

First Steps in project development

Date: 29/06/2023

Time: 13:30-17:20 (CET, Brussels time)
14:30-18:20 (EET, Ukraine time)

Hyperlink: <https://auc-ukraine.webex.com/auc-ukraine/j.php?MTID=ma033b1ae8def074bc80555be488b6486>

Password: UEkJ6MNMm36

The objective of this training is to provide an insight into how to begin. This means the examination of the project initiation and planning phase. Additionally, to ensure a good level of understanding of these elements by the audience through their structured involvement in the training blocks.

Trainer: Kirill Dimanopoulos, CEMR expert on EU funding and project management

Time	Topic
13:30 – 13:40	Opening and welcome words
13:40 – 14:00	Introduction <ul style="list-style-type: none"> - Project Lifecycle - Project Governance Model - Project Processes - Project Management Tools
14:00 – 14:20	Action cards exercise: Due to the possible high number of participants, it will not possible to carry out group exercises. Therefore, all participants will be involved in the “Action cards exercise” this means that there will be 3-4 action cards after each session with possible project management situations and the participants will have 3-4 options to choose the appropriate scenario. The actual good solutions then will be discussed.
14:20 – 14:30	Q & A session
14:30 – 14:50	Mindsets and attitudes <ul style="list-style-type: none"> - The most important questions to answer appropriately before starting a project - <u>Best practices/personal experiences shared by the two speakers</u>
14:50 – 15:10	Action Cards exercise
15:10 – 15:20	Q & A session
15:20 – 15:40	Project Management Step-by-Step <i>Initiating:</i> <ul style="list-style-type: none"> - Defining the desired outcomes and benefits - Relevance - Timeframe - Risks <u>Best practices/personal experiences of the speaker</u>

15:40-16:00	Action Cards exercise
16:00-16:10	Q & A session
16:10-16:30	<p><i>Project Management Step-by-Step</i></p> <p><i>Planning:</i></p> <ul style="list-style-type: none"> ✓ <i>Project approach</i> ✓ <i>Project Stakeholders' matrix</i> ✓ <i>Project Work Plan</i> ✓ <i>Outsourcing plan</i> ✓ <i>Project Management Plan</i> <p>Best practices/personal experiences shared by the two speakers</p>
16:30-16:50	Action Cards exercise
16:50-17:15	Q & A session
17:15-17:20	Closing remarks