

Time Schedule Overview

Topics					
Time Day	Monday	Tuesday	Wednesday	Thursday	Friday
	October 4, 2021	October 5, 2021	October 6, 2021	October 7, 2021	October 8, 2021
	Day 1	Day 2	Day 3	Day 4	Day 5
09:30 - 09:40	Short Break	Short Break	Short Break	Short Break	Short Break
09:40 - 11:10	Lecture 1 (P) Introduction to the course objectives; Networking & Communication Event Participation Practical 1 (SW) Personal PPT presentations		Lecture 7 (P) Gantt chart, Pert diagram and Quality Frame Practical 7 (GW) Developing a Gantt Chart and Pert diagram from the call text discussions	Lecture 10 (P) The proposal work until submission Practical 10 (SGW) Partner Description, Institutional Description, Staff Description	Lecture 13 (P) Evaluation and Audit Practical 13 (GW) Discussion
11:10 - 11:20	Short Break	Short Break	Short Break	Short Break	Short Break
11:20 - 12:50	Lecture 2 (P) Remembering, thinking, communicating and acting; moderation skills Practical 2 (SW) Presentation of project ideas		Lecture 8 (P) Budgeting a project Practical 8 (SGW) Establish a budget for the proposal	Lecture 11 (P) Starting the project Practical 11 (GW) Organise a review meeting	Lecture 14 (P) Review on the whole project cycle Practical 14 (GW) Open questions to the overall course
12:50 - 13:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
13:00 - 14:30		Lecture 4 (P) The Project Management Cycle Practical 4 (GW) National and European funding opportunities			
14:30 - 14:40	Short Break	Short Break	Short Break	Short Break	Short Break
14:40 - 16:10	Lecture 3 (P) Introduction to the Logframe Approach (LFA) Practical 3 (PW) Analysis of the given call text	Lecture 5 (P) Strategy, Vision and Problem Analysis Practical 5 (PW, GW) Establish contacts and a meeting for potential project collaborators	Lecture 9 (P) Stakeholder Network Analysis Practical 9 (SW) Develop a Stakeholder Analysis Matrix for the MSc topic	Lecture 12 (P) Reporting Practical 12 (GW) Discussion on Intellectual Property Rights	Lecture 15 (P) Course Evaluation & Feedback Practical 15 (SW, GW) Feedback Questionnaire and Fish Pond
16:10 - 16:20	Finish	Short Break	Finish	Finish	Finish
16:20 - 17:50		Lecture 6 (P) SWOT Matrix, Spider Diagram, SMART and Objectively Verifiable Indicators Practical 6 (SW) SWAT and SMART for the MSc			
		Finish			
Work Style	Plenum (P)	Single work (SW)	Partner work (PW)	Small group work (SGW)	Group work (GW)

Detailed Content

First Part: Skills and requirements before starting the proposal writing endeavor

Day 1 – Mon 04.10.2021

Lecture 01

- Introduction to the course objectives
- Definition of the term "project" and "management"
- Finding partners through networking: Conferences, Seminars, Summer Schools, workshops as place for information exchange

Practical 01

- Presentation of PPT slides from student's homework.

Lecture 02

- Remembering, thinking, communicating and acting
- Moderation skills

Practical 02

- Assuming you have done some considerable work and have new ideas to further developing it. Write a half page abstract about the main ideas in a condensed and very concise format. Share these ideas with other colleagues.

Lecture 03

- Definition of the terms "Project" and "Management"
- Project Management Planning Phases
- The Logframe Approach

Practical 03

- Analyse the given call text according to the Logframe Approach.

Day 2 – Tue 05.10.2021

Lecture 04

- The Project Management Cycle (PMC)

Practical 04

- Present your findings in funding opportunities in Romania
- Report what is CORDIS about
- How is the European Framework programme set-up

Second Part: Identification of a project, preparatory studies, participatory planning workshops, drafting the proposals. Writing the proposal including balancing the partner skills and input, terms of reference for feasibility studies, analysis of financing the proposal (budgeting)

Lecture 05

- Strategy and Vision
- Problem Tree, Objective Tree and Assumption Tree
- Funding opportunities
- The outcoming call

Practical 05

- The pre-proposal Workshop

Lecture 06

- Steps towards a successful proposal submission
- SWOT Analysis (Strength, Weaknesses, Opportunities, Threats)
- SMART Analysis (Specific, Measurable, Available, Relevant, Time-bound)
- Spider Diagrams
- Writing objective statements
- Objectively Verifiable Indicators

Practical 06

- Write down the most important facts from the call text according to the slide "Writing objective statements"

Day 3 – Wed 06.10.2021

Lecture 07

- The Gantt chart and Pert diagram (Program Evaluation and Review Technique)
- The work packages and work tasks and their responsibilities
- The Quality Frame

Practical 07

- Establish a Gantt chart and a Pert diagram for the FP 7 project you analysed in previous practical sessions

Lecture 08

- Financial requirements
- Budgeting the project

Practical 08

- Establishing a budget for the given call text

Lecture 09

- Level of partnership responsibilities
- Stakeholder Network Analysis
- Other consortia

Practical 09

- Development of a Stakeholder Analysis Matrix

Day 4 – Thu 07.10.2021

Lecture 10

- Management structure and procedures: The different project teams (advisory board, technical committee, ...)
- The proposal / project handbook
- The guides for applicants
- Talking to the national contact point
- Risk Management / The Risk Control Database
- Proposal submission phase
- The evaluation procedure: Things going on between proposal submission and (non) acceptance of a proposal

Practical 10

- Present your homework: Partner Description, Institutional Description, Staff Description

Third Part: Managing the successful project

Lecture 11

- Project negotiations
- Starting phase of a project: Project organisation and project phases (what, how, when, by whom)
- Kick-off Meeting
- Dissemination
- Monitoring and Evaluation; planning and re-planning
- Review Meetings, The mid-term review as an external audit

Practical 11

- Organisation of a review meeting

Lecture 12

- Reporting
- Communication and documentation: The different types of progress reports
- Intellectual Property Right (IPR), copyright

Practical 12

- Discussion on intellectual property rights

Day 5 – Fri 08.10.2021

Fourth Part: Evaluation and Final Audit of the Project

Lecture 13

- Evaluation & Audit
- Evaluation criteria (Relevance, efficiency, effectiveness, impact, sustainability)
- Quality assurance

Practical 13

- Discussion

Lecture 14

- Review on the whole project cycle

Practical 14

- Open questions on the project management course

Lecture 15

- Evaluation & Feedback of the course