

eLearning EU Project Management Lab

- A SKILLS ACADEMY Training / Skills International GmbH
- Course presenter: Mag. Andrea Maria Fenz

1.1 European Project Management

Project Management is the discipline of planning, organizing, and managing resources to bring about the successful completion of your project's objectives. The management of EU-funded projects is a complex process which requires experienced project managers to implement the project according to administrative and financial rules.

Capitalizing on key points such as opening up new funding possibilities, finding the best application of research results while protecting your investment of time and effort comes from an in-depth understanding of all administrative, financial and legal aspects of European Projects.

1.2 Target Group

Experienced managers understand the importance of optimizing assets while taking advantage of core EU Programmes.

The EU Project Management Training is especially designed to provide project managers, administrators and financial personnel with the skills needed to successfully implement European projects.

This course is relevant to individuals who are appointed as project managers to implement EU-funded projects in programmes like **Horizon 2020**, European Structural and Investment Funds (**ESIF**), **Erasmus+ , IPAII** and **External Cooperation Programmes**.



The programme targets

- new-comers to the world of EU projects, experienced managers of European projects
- representatives of authorities, schools, enterprises
- Staff training participants in the framework of their Erasmus+ KA1 project

1.3 Training Objectives

The aim of this eLearning course is to train EU Project Managers to effectively manage co-funded projects aligned with the administrative and financial guidelines. The complexity of the European funding landscape has increased considerably within the period 2014-2020.

SKILLS ACADEMY provides training programmes and consulting to help individuals and organisations to implement their European project management and networking strategy.

1.4 Overview of the Course

THE EUROPEAN UNION
The EU Explained
European Funding Programmes

THE EU PROJECT LIFE CYCLE
Successful Project Start Up
Work Breakdown Structure
Logical Framework Matrix and Tools
Dissemination and Exploitation
Managing Intercultural Teams

LEGAL AND FINANCIAL ISSUES
Contract Management
Finance Planning and Reporting

QUALITY IN PROJECT ENVIRONMENTS
Quality Management
Management of Risk

1.5 Training Programme

The training is based on eleven modules that are grouped in four units.

The European Union

- The EU Explained
- European Funding Programmes

The EU Project Life Cycle

- Successful project start up: Life-cycle of EU projects, project planning, implementation, project objectives, measurement and indicators
- Measurable Project Objectives
- **Workshop: Project objectives and deliverables**
- Work Breakdown Structure: Work plan and structure of projects, work packages, milestones, deliverables
- **Workshop: Implementing projects with work packages**
- The Logical Framework Matrix (LFM) explained: The LFM is an approach mainly used for designing, monitoring, and evaluating international development projects.
- Dissemination and Exploitation
- **Workshop: Let's design the basics of a dissemination plan**
- Exploitation and use of project results
- **Workshop: Impact** has become one of the key criteria of successful projects
- Managing Intercultural Teams

Legal and Financial Issues

- Contract Management: the different agreements in the framework of co-funded projects, such as grant agreement, consortium agreement, exploitation plan
- Finance Management: Project budget structure, financial and administrative rules, cost categories, calculation of staff cost, indirect cost, audits
- **Workshop:** we will draft a **finance plan** based on real project application examples
- Reporting: Reporting models, documentation, preparation (content, finances)



Quality in Project Environments

- Quality Management: Characteristics of quality in EU projects, quality of processes in EU projects, quality of projects results and deliverables, monitoring, quality assurance, reviews, audits
- Risk Management

1.6 Your Personal Training Path

The training is supported by a number of online and personal trainer support actions:

Step	How to do
Registration	Send the registration form to training@skills-int.com or use the registration via website www.eutrainings.com
What you need	For the online webinars we use GotoMeeting, so you do not even need an own account. You will need a computer with sound card and head set of speaker boxes or a laptop and Internet access (high speed is preferable) with a browser.
eLearning SKILLS ACADEMY	Download the extensive training materials from the SKILLS ACADEMY eLearning platform. You will receive the enrolment key to http://moodle.skills-int.com/
Webinar training sessions	Agree on dates and time with trainer for 11 webinar sessions – go through the complete course together with the trainer, containing more than 300 pages. Each session has a duration of about two hours.
Testing Site	The eLearning platform gives also access to the Moodle Testing Site http://moodle.skills-int.com/ to perform self-assessment, quizzes and tests
Exercises	Upload your exercises on the eLearning portal. If you perform the webinar online training sessions with the trainer, the upload of exercises is not required to receive the Certificate of Attendance.

1.7 Your Trainer

Mag. Andrea Fenz

An experienced trainer with 20 years of experience across a wide range of European funding programmes will guide you through the training, where you also get an insight into practical examples from more than 40 successfully completed European projects.

Ms. Andrea Fenz is Director of Skills International GmbH, Austria and Skills International L.L.C., former Managing Director of APS – EU funding since 1995 when she started as Regional Contact Point Southern Austria for EU programmes in research, innovation, education and regional development.

Seven Awards for Quality in Project Management, mobility and innovation including Erasmus+ Award 2015. Qualified Horizon 2020 consultant listed by Austrian Research Promotion Agency FFG.



1.8 What You Need to Know

Group size Single trainees and groups

Course fees € 220 +20% VAT training material for self-study with online support
€ 350 + 20% VAT including 11 modules trainer webinars

Dates 20 hours trainer webinars, 11 webinar trainer sessions, each training about 1,5 to 2 hours

Registration

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Services

EUROPEAN PROGRAMMES

- ▮ EU Programmes Information
- ▮ Horizon 2020, Erasmus+, ESI Funds
- ▮ European External Aid Programmes

TRAINING & SEMINARS

- ▮ International trainings
- ▮ In-house training courses
- ▮ eLearning

SKILLS ACADEMY

- ▮ Proposal Development and Writing
- ▮ EU Project Management
- ▮ Language courses: German, English

SUPPORT SERVICES

- ▮ Project and Finance Management
- ▮ Evaluation services
- ▮ IT services, platforms

Are You Looking for Opportunities in European Funding Programmes?

Your Partner in European Projects

With 20 years of experience in European Project Start Ups and Management we know what it takes to move you the front of the line.