



# 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 13 NOVEMBER	TUESDAY 14 NOVEMBER	WEDNESDAY 15 NOVEMBER	THURSDAY 16 NOVEMBER	FRIDAY 17 NOVEMBER
<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> Designing a project – Part 1 Key concepts: project as a Logic Model, Project Life Cycle and stakeholders analysis</p>	<p><b>09:30 – 11:00</b> Designing a project – Part 3 Risk management tools: assumptions and risk management</p>	<p><b>09:30 – 11:00</b> Procurement concepts and preparing technical proposals Key tips to prepare a winning technical proposal</p>	<p><b>09:30 – 11:00</b> Evaluating a project 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> The policy context Multiannual Financial Framework, Recovery Plan and strategic priorities</p>	<p><b>11:30 – 12:30</b> Designing a project – Part 1 Work in small groups: Identify stakeholders</p>	<p><b>11:30 – 12:30</b> Designing a project – Part 3 Indicators and Work in small groups: Define your risk management strategy monitoring system</p>	<p><b>11:30 – 12:30</b> How to build a budget: Rules, templates, key concepts</p>	<p><b>11:30 – 12:30</b> Evaluating a project 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> Introduction to EU Project Management Main definitions and concepts</p>	<p><b>14:00 – 15:30</b> Designing a project – Part 2 Analytical &amp; planning tools: problem analysis, results chain and planning activities</p>	<p><b>14:00 – 15:30</b> Designing a project – Part 4 Monitoring tools: indicators, sources of verification and the Log Frame Matrix Introduction to OPSYS</p>	<p><b>14:00 – 15:30</b> How to prepare a budget Simulation exercise</p>	<p><b>14:00 – 16:00</b> Overall Context of (Development) Project Management and Project Managers' skills 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> Work in small groups Find your project</p>	<p><b>16:00 – 17:00</b> Designing a project – Part 2 Work in small groups: Analyse needs and prepare a response strategy</p>	<p><b>16:00 – 17:00</b> Designing a project – Part 4 Work in small groups: Put all the pieces together and build your Log Frame Matrix</p>	<p><b>16:00 – 17:00</b> How to prepare a budget Simulation exercise</p>	<p><b>16:30 – 17:00</b> Course Feedback &amp; Awarding of Certificates</p>