



# EU PROJECT MANAGEMENT

## THE DESIGN AND MANAGEMENT OF PROJECTS

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>09.30 - 10.00</b> Welcome &amp; Presentation Programme Ice-breaking exercise</p> <p><b>10.00 - 11.00</b> Introduction to EU Project Management Main definitions and concepts</p>	<p><b>09.30 - 11.00</b> Designing a project – Part 2 Vertical logic Analytical &amp; planning tools: problem analysis, developing a results chain and planning activities</p>	<p><b>09.30 - 11.00</b> Designing a project – Part 4 Horizontal logic Monitoring tools: indicators, sources of verification and the Log Frame Matrix. Introduction to OPSYS</p>	<p><b>09.30 - 11.00</b> Policy Context of EU funding: The EU's Budget</p>	<p><b>09.30 - 11.00</b> Introduction to M&amp;E: Monitoring, ROM and Evaluation</p>
COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK
<p><b>11.15 - 12.30</b> Work in small groups Find your project</p>	<p><b>11.15 - 12.30</b> Designing a project – Part 2 Work in small groups: Analyse needs and prepare a response strategy.</p>	<p><b>11.15 - 12.30</b> Designing a project – Part 4 Work in small groups: Put all the pieces together and build your Log Frame Matrix</p>	<p><b>11.15 - 12.30</b> Types of Contracts, Actors and Budgets: Service Contracts and Grant Contracts</p>	<p><b>11.15 - 12.30</b> Building a Monitoring and Evaluation Plan for your Projects</p>
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
<p><b>13.30 - 15.00</b> Designing a project – Part 1 Key concepts: Project as a Logic Model, Project Life Cycle and stakeholder analysis</p>	<p><b>13.30 - 15.00</b> Designing a project – Part 3 Risk management tools: Assumptions and risk management</p>	<p><b>13.30 - 15.00</b> Procurement concepts and preparing technical proposals Key tips to prepare a winning technical proposal</p>	<p><b>13.30 - 15.00</b> How to build a Budget: Rules, Templates, Key Concepts</p>	<p><b>13.30 - 15.00</b> Presentation of Group Work and Feedback</p>
COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK
<p><b>15.15 - 16.30</b> Designing a project – Part 1 Work in small groups: Identify stakeholders</p>	<p><b>15.15 - 16.30</b> Work in small groups: Identify your key assumptions, risks. Define your risk management strategy, system</p> <p><b>18.00 GUIDED TOUR</b></p>	<p><b>15.15 - 16.30</b> EU programming: Introduction to funding opportunities, including the Western Balkans</p>	<p><b>15.15 - 16.30</b> How to prepare a Budget: Simulation Exercise</p>	<p><b>15.15 - 16.00</b> Project management – Learning &amp; reporting</p> <p><b>16.00 - 16.30</b> Course Feedback &amp; Awarding of Certificates Farewell toast</p>
OPENING RECEPTION		FAREWELL DINNER, 19:00 Vila Artigiano		