

PROJECT REPORT

Learning Square

Project Reference: 2014-1-HU01-KA104-000157

Project Report

EU PROJECT MANAGEMENT COURSE

UNITED KINGDOM, LONDON

13-17TH OF JULY, 2015

The aim of the course was to provide the participants with the necessary skills and knowledge to successfully lead and manage European Union projects. During the 5 day course the participants had the opportunity to acquire theoretical knowledge and implement it with the help of practical tasks. The schedule of the training was the following:

DAY 1: The basics of funding from the European Union

After the mutual introduction of the participants and tutors, the whole training program has been introduced.

The most important factors in planning and management

Basic information and knowledge on managing EU funded projects

The introduction of the different sources and constructions funded by the European Commission (e.g Erasmus +, Horizon 2020, COSME, Connecting Europe, Creative Europe, Europe for Citizens etc.)

The main goal of the first day was to introduce the participants to the basics of EU funded projects and project management, as well as to create an understanding of the different sources and constructions within the EU funded programs.

DAY 2: Project planning essentials and proposal writing

Summarizing the information of the previous lesson

Step-by-step process and guidance in writing a successful proposal to support funding for your educational project

Learning and understanding the structure of application forms of European Commission programs.

Creating an effective and viable project plan

Understand the assessment criteria of the different projects

How to write successful grant proposals

By the end of the second day the participants have acquired knowledge in the step-by-step processes of creating successful and viable project plans from scratch, as well as writing an effective grant proposal for the previously created project plan.

DAY 3: Creating and specializing of the details of the project proposal

Re-Capitulation

Continued writing process of the grant proposal

How to create a creative and remarkable grant proposal that stands out from the rest?

By the end of day 3 the participants have dived even deeper into the details of creating effective and outstanding grant proposals for a project plan. This day focused on the ways and steps that have to be taken in order to be successful in creating a remarkable grant proposal which beats its competition.

DAY 4: The financial management and quality assurance of EU funded educational projects

Discussion of the previous days' lessons and knowledge

How to successfully manage EU projects financially? Creating financial plans

The process of financial audits from the European Commission and other authorities

Quality Assurance in EU projects

During this day the participants have had the opportunity to learn about creating budget plans for EU projects, implementing financial management throughout the project, understand the different financial audit responsibilities that are connected to the different EU projects. The participants have also learned the ways to assure the quality of the projects they are managing.

DAY 5: Dissemination of results and the technical background of successful EU projects

Dissemination of findings and results of the EU projects. How to promote your project and disseminate the results effectively?

Techniques and templates for ensuring a professional project management approach and high quality standards on the project outcomes

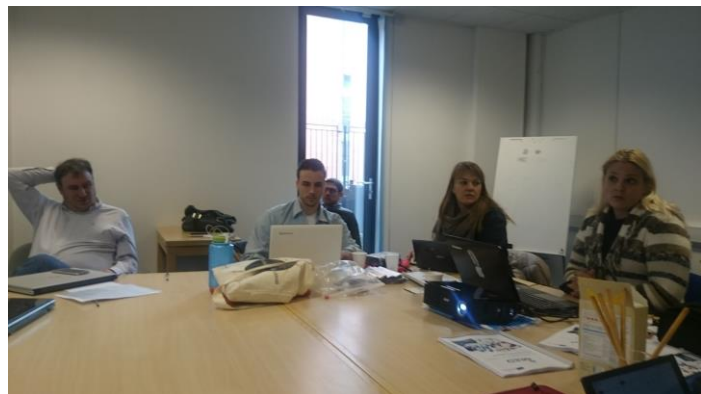
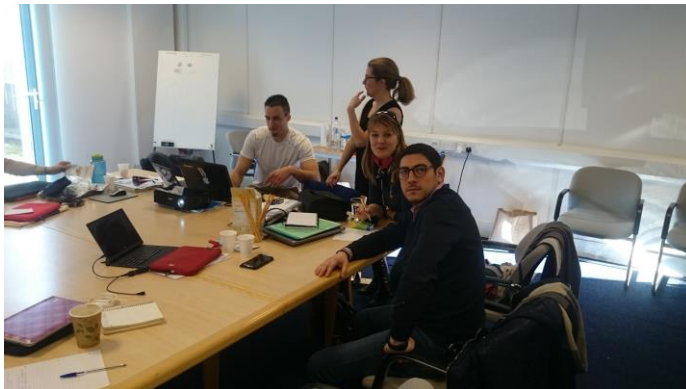
Free but powerful and easy to use web based tools for effective project planning and management

Q&A about further areas of project management and grant proposal writing of EU projects

Course Evaluation

By the end of the course the participants have learned all the necessary theoretical information and practical actions, skills that are necessary for the successful creation and implementation of EU funded projects.

The complex and well-structured training plan have allowed these participants to understand these processes fully and become able to develop EU funded projects individually.



Overall comments:

„It is very important to get familiar with existing accreditation systems in the EU, learn project management techniques not only for individuals representing Innovaform organization, but to achieve organizational goals as well. For the organization to become international education provider has to be familiar with the PM techniques and regulations. This training was useful to gain knowledge in this field.” – Kriska-Jámbor Judit

„Acquiring Project management skills is not only important for individuals but also for the smooth run of any organization. The skills and knowledge acquired on the training will be implemented in the management system of Innovaform.” – Koltai Tamás

„To develop the competencies required to assist the organization with achievement of the strategic goals, like participating in EU founded projects and developing a training center it is very important to be familiar with project management techniques and systems. Participation on the training event gave positive impact on the overall organizational atmosphere and motivated me in the individual development path.” – Dancsházy Kinga