



Programme

Timetable	Training Modules	Trainer	Contents
Monday 9:00 – 14:00	Module 1 Project Management Cycle	Elisabetta Delle Donne	<ul style="list-style-type: none"> • 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) <p><i>Practical simulations</i></p>
Tuesday 9:00 – 14:00	Module 2 Management Strategies	Elisabetta Delle Donne	<ul style="list-style-type: none"> • 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 <p><i>Practical simulations</i></p>
Wednesday 9:00 – 14:00	Module 3 Risk Management, Quality Assurance and Dissemination	Elisabetta Delle Donne	<ul style="list-style-type: none"> • Risk Management • Monitoring the correct development of project activities • Quality assessment, monitoring and evaluation • Development of Quality Plans • Communication and Dissemination • Organization of dissemination events <p><i>Practical simulations</i></p>
Thursday 9:00 – 14:00	Module 4 Impact, Indicators and Sustainability	Andrea Peraldo	<ul style="list-style-type: none"> • Project results and deliverables • Project impact • Project indicators • Sustainability strategies • Best practices <p><i>Practical simulations</i></p>
Friday 9:00 – 14:00	Module 5 Administrative and Financial Management	Andrea Peraldo	<ul style="list-style-type: none"> • Introduction to administrative and financial management • Roles and responsibilities • From budget planning to budget management • Analysis of Administrative and Financial Rules <p><i>Practical simulations</i></p>



<p>Saturday 9:00 – 14:00</p>	<p>Module 6 Production of Progress and Final Reports</p>	<p>Andrea Peraldo</p>	<ul style="list-style-type: none"> • 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 <p><i>Practical simulations</i></p>
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