



# EU PROJECT MANAGEMENT

## THE DESIGN AND MANAGEMENT OF PROJECTS FROM A TO Z

A one-week interactive journey along the life of EU projects, from programming through to tender writing, project implementation and evaluation.

MONDAY 22 JANUARY	TUESDAY 23 JANUARY	WEDNESDAY 24 JANUARY	THURSDAY 25 JANUARY	FRIDAY 26 JANUARY
<p><b>09:30 – 09:45</b> Welcome and presentation of the programme</p> <p><b>09:45 – 10:45</b> Ice-breaking exercise</p>	<p><b>09:30 – 11:00</b> <b>Designing a project – Part 1</b> Key concepts: project as a Logic Model, Project Life Cycle and stakeholders analysis</p>	<p><b>09:30 – 11:00</b> <b>Designing a project – Part 3</b> Risk management tools: assumptions and risk management</p>	<p><b>09:30 – 11:00</b> <b>Procurement concepts and preparing technical proposals</b> Key tips to prepare a winning technical proposal</p>	<p><b>09:30 – 11:00</b> <b>Evaluating a project</b> Assess, draw lessons and learn</p>
VIRTUAL COFFEE BREAK	VIRTUAL COFFEE BREAK	VIRTUAL COFFEE BREAK	VIRTUAL COFFEE BREAK	VIRTUAL COFFEE BREAK
<p><b>11:00 – 12:30</b> <b>The policy context</b> Multiannual Financial Framework, Recovery Plan and strategic priorities</p>	<p><b>11:30 – 12:30</b> <b>Designing a project – Part 1</b> Work in small groups: Identify stakeholders</p>	<p><b>11:30 – 12:30</b> <b>Designing a project – Part 3</b> Indicators and Work in small groups: Define your risk management strategy monitoring system</p>	<p><b>11:30 – 12:30</b> <b>How to build a budget:</b> Rules, templates, key concepts</p>	<p><b>11:30 – 12:30</b> <b>Evaluating a project</b> Work in small groups: Key Evaluation questions and suggested evaluation methods for your project</p>
LUNCH BREAK	LUNCH BREAK	INTERNATIONAL LUNCH	LUNCH BREAK	LUNCH BREAK
<p><b>14:00 – 15:30</b> <b>Introduction to EU Project Management</b> Main definitions and concepts</p>	<p><b>14:00 – 15:30</b> <b>Designing a project – Part 2</b> Analytical &amp; planning tools: problem analysis, results chain and planning activities</p>	<p><b>14:00 – 15:30</b> <b>Designing a project – Part 4</b> Monitoring tools: indicators, sources of verification and the Log Frame Matrix Introduction to OPSYS</p>	<p><b>14:00 – 15:30</b> <b>How to prepare a budget</b> Simulation exercise</p>	<p><b>14:00 – 16:00</b> <b>Overall Context of (Development) Project Management and Project Managers' skills</b> Wrap-up session</p>
VIRTUAL COFFEE BREAK	VIRTUAL COFFEE BREAK	VIRTUAL COFFEE BREAK	VIRTUAL COFFEE BREAK	VIRTUAL COFFEE BREAK
<p><b>16:00 – 17:00</b> <b>Work in small groups</b> Find your project</p>	<p><b>16:00 – 17:00</b> <b>Designing a project – Part 2</b> Work in small groups: Analyse needs and prepare a response strategy</p>	<p><b>16:00 – 17:00</b> <b>Designing a project – Part 4</b> Work in small groups: Put all the pieces together and build your Log Frame Matrix</p>	<p><b>16:00 – 17:00</b> <b>How to prepare a budget</b> Simulation exercise</p>	<p><b>16:30 – 17:00</b> <b>Course Feedback &amp; Awarding of Certificates</b></p>