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 18 NOVEMBER	TUESDAY 19 NOVEMBER	WEDNESDAY 20 NOVEMBER	THURSDAY 21 NOVEMBER	FRIDAY 22 NOVEMBER
09:30 – 09:45 **Welcome and presentation of the programme** **09:45 – 10:45** **Ice-breaking exercise**	**09:30 – 11:00** **Designing a project – Part 1** Key concepts: project as a Logic Model, Project Life Cycle and stakeholder analysis	**09:30 – 11:00** **Designing a project – Part 3** Risk management tools: assumptions and risk management	**09:30 – 11:00** **Procurement concepts and preparing technical proposals** Key tips to prepare a winning technical proposal	**09:30 – 11:00** **Evaluating a project** Assess, draw lessons and learn
VIRTUAL COFFEE BREAK	VIRTUAL COFFEE BREAK	VIRTUAL COFFEE BREAK	VIRTUAL COFFEE BREAK	VIRTUAL COFFEE BREAK
11:00 – 12:30 **The policy context** Multiannual Financial Framework, Recovery Plan and strategic priorities	**11:30 – 12:30** **Designing a project – Part 1** Work in small groups: Identify stakeholders	**11:30 – 12:30** **Designing a project – Part 3** Indicators and Work in small groups: Define your risk management strategy monitoring system	**11:30 – 12:30** **How to build a budget:** Rules, templates, key concepts	**11:30 – 12:30** **Evaluating a project** Work in small groups: Key Evaluation questions and suggested evaluation methods for your project
LUNCH BREAK	LUNCH BREAK	INTERNATIONAL LUNCH	LUNCH BREAK	LUNCH BREAK
14:00 – 15:30 **Introduction to EU Project Management** Main definitions and concepts	**14:00 – 15:30** **Designing a project – Part 2** Analytical & planning tools: problem analysis, results chain and planning activities	**14:00 – 15:30** **Designing a project – Part 4** Monitoring tools: indicators, sources of verification and the Log Frame Matrix Introduction to OPSYS	**14:00 – 15:30** **How to prepare a budget** Simulation exercise	**14:00 – 16:00** **Overall Context of (Development) Project Management and Project Managers' skills** Wrap-up session
VIRTUAL COFFEE BREAK	VIRTUAL COFFEE BREAK	VIRTUAL COFFEE BREAK	VIRTUAL COFFEE BREAK	VIRTUAL COFFEE BREAK
16:00 – 17:00 **Work in small groups** Find your project	**16:00 – 17:00** **Designing a project – Part 2** Work in small groups: Analyse needs and prepare a response strategy	**16:00 – 17:00** **Designing a project – Part 4** Work in small groups: Put all the pieces together and build your Log Frame Matrix	**16:00 – 17:00** **How to prepare a budget** Simulation exercise	**16:30 – 17:00** **Course Feedback & Awarding of Certificates**

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executive education, training & projects

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Online

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