



Programme

Timetable	Training Modules	Contents
Monday 9:00 – 14:00	Module 1 Introduction to European project management	<ul style="list-style-type: none"> • Introduction and Glossary • Eligibility and Quality criteria • Transnational partnership • Analysis of the Application Form <i>Practical simulations</i>
Tuesday 9:00 – 14:00	Module 2 Project Management Cycle	<ul style="list-style-type: none"> • Contractual Issues • Reasons for Failure and Success in Project Management • Project Management Cycle (PMC) • Definition and Planning of Activities • Project Execution: Time management, Gantt Charts, Calendar, Templates • The Logical Framework Approach (LFA) <i>Practical simulations</i>
Wednesday 9:00 – 14:00	Module 3 Management Strategies	<ul style="list-style-type: none"> • The Project Internet Portal • Management Methodologies • Communication • Management of International Partnerships • Organization and Management of Project Meetings and follow up <i>Practical simulations</i>
Thursday 9:00 – 14:00	Module 4 Risk Management, Quality Assurance and Dissemination	<ul style="list-style-type: none"> • Risk Management • Quality assessment, monitoring and evaluation • Development of Quality Plans • Dissemination • Organization of dissemination and information events <i>Practical simulations</i>
Friday 9:00 – 14:00	Module 5 Impact, Indicators and Sustainability	<ul style="list-style-type: none"> • Project results and deliverables • Project impact • Project indicators • Sustainability strategies • Best practices <i>Practical simulations</i>
Saturday 9:00 – 14:00	Module 6 Administrative and Financial Management	<ul style="list-style-type: none"> • Introduction to administrative and financial management • From budget planning to budget management • Analysis of Administrative and Financial Rules • Introduction to project reporting • Progress and final reports: contents part • Progress and final reports: administrative part • Monitoring and assessment of financial reports • Reporting process: Do's and don'ts • Practical examples <i>Practical simulations</i>