



Classroom Course Programme

Date	Training Modules	Contents
Monday 9:00 – 14:00	Module 1 Introduction to Project Management	<ul style="list-style-type: none"> • Presentation of participants • Formulation of the project idea and admissibility check • Analysis of the Application Form • Presentation of project Ideas
Tuesday 9:00 – 14:00	Module 2 Project Organization	<ul style="list-style-type: none"> • Projects assessment and selection • Planning of project activities • The Calendar of the activities • Development of Gantt charts • The Project presentation <p><i>Practical Activity</i></p>
Wednesday 9:00 – 14:00	Module 3 Management strategies	<ul style="list-style-type: none"> • Project Management Cycle • Management Methodologies • Characteristics of a Good Partnership <p><i>Practical Activity</i></p>
Thursday 9:00 – 14:00	Module 4 Risk Management and Project evaluation	<ul style="list-style-type: none"> • Organization of Partners Meetings • Risk Management • Monitoring and Evaluation • Quality Plan <p><i>Practical Activity</i></p>
Friday 9:00 – 14:00	Module 5 Dissemination, Exploitation and Impact	<ul style="list-style-type: none"> • Dissemination and Exploitation • Dissemination Tools • Project Impact <p><i>Practical Activity</i></p>
Saturday 9:00 – 14:00	Module 6 Administrative and Financial Management	<ul style="list-style-type: none"> • Contract with the Commission • Contract with the project partners • The Project Financial Management • Project Reporting <p><i>Practical Activity</i></p>

