



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 27 MAY	TUESDAY 28 MAY	WEDNESDAY 29 MAY	THURSDAY 30 MAY	FRIDAY 31 MAY
<p>09:30 – 09:45 Welcome and presentation of the programme</p> <p>09:45 – 10:45 Ice-breaking exercise</p>	<p>09:30 – 10:45 Designing a project Key concepts: project as a Logic Model, Project Life Cycle and stakeholders analysis</p>	<p>09:30 – 10:45 Designing a project Risk management tools: assumptions and risk management</p>	<p>09:30 – 10:45 Procurement concepts and preparing technical proposals Key tips to prepare a winning technical proposal</p>	<p>09:30 – 10:45 Evaluating a project Assess, draw lessons and learn</p>
COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	GROUP PICTURE COFFEE BREAK	COFFEE BREAK
<p>11:00 – 12:15 The policy context Multiannual Financial Framework, Recovery Plan and strategic priorities</p>	<p>11:00 – 12:15 Designing a project Work in small groups: Identify stakeholders</p>	<p>11:00 – 12:15 Designing a project Indicators and Work in small groups: Define your risk management strategy monitoring system</p>	<p>11:00 – 12:15 How to build a budget: Rules, templates, key concepts</p>	<p>11:00 – 12:15 Evaluating a project Work in small groups: Key Evaluation questions and suggested evaluation methods for your project</p>
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
<p>14:00 – 15:30 Introduction to EU Project Management Main definitions and concepts</p>	<p>14:00 – 15:30 Designing a project Analytical & planning tools: problem analysis, results chain and planning activities</p>	<p>14:00 – 15:30 Designing a project Monitoring tools: indicators, sources of verification and the Log Frame Matrix Introduction to OPSYS</p>	<p>14:00 – 15:30 How to prepare a budget Simulation exercise</p>	<p>14:00 – 16:00 Overall Context of (Development) Project Management and Project Managers' skills Wrap-up session</p>
COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	
<p>15:45 – 17:00 Work in small groups Find your project</p>	<p>15:45 – 17:00 Designing a project Work in small groups: Analyse needs and prepare a response strategy</p>	<p>15:45 – 17:00 Designing a project Work in small groups: Put all the pieces together and build your Log Frame Matrix</p>	<p>15:45 – 17:00 How to prepare a budget Simulation exercise</p>	<p>16:00 – 16:30 Farewell toast Course Feedback & Awarding of Certificates</p>
18:30 WELCOME RECEPTION	17:30 DISCOVERING BRUGES		19:00 FAREWELL DINNER	