PSC, GO, DC, EUPM, PtEUPM, CR, PTG, PCT, and PST.
7. Identify the purpose of the main artefacts, including the Project Submission Request, Project Fiche, Stakeholder Matrix, Project Logical Framework, Project Application Form, Grant Agreement, Partnership Agreement, Project Handbook, Project Work Plan, Communication and Dissemination Plan, Outsourcing Plan, Deliverables Acceptance Plan, project reports, logs, and checklists.

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8. Understand the logic of the Logical Framework Approach at a foundational level, especially objectives, outputs, activities, indicators, assumptions, and sources of verification.
9. Recognise the purpose of key monitoring and control activities such as schedule, cost, risk, issue, stakeholder, quality, change, deliverable acceptance, and outsourcing management.
10. Interpret basic ARSCI allocations for common artefacts and activities.

B.3. Target Audience

The EUPM² Essentials Certification is oriented at people who need to understand and participate effectively in EU-funded projects, but who are not yet expected to lead complex methodological tailoring or advanced assurance work.

The recommended target audience is:

- project team members in EU-funded projects,
- project management assistants and coordinators,
- staff of beneficiary organisations and consortium partners,
- communication, finance, and support staff involved in EU-funded projects,
- public officials at ministries, regional level or municipal levels working with EU-funded programmes,
- staff in local development agencies managing EU-funded projects,
- consultants entering the EU-funded projects field,
- university students and graduates seeking an EU project management profile,
- professionals who need an entry certification before progressing to Advanced.

B.4. Study Material

The EUPM² Guide v1.0 is the principal study source.

Included referenced artefacts for study:

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- House of PM² / EUPM² lifecycle overview
- artefacts landscape
- activities and artefacts landscape
- ARSCI summary table
- key artefact descriptions:
    - Project Submission Request
    - Project Fiche
    - Stakeholder Matrix
    - Project Logical Framework
    - Project Application Form
    - Project Handbook
    - Project Work Plan
    - Communication and Dissemination Plan
    - Final Project Report
    - Risk/Issue/Change Logs
    - key checklists

B.5. Exam Format & Difficulty Level

This is a closed book online proctored exam powered by ECVC examination platform:

- Multiple choice questions
- 50 questions per exam
- 60 minutes duration
- At least 35 questions need to be answered correctly to pass the exam
- One mark awarded for every correct answer
- No negative marking for wrong answers
- Difficulty level: Low-Medium

** The EUPM² Essentials Certification Exam is available on any date and time.*

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B.6. Exam Outline

The 50 exam questions are distributed in thematic categories as per the below table:

Thematic Category	No. of questions	Percentage
1. EU funding context and EUPM² foundations	6	12%
2. Governance and roles	10	20%
3. Lifecycle and phase gates	10	20%
4. Core design artefacts	12	24%
5. Execution, closing, and monitoring and control overview	12	24%
Total Number of Questions	**50**	**100%**

B.7. Prerequisites

- No formal prerequisites
- Self-study with freely available materials
- Prior exposure to EU-funded projects is helpful but not required

C. Overview of EUPM² Advanced Certification

The EUPM² Advanced Certification is a second-level certification designed to confirm a candidate's advanced understanding of the EUPM² Methodology for managing EU-funded projects. It tests whether the candidate can move beyond foundational recognition of concepts and demonstrate the ability to interpret, connect, and apply the logic of EUPM² across the full project lifecycle, with particular emphasis on governance, planning detail, artefact interaction, monitoring and control, and methodological decision-making in the context of EU-funded grant projects.

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The Advanced Exam certifies that a candidate can:

- The Advanced Exam certifies that a candidate can:
- interpret the specific nature of EU-funded projects and the implications of grant logic for project design and implementation,
- understand how the different elements of EUPM² work together across governance, lifecycle, processes, artefacts, and mindsets,
- use the logic of EUPM² to reason through project situations from proposal design to project closure,
- identify and apply the most appropriate artefact, role, responsibility, approval path, or control process in a structured EU-funded project context,
- support or lead the methodological design, planning, coordination, and monitoring of EU-funded projects.

Rationale

The study material for the EUPM² Advanced Certification is based on the EUPM² Guide v1.0 and the full set of relevant artefacts, plans, logs, and control tools described in the Guide. This is appropriate for a second-level exam because the Guide does not only describe the structure of EUPM² but also explains in detail how its elements interact across the project lifecycle and how they support effective design, implementation, monitoring, reporting, and closure of EU-funded projects.

The Guide is especially suitable for an Advanced exam because it integrates:

- the EU funding context and management modes,
- the relationship between Project Cycle Management and EUPM²,
- the tailored House of PM²,
- the governance model and role system for EU-funded grant projects,
- the full project lifecycle, including Designing and Preparing,
- the main design, planning, execution, and closure artefacts,
- and the complete set of Monitoring and Control processes.

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This makes the Guide a sufficient and coherent basis for a second-level certification that assesses not only knowledge, but also deeper methodological interpretation and application.

C.1. Key Benefits

For Organisations

This certification provides organisations with a stronger internal capability for the structured design, implementation, coordination, and control of EU-funded projects. It is particularly useful in environments where project quality depends on the ability to align proposal logic, governance arrangements, implementation planning, partnership responsibilities, reporting obligations, and monitoring processes.

In practical terms, the EUPM² Advanced Certification helps organisations:

- strengthen internal project management capacity in EU-funded projects,
- improve methodological consistency in proposal preparation and project execution,
- reduce weaknesses in planning, coordination, and reporting,
- improve role clarity and accountability across consortia,
- support more disciplined management of risks, issues, changes, quality, costs, deliverables, and stakeholder engagement,
- create a stronger pool of staff able to support or lead complex EU-funded projects.

For Individuals

For individuals, the certification provides evidence of advanced methodological competence in EU-funded project design and management. It demonstrates that the holder can move beyond foundational understanding and can interpret and apply EUPM² in real project situations.

The EUPM² Advanced Certification helps individuals:

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- demonstrate advanced competence in EU-funded project management,
- strengthen their profile for project manager, coordinator, PMO/PSO, consultant, and senior project support roles,
- show readiness to support or lead project design, planning, monitoring, and control,
- build credibility in consortium-based and institutionally demanding project environments,
- progress professionally beyond the Essentials level.

C.2. Learning Objectives

By the end of the EUPM² Advanced Certification, the candidate should be able to:

- Explain the purpose of EUPM² as an integrated methodology for EU-funded projects and interpret the implications of tailoring PM² to grant-based implementation.
- Analyse the EU funding context, including management modes, grant logic, and the relationship between Project Cycle Management and EUPM².
- Interpret the structure of the House of PM² and the role of the PM² Mindsets in supporting project success.
- Apply the EUPM² lifecycle logic, including Initiating, Planning, Executing, Closing, Monitoring & Control, and the specific distinction between Designing and Preparing.
- Interpret the governance model of EUPM² and distinguish the responsibilities, interactions, and accountabilities of CA, PSC, GO, CR, DC, EUPM, PtEUPM, PTG, PCT, and PST.
- Understand the value, risks, and governance implications of partnerships in EU-funded projects.

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- Interpret the purpose, structure, timing, ownership, and interaction of the main EUPM² artefacts.
- Apply the logic of the Logical Framework Approach to project design, planning, and later implementation.
- Understand the role of the Project Handbook, Project Work Plan, management plans, project-specific plans, logs, and checklists in project execution and control.
- Apply the logic of monitoring and control activities such as schedule, cost, stakeholder, requirements, change, risk, issue, decision, quality, deliverable acceptance, and outsourcing management.
- Interpret ARSCI allocations in more complex project situations and identify the appropriate escalation or approval path where needed.

C.3. Target Audience

The EUPM² Advanced Certification is oriented at people who need not only to understand EUPM², but also to use it with a greater degree of responsibility in EU-funded projects.

The recommended target audience is:

- EU project managers and senior coordinators,
- staff of lead beneficiaries or consortium leaders,
- partner project managers and work package leaders,
- PMO/PSO staff supporting EU-funded projects,
- consultants and advisers in EU-funded project design and management,
- public officials at ministries, regional level, or municipal levels overseeing or supporting EU-funded projects,
- staff in local development agencies with responsibilities for project coordination and monitoring,
- trainers, educators, or curriculum designers working on EU project management capacity building,

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- professionals who already hold the EUPM² Essentials Certification or have equivalent experience.

C.4. Study Material

The EUPM² Guide v1.0 is the principal study source.

Included reference artefacts for study:

- House of PM² / EUPM² lifecycle overview
- governance model diagram
- artefacts landscape
- activities and artefacts landscape
- ARSCI summary table
- key artefact descriptions:
    - Project Submission Request
    - Project Fiche
    - Stakeholder Matrix
    - Project Logical Framework
    - Project Application Form
    - Grant Agreement
    - Partnership Agreement
    - Project Handbook
    - Project Work Plan
    - Communication and Dissemination Plan
    - Outsourcing Plan
    - Deliverables Acceptance Plan
    - Final Project Report
    - Risk / Issue / Change / Decision Logs
    - key checklists.

At Advanced level, candidates are expected to study these artefacts not only at recognition level, but also in terms of their interaction, purpose, timing, ownership, and role in project control.

C.5. Exam Format & Difficulty Level

This is a closed book online proctored exam powered by our online examination platform:

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- Multiple choice questions
- 75 questions per exam
- 90 minutes duration
- At least 50 correct answers to pass the exam
- One mark awarded for every right answer
- No negative marking for wrong answers
- Difficulty level: Medium-High

C.6. Exam Outline

The 75 exam questions are distributed in thematic categories as per the below table:

Thematic Category	No. of questions	Percentage
1. EU funding context, PCM, and EUPM² foundations	8	10%
2. Governance, roles, and responsibilities	15	20%
3. Lifecycle, stages, and phase gates	8	10%
4. Design and planning artefacts	22	30%
5. Execution, monitoring, control, and reporting	22	30%
Total Number of Questions	**75**	**100%**

C.7. Prerequisites

- No formal prerequisites
- Self-study with freely available materials
- Prior exposure to EU-funded projects is strongly recommended
- Holding the EUPM² Essentials Certification is recommended, but not mandatory

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