

Methods and Techniques for European Project Management





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Pixel
Via Luigi Lanzi 12
I-50134 Firenze
Tel +39 – 055 - 48 97 00
Fax. +39 – 055 - 462 88 73
<http://www.pixel-online.net>
training@pixel-online.net





OBJECTIVES

The objective of the international Seminar on European Project Management is to provide participants with the skills to enable them to effectively manage a European project.

The European Project Management international Seminar focuses on the following topics:

- Management of **contractual procedures** with the European Commission
- **Organization and planning** of the project work
- Management of the **project partnership**
- **Monitoring** the project development and evaluating its outcomes
- Creation and delivery **project reports**
- Management of **financial and administrative issues** of the project.



Every year, Pixel organizes two new edition of the international Seminar on European Project Management.

Over 10 editions of the international Seminar have already taken place at Pixel, in Florence, since 2005.

TARGET GROUP

The European Project Management international Seminar is addressed to directors, managers, lecturers, teachers, trainers, researchers and experts working in public bodies, universities, schools, training organizations, adult education institutions, research centers.

The Seminar is addressed to individuals who wish to acquire the skills for successfully managing European projects.



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PROGRAMME

Training Modules	Contents
Module 1 Introduction to Project Management <i>5 hours</i>	<ul style="list-style-type: none"> • Introduction to the management of European projects • Analysis of the Application Form • Project assessment criteria • Selection procedure • <i>Practical Activity</i>
Module 2 Management Strategies <i>10 hours</i>	<ul style="list-style-type: none"> • Identification of project management strategies • The project life-cycle • Planning of project activities • Time management • Development of Gantt charts • The logical framework approach • Project Presentations • <i>Practical Activity</i>
Module 3 Partnership Management <i>5 hours</i>	<ul style="list-style-type: none"> • Coordination of the project partnership • Characteristics of a good transnational partnership • Attribution of tasks to the project partners • Partnership management methodologies • Planning and organization of partners meetings • Management of partnership meetings and follow-up • <i>Practical Activity</i>
Module 4 Evaluation, Dissemination and Exploitation <i>5 hours</i>	<ul style="list-style-type: none"> • Quality assessment and evaluation • Dissemination planning and implementation • Exploitation strategies • Tools and Templates • Effective presentation of project outcomes and deliverables • Examples of approved projects • <i>Practical Activity</i>
Module 5 Administrative and Financial Issues <i>5 hours</i>	<ul style="list-style-type: none"> • Contractual issues • Progress and final reports • Analysis of Administrative and Financial Rules • Production of financial reports • Assessment of financial reports • <i>Practical Activity</i>



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THE COORDINATOR OF THE SEMINAR

The International Seminar on European Project Management is organized and coordinated by Pixel, an international education and training institution based in Florence (Italy), having as its main aim the provision of support to internationalization and European Cooperation. In the past 18 years, Pixel successfully planned and managed over 85 projects funded by the European Commission.

Pixel was established in Florence (Italy) in 1999 and has a relevant expertise and a significant experience in the following areas:

- **Direct submission and management of European projects**

In the past 18 years, Pixel successfully planned and managed over 85 European projects. The European projects in which Pixel was involved focused on the following subject areas: Innovation in Education; Language Teaching and Learning; Research; Science Education; History Education and Research; Fine Arts; Promotion of Employment and Entrepreneurship; Social Inclusion; Health; Safety, Justice and Human Rights; Support and Innovation Services for SMEs. More information on the European projects carried out is available at: http://www.pixel-online.net/PRJ_european_projects_lista.php. Pixel also coordinated and managed over 30 projects funded by the European Social Fund. These projects focused on: in-company training; training for youth to support their access to the labor market; equal opportunities.

- **Organization of international education and training initiatives**

Pixel organizes and deliver international in-service training courses on different topics such as: European cooperation, new technologies for education, innovative educational methodologies, language learning etc. Some of these courses have been delivered in over 40 editions so far. An average of 300 participants, from all over Europe, attend Pixel international courses every year. The international courses organized are addressed to: university lecturers, researchers, public officers, school directors, administrative staff, trainers, graduated students etc. More information is available at: http://www.pixel-online.net/TRN_corsi_lista.php

- **Organization of international events and conferences in the field of education**

Pixel organizes international conferences. Three of them are organized on a yearly basis. The first one is entitled: The Future of Education and it is held in Florence, every year, in June. The second international conference is entitled: ICT for language Learning and it is held in Florence, yearly, in November. The third international conference is entitled: New Perspectives in higher Education and it is held in Florence, yearly, in March. About 250 participants attend each of the events representing over 50 countries in the five continents. More information is available at: <http://conference.pixel-online.net/>

Pixel has developed international partnerships with over 500 organizations worldwide including: Higher Education Institutions, Schools, VET Organizations, Adult Education Institutions, Public Authorities (Ministries, Regional bodies), Research centres, Cultural institutions, Hospitals etc. based all over the world.

Pixel is engaged in a constant improvement in the quality of the services performed. Pixel obtained quality certification according to UNI EN ISO 9001. Pixel is accredited by the Italian Ministry of Education and by the Tuscany Regional Government.

More information about Pixel can be found at: <http://www.pixel-online.net>.



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TEACHING STAFF

The trainers involved in the international seminar are:

■ Dr. Elisabetta Delle Donne, graduated in Political Sciences – International Affairs from the University of Florence in 1993. Since then, for the last 24 years, she has constantly been working in the field of European cooperation. Elisabetta is an expert in the planning and management of European projects focusing in particular on the areas of education, training, culture, research and innovation. For over 20 years she has been consulting for several European universities and public bodies on accessing European funding opportunities and on European project management. Currently advising 15 different universities throughout Europe. So far she has been involved as project planner and manager in more than 100 projects funded by the European Commission. Several European projects that she coordinated were selected as example of best practice by the European Commission. She has developed and coordinated partnerships with more than 500 bodies in all Europe, including universities, public authorities, training organizations, research centres etc. She is involved as external expert in quality management and external evaluator in several European projects. Elisabetta is also an assessor of European projects in the fields of higher education, school education and adult education in the framework of the Erasmus+ Programme - KA2 Strategic Partnership Supporting Innovation. She is also an assessor of European projects for the COST Programme for Science and Technologies. Elisabetta is often invited as a speaker at International Conferences to make presentations on European cooperation and funding opportunities or to present the European projects in which she is involved as coordinator. She is also the main organizer of international conferences in the field of higher education.



■ Dr. Andrea Peraldo, graduated in Political Science from the University of Florence. He completed a Master in European Studies in 2000 and started working at Pixel in 2001 as European project manager. At Pixel, Andrea, for the last 15 years, has been in charge of planning European Projects funded by the European Commission. Andrea has planned more than 30 successful grant applications in the framework of different funding programmes such as: Socrates, Leonardo da Vinci, Lifelong Learning and Erasmus+. Andrea is in charge of the administrative and financial management of the International projects in which Pixel is involved and maintains the contacts with the European project partners to support them in monitoring and reporting their project expenditures according to related funding Programme's administrative requirements. Since 2007 Andrea Peraldo is co-trainer in the European Project Planning and European Project Management international seminars. Andrea is part of the teaching staff of the International Master in European Project Planning and Management delivering lectures on European funding opportunities and Project financial and administrative management.



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ACCOMMODATION PACKAGES

The international Seminar is combined with **optional** accommodation and subsistence packages that are offered to single participants or to participants from the same institution who are willing to share accommodation costs.

Single Participant in Single Room

Half Board package including: 7 nights accommodation in single room + 6 Buffet lunches	730 Euro
Bed and Breakfast package including: 7 nights in single room	630 Euro
Lunches only Package including: 6 Buffet lunches at Pixel during the seminar	100 Euro

Two Participants sharing a Double Room

Half Board package including: 7 nights accommodation in double room + 6 Buffet lunches	520 Euro <i>per person</i>
Bed and Breakfast package including: 7 nights accommodation in double room	420 Euro <i>per person</i>
Lunches only Package including: 6 Buffet lunches at Pixel during the seminar	100 Euro <i>per person</i>



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ORGANIZATION

Duration and Organisation

The European Project Management international Seminar has a duration of 60 hours.

- 30 hours of classroom based learning held in Florence (Italy). The 30 hours course is organized in 6 days, Monday to Saturday, 5 hours each day.
- 30 hours of e-learning integrated with 2 virtual meetings with the course tutor and the other course participants. A Forum is also available for virtual meetings among all participants.

Location

The classroom course takes place at Pixel, in Florence, Italy. Pixel office is located near the historic city centre that can be easily reached in a 15 minute walk.

Language

The European Project Management international Seminar is delivered in English

Methodology

The **approach used is highly practical**, based on the expertise of the course trainers who have 15 to 20 years of experience in planning and managing projects and initiatives funded by the European Commission, mainly in the sector of Education and Training. A **practical simulation** is carried out for each topic in focus. The practical simulation is based on the use of the services, databases and documentation made available, on-line, by the European Union. The objective of the practical activities is the simulation of the **management of the different aspects of a European project**.

At the end of the international Seminar, every work group will have produced templates, guidelines and strategies for managing European projects.

Follow up

During the classroom course each participant is introduced to the e-learning course's contents.

The structure of the e-learning course is similar to that of a Power Point presentation (a series of slides with educational contents) with the possibility of accessing more in-depth information relating to a particular slide and attachments containing reference material. During the four weeks after the classroom course, 2 virtual meetings are organized between the course trainers and tutor and the course participants to



further analyse and discuss the contents learnt at distance. An on line Forum is also available for all course participants to ask questions to the course trainers and share the answers with their colleagues



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TESTIMONIALS FROM PARTICIPANTS

I definitely recommend this course. Thank you for everything!
V.G., University of Duisburg-Essen, Germany

An excellent course with lots of strategic information as well as practical information. Thank you!
A.M., Southern Regional College, United Kingdom

The trainers were just great! Excellent course.
L.D., University of Medicine and Pharmacy of Craiova, Romania



I really liked the organisation of this international Seminar. I am really happy I participated!!!
V.M., Kaunas University of Technology, Lithuania

Excellent Course! Very Informative!
B.G., City of Dublin, Ireland

An excellent course. Thank you!
C.A., Ministry of National Education, Romania

Very well organised course! Every topic of the training course was followed by practical examples and practical activities, which was very good.
A.L., Ministry of Environment, Romania

It was a great week! The course was very useful. Thank you!
A.G., Varazdin County Development Agency, Croatia



This training course was excellent! I'm going to recommend it to my friends, and other local authorities. Thank you very much for a so great week in Florence!!!
M.K., The Penitentiary in Olsztyn, Poland



The course is very inspiring, full of important informations, useful advices and relevant tips. I would like to congratulate the trainers for their professional skills.
V.S., Dobrescu Commterra, Netherlands

Very useful for anyone who wants to work in the European Projects field. Excellent balance between in-class activities and online course.
L.V.G., Magenta Consulting, Spain

I just want to thank you for this excellent course!!
J. H., Innova, Finland

Very well organised international Seminar! Our Teachers were just excellent!! Participating in this international Seminar was a great experience for me. Thank you very much!!
C.C., Cyprus Productivity Centre, Cyprus

More Testimonials at: <http://europlan.pixel-online.org/testimonials.php>



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DATES

The dates of the next editions of the European Project Management international Seminar are:

2017

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- *Edition 15:* 22 – 26 May 2017
 - *Edition 16:* 2 – 7 October 2017
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CONTACT INFORMATION

For further information and to request the enrolment form, please contact:

Pixel
Via Luigi Lanzi 12 - 50134 Firenze - Italy
Tel. +39-055-489700 - Fax. +39-055-4628873
e-mail: training@pixel-online.net

Further information on the International Seminar on European Project Management is available on line at: http://europlan.pixel-online.org/EPM_index.php

ENROLLMENT AND FEE

The enrollment fee is **560 euro** per person.
Groups composed of at least **6 participants** will benefit of a **25% reduction** of the enrolment fee (**420 Euro per person**).

The enrollment fee includes:

- Participation in the Course
- Teaching material
- Course follow up

Optional accommodation and subsistence packages are available.



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GRANTS

It is possible, for residents in the European Union, to apply for a grant to attend the seminar if the participant is part of a group of at least 6 people.

Grants are available in the framework of the European programme Erasmus+ Key Action 1 – Learning Mobility of Individuals. The Erasmus+ Key Action 1 cover the costs for travelling to Florence and attending the International Seminar.

Information on possible grants should be asked at the National Agency in charge of the Erasmus+ Programme in the country of residence. The list of national agencies is available at: http://ec.europa.eu/programmes/erasmus-plus/national-agencies_en.htm.

Here are some general rules and information to be taken into account:

- Applications must be made by the organization employing the person willing to attend the course, not by the individual.
- Organizations can apply to send more than one participant in the same course, or to send participants in different courses.
- Only in-service staff working in the applicant organization can be involved in the mobility activity.
- It is recommended that the applicant organization submits the request for a mobility grant involving several staff members of the same organization. However, there should be a proportionality between the number of staff involved in the mobility initiative and the total number of staff of the organization.
- The grant application form can be downloaded from the web site of the National Agency in charge of the Erasmus+ Programme in the country of residence (see link above)
- There is only one opportunity to apply for the grant every year. The deadline is usually at the beginning of February. The exact information is available on the web sites of the National Agencies mentioned above.
- In order to submit a Grant request, the applicant organization needs a PIC-Code. The self-registration wizard is available at:
<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html>

For more information you can also contact Pixel secretariat at: training@pixel-online.net, taking into account that the most updated information can only be provided by the National Agency.



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