



# 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 29 MAY	TUESDAY 30 MAY	WEDNESDAY 31 MAY	THURSDAY 1 JUNE	FRIDAY 2 JUNE
<p>09:30 – 09:45 <b>Welcome and presentation of the programme</b></p> <p>09:45 – 10:45 <b>Ice-breaking exercise</b></p>	<p>09:00 – 10:30 <b>Designing a project – Part 1</b> <i>Key concepts: project as a Logic Model, Project Life Cycle and stakeholders analysis</i></p>	<p>09:00 – 10:30 <b>Designing a project – Part 3</b> <i>Risk management tools: assumptions and risk management</i></p>	<p>09:00 – 10:30 <b>Procurement concepts and preparing technical proposals</b> <i>Key tips to prepare a winning technical proposal</i></p>	<p>09:00 – 10:30 <b>Evaluating a project</b> <i>Assess, draw lessons and learn</i></p>
COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	GROUP PICTURE COFFEE BREAK	COFFEE BREAK
<p>11:00 – 12:15 <b>The policy context</b> <i>Multiannual Financial Framework, Recovery Plan and strategic priorities</i></p>	<p>10:45 – 12:15 <b>Designing a project – Part 1</b> <i>Work in small groups: Identify stakeholders</i></p>	<p>10:45 – 12:15 <b>Designing a project – Part 3</b> <i>Indicators and Work in small groups: Define your risk management strategy monitoring system</i></p>	<p>11:00 – 12:15 <b>How to build a budget:</b> <i>Rules, templates, key concepts</i></p>	<p>10:45 – 12:15 <b>Evaluating a project</b> <i>Work in small groups: Key Evaluation questions and suggested evaluation methods for your project</i></p>
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
<p>13:30 – 15:00 <b>Introduction to EU Project Management</b> <i>Main definitions and concepts</i></p>	<p>13:30 – 15:00 <b>Designing a project – Part 2</b> <i>Analytical &amp; planning tools: problem analysis, results chain and planning activities</i></p>	<p>13:30 – 15:00 <b>Designing a project – Part 4</b> <i>Monitoring tools: indicators, sources of verification and the Log Frame Matrix Introduction to OPSYS</i></p>	<p>13:30 – 15:00 <b>How to prepare a budget</b> <i>Simulation exercise</i></p>	<p>13:30 – 15:00 <b>Overall Context of (Development) Project Management and Project Managers' skills</b> <i>Wrap-up session</i></p>
COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK
<p>15:15 – 17:00 <b>Work in small groups</b> <i>Find your project</i></p>	<p>15:15 – 17:00 <b>Designing a project – Part 2</b> <i>Work in small groups: Analyse needs and prepare a response strategy</i></p>	<p>15:15 – 17:00 <b>Designing a project – Part 4</b> <i>Work in small groups: Put all the pieces together and build your Log Frame Matrix</i></p>	<p>15:15 – 17:00 <b>How to prepare a budget</b> <i>Simulation exercise</i></p>	<p>15:15 – 16:00 <b>Course Feedback &amp; Awarding of Certificates</b></p>
19:00 WELCOME RECEPTION	17:30 DISCOVERING BRUGES		19:00 FAREWELL DINNER	