



International Seminar **European Project Management**



Methods and Techniques for Managing and Monitoring European Projects





OBJECTIVES

The objective of the International Seminar in European Project Management is to provide participants with the skills to successfully manage European projects, monitor their correct implementation and successfully achieve the expected results.

The programme is organised in 6 modules for a total of 30 hours, focusing on:

- Project Management Cycle and Logical Framework approach
- Time Management, Gantt Charts, Calendars, Templates
- Risk management, Quality Assurance, Dissemination, Impact, Indicators and Sustainability
- Administrative and Financial management
- Production of Progress and Final Reports



TARGET GROUPS

Since the first edition of the International Seminar, organised in 2004, over two hundred participants of 40 nationalities worldwide have been involved.

The Seminar is addressed to in-service staff working in:

- | | |
|-----------------|--------------------------------|
| ■ public bodies | ■ training organisations |
| ■ universities | ■ adult education institutions |
| ■ schools | ■ research centres. |



THE PROGRAMME

The programme is organised in 6 modules for a total of 30 hours.

Module 1

Project Management Cycle

- Introduction to the management of European projects
- Contracts with the funding authorities and the partnership
- Contract Amendments
- Analysis of failures and successes
- Project Management Cycle (PMC)
- Definition and Planning of Activities
- Time management, Gantt Charts
- Calendars, Templates
- The Logical Framework Approach (LFA)
- *Practical simulations*

Module 4

Impact, Indicators and Sustainability

- Project results and deliverables
- Project impact
- Project indicators
- Sustainability strategies
- Best practices
- *Practical simulations*

Module 2

Management Strategies

- The Project Internet Portal
- Management methodologies
- Communication
- Characteristics of a good transnational partnership
- Attribution of tasks to the project partners
- Coordination of the project partnership
- Management of transnational meetings and follow-up
- *Practical simulations*

Module 5

Administrative and Financial Management

- Introduction to administrative and financial management
- Roles and responsibilities
- From budget planning to budget management
- Analysis of Administrative and Financial Rules
- *Practical simulations*

Module 3

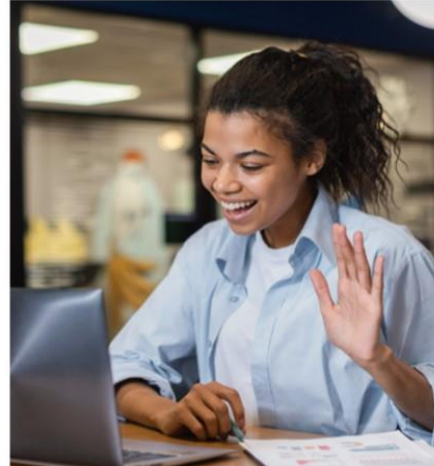
Risk Management, Quality Assurance and Dissemination

- Risk Management
- Monitoring the correct development of project activities
- Quality assessment and evaluation
- Development of Quality Plans
- Communication and Dissemination
- Organisation of dissemination events
- *Practical simulations*

Module 6

Production of Progress and Final Reports

- Introduction to project reporting
- Monitoring and assessment of financial reports
- Progress and final reports: contents part
- Progress and final reports: administrative part
- Practical example: the Mobility Tool
- Reporting process: Do's and don'ts
- *Practical simulation*



ONLINE AND ONSITE ATTENDANCE

The Seminar is offered either as a **classroom-based** or **online-based programme**. It is up to each participant to decide whether to enrol for the onsite or online course.

The **classroom-based programme** is held in **Florence** (Italy).

The **online programme** is organised, at the same time as the classroom programme, via a **dedicated e-learning platform** already successfully tested in the framework of previous online courses delivered by Pixel.

It is possible to attend the **online programme, either synchronously or asynchronously**. All lectures are recorded, and all teaching materials and documents are available online, so it is possible to access both lectures and materials anytime and asynchronously. Participants can also ask questions asynchronously by contacting the course trainers who respond the day after.



METHODOLOGY

The methodology used for both the classroom and online solutions is based on a constant integration of theory with practical, hands-on experiences.

Practical simulations are carried out for each topic analysed.



SKILLS ACQUIRED

The Seminar provides participants with the skills to effectively manage European projects and related transnational partnerships.

The skills acquired by the participants focus on:

- Contractual issues
- The Project Management Cycle
- The Logical Framework approach
- Time Management, Gantt Charts
- Calendars, Templates
- Coordination of transnational partnerships
- Risk management
- Quality Assurance
- Dissemination
- Sustainability
- Impact
- Indicators
- Administrative and Financial management
- Assessment of Financial Reports
- Production of Progress and Final Reports



INTERNATIONAL NETWORKING

International networking opportunities are provided for both onsite and online participants in the framework of a highly interactive learning environment.

Over 25 editions of the International Seminar in European Project Planning have already taken place since 2004. More than 200 participants were involved, representing public and private institutions from all over the world.



LOCATION



The classroom course is held at Pixel, in Florence (Italy). Pixel headquarters are near the historic city centre of Florence.

The online course is organised via a dedicated, highly interactive e-learning platform.

THE COORDINATOR OF THE SEMINAR

The Seminar is organised by Pixel, an international education institution. Pixel was established in Florence (Italy) in 1999 and had relevant expertise and experience in:

- **Planning and Management of European Projects**
Pixel successfully planned and managed over 130 projects funded by the European Commission in the fields of education, research and innovation.
- **Delivering international education and training initiatives**
Pixel organises and delivers international in-service training courses. Some of these courses have been provided in over 40 editions so far.
- **The organisation of international conferences in the field of higher education**
Pixel organises, every year, three international conferences in the field of Higher Education. Participants come from over 50 countries worldwide.

More information about Pixel is available at <http://www.pixel-online.net>.



The trainers involved in the International Seminar in European Project Planning and Management are:

Dr Elisabetta Delle Donne

President and Managing Director at Pixel

Elisabetta is the President and Managing Director at Pixel.

Elisabetta graduated in Political Sciences – International Affairs from the University of Florence and has a Master in Business Administration. Since 1993, for the last 28 years, she has constantly been working in the field of international cooperation.

From 1993 to 1998, she worked as a European Project Manager in a consortium of higher education institutions. In 1999 she created Pixel, and since then, she has been its president and managing director.

Elisabetta is an expert in planning and managing international projects focusing in particular on the areas of education, innovation and research.

For 25 years, she has been consulting several European universities and public bodies on accessing international funding opportunities as well as European project planning and management.

So far, she has been involved as a project planner and manager in more than 150 international projects funded by the European Commission. She has developed and coordinated partnerships with more than 500 bodies worldwide, including universities, public authorities, training organisations, research centres etc.

Since 2008, Elisabetta has been an external expert in quality management and an external evaluator in several European projects. She is also a senior evaluator of European Project Proposals and Final Reports submitted in the framework of the programmes Erasmus+ KA2 Cooperation Partnerships, Erasmus+ KA2 Strategic Partnerships, Erasmus+ Youth, COST, Horizon 2020. Since 2019 she has also been coordinating and monitoring the work of teams of evaluators involved in the assessment of European project proposals and final reports.

Elisabetta is a lecturer, at Higher Education level, in the field of European Project Planning and Management.

Dr Andrea Peraldo

Senior European Project Manager at Pixel

Andrea graduated in Political Science from the University of Florence, completed a Master in European Studies in 2000. Andrea started working at Pixel in 2001 as a European project manager. At Pixel, Andrea, for the last 20 years, has been in charge of planning international projects funded by the European Commission. Andrea has planned more than 60 successful grant applications in the framework of different funding programmes such as Socrates, Leonardo da Vinci, Lifelong Learning and Erasmus+. Andrea also specialises in the planning of budgets of international projects. He is in charge of the administrative and financial management of the international projects in which Pixel is involved, maintaining contacts with the European project partners to support them in monitoring and reporting their project-related expenditures according to funding Programme administrative requirements.

In the past 15 years, Andrea has been delivering training in the field of European Project Planning and Management.



DATES AND DURATION

The dates of the 2022 edition of the International Seminar in European Project Planning are:

■ Edition 27	10 - 15 October 2022	ONSITE and HYBRID course
■ On Demand	Anytime	ONLINE

The Seminar has a total duration of one week, 30 hours organised in 6 modules.



WHY CHOOSE THIS SEMINAR?

Five good reasons to enrol:

- Learn how to effectively manage European projects
Successfully leading the project towards its expected results
- Network with international participants from all over the world
Creating your transnational partnership during the course
- Benefit from an active and practical teaching approach
Constant integration of simulations and hands-on activities
- Choose whether to attend onsite, in Florence, or online
Flexible Learning Pathways, online and self-paced or face to face
- Learn at Pixel, with 22 years of experience in European Project Management
Over 130 successful European projects managed



STUDENT TESTIMONIALS

Excellent Course.

B.G., City of Dublin, Ireland

Very, very stimulating.

A. N., Hässelby Gymnasium, Sweden

The best course I have ever attended.

G.V., Ministry of Labour and Social Policy, Bulgaria

The trainers were just great! Excellent course.

L.D., University of Medicine and Pharmacy of Craiova, Romania

I am really happy I participated!

V.M., Kaunas University of Technology, Lithuania

I had a wonderful time, and I learned a lot. Thank you so much for being so professional and nice.

B.D. Fédération Régionale des MFR de Normandie, France

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

An excellent course. Thank you!

C.A., Ministry of National Education, Romania

It was a great week! The course was very useful. Thank you!

A.G., Varazdin County Development Agency, Croatia

This course was excellent!

M.K., The Penitentiary in Olsztyn, Poland

The Seminar is very inspiring, full of important information, useful advice and relevant tips.

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

Very well organised! Our Teachers were just excellent!! Participating was a great experience for me.

C.C., Cyprus Productivity Centre, Cyprus



ACCOMMODATION PACKAGES

The international Seminar is combined for participants choosing the onsite attendance, 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: Seven nights accommodation in single room + 6 Buffet lunches	830 euro
Bed and Breakfast package including: Seven nights in a single room	730 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: Seven nights accommodation in double room + 6 Buffet lunches	590 euro <i>per person</i>
Bed and Breakfast package including: Seven nights accommodation in double room	490 euro <i>per person</i>
Lunches only Package including: Six Buffet lunches at Pixel during the Seminar	100 euro <i>per person</i>





INFORMATION AND ENROLMENT

For further information, please contact:

Programme Secretariat
Pixel
Via Luigi Lanzi 12
50134 Firenze
Tel. +39-055-489700
e-mail: seminars@pixel-online.net

The enrollment fee is **640 euros** per person.
Groups composed of at least **six participants** will benefit from a **25% reduction** of the enrolment fee (**480 Euro per person**).

The enrollment fee includes:

- Participation in the Course
- Teaching material
- Access to the eLearning Platform

Optional accommodation and subsistence packages are available.

It is possible for residents in the European Union to apply for a grant to attend the Seminar.

Grants are available in the framework of the European programme Erasmus+ covering 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.

For more information, you can also contact the Pixel at: seminars@pixel-online.net.

***Enrol in the Seminar Now, Learn European project Management
and Boost your International Career!***