



THE PROGRAMME

The programme is organized in 5 modules for a total of 30 hours.

Module 1 Introduction to Project Management

- Introduction to the management of European projects
- Project assessment criteria
- Selection procedure

Module 2 Management Strategies

- 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
- *Practical simulations*

Module 3 Partnership Management

- 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
- *Practical simulations*

Module 4 Evaluation, Dissemination and Exploitation

- Monitoring the correct development of project activities
- Quality assessment and evaluation
- Dissemination planning and implementation
- Exploitation strategies
- Tools and Templates
- Effective presentation of project outcomes and deliverables
- Examples of project deliverables produced in the framework of successful projects
- *Practical simulations*

Module 5 Administrative and Financial Issues

- Contractual procedures
- Progress and final reports
- Analysis of Administrative and Financial Rules
- Production and assessment of financial reports
- *Practical simulations*