



## **KA1 Training Plan (KA101, KA102, KA104)**

**Topic: Project Management**

**Activity Type: Seminar/Training**

**Length: 5 days**

### **Training Objectives:**

*This structured course aims to improve participants' practical skills in the design, management and funding of European projects from shaping the idea, to identify the right European programme, to design a good project to get the funds. The general aim of this course is to improve the quality and the accessibility of European projects in order to foster European integration and excellence in education by empowering and training teachers, education staff and those interested in developing European learning projects to successfully access and manage European funds.*

### **Training Programme:**

#### 1st Day

- Course introduction.
- Needs and expectations evaluation.
- Presentation of the 2021-2027 funding opportunities and programmes.
- Projects' examples and focus on Erasmus Plus and other programmes relevant for the participants and chosen in the preparation phase.
- Online search tools for project opportunities and partners search.
- Group cooperative project design: discussing group project ideas proposed by participants in the preparation and division in groups, assessing which programme and action can fund these ideas.

#### 2nd Day

- Project cycle management and logical framework approach.
- Presentation of concrete EU-funded projects: comparing the context analysis and the objectives of an approved and a rejected project.
- Group cooperative project design: developing the problems' and objectives' trees.

#### 3rd Day

- Work Breakdown Structure and Gantt diagramm.
- Presentation of concrete EU-funded projects: the impact of a good WBS in project design and management.
- Group cooperative project design: developing project structure and activity plan.



#### 4th Day

- Work Breakdown Structure and Gantt diagramme.
- Presentation of concrete EU-funded projects: the impact of a good WBS in project design and management.
- Tools for project management: Trello, Slack, Google Drive, OneDrive, etc and their usage in the project implementation (life cycle).
- Group cooperative project design: developing project structure and activity plan.

#### 5th Day

- Planning and managing the preparatory, visibility, dissemination and follow-up phases, plus focus on European added value and intercultural dimension.
- Presentation of concrete EU-funded projects: achieving a mainstreaming and sustainable impact thanks to a well-planned project.
- Group cooperative project design: Completing the project structure with the activities related to preparation, visibility campaign, dissemination and follow-u.
- Course roundup and final evaluation.

*Training will take place from 9.00am till 4.00pm, and will be supported by additional cultural activities of the City of Vienna.*