

# Project management training



**26-27 April 2018**

AX Hotels, THE PALACE HOTEL,  
High Street, Sliema SLM1542  
Malta





## **Project management training**

### **26-27 April 2018**

### **Malta**

#### **Outlines**

In response to the interest expressed by the Malta National Authority, we have decided to hold a Project management training for the local stakeholders in April 2018. The training will focus on all phases of the project management cycle, to give participants an understanding of the requirements of each phase of the cycle, in the context of the 2014-2020 Interreg Programmes.

#### **Objectives**

At the end of the event, participants will be able to:

- Know the step by step process of linking the project and programme intervention logics.
- Identify solutions for common pitfalls during project implementation
- Point out important matters to consider when reporting.
- Explain benefits of performing project evaluation and demonstrate its contribution to programme results.
- Explain the main rules and requirements that define the eligibility of costs included in a project budget.
- List simplified cost options and explain the difference between them.
- Identify the main stages of financial flows and the roles of different actors.
- Understand the need for good cooperation between the controller and the project.
- Explain the purpose and impact of audit.
- Describe the impact of recoveries and withdrawals on the project partnership.
- Recognise the importance of identifying communication objectives (why) and target group (to whom) before deciding on the communication activities (how).
- State the most important aspects to consider when closing a project, including what the main obligations and responsibilities are during the final reporting phase.



**Project management training**  
**26-27 April 2018**  
**Malta**

**Day one**

**Thursday, 26 April 2018**

**08.30 – 09.00** Registration and Welcome Coffee / Tea

**09.00 – 09.20** **Introduction**  
*Tsveta Aleksandrova, Interact*

**09.20 – 10.30** **Short introduction to intervention logic – project development**  
*Ivano Magazzu, Interact*

- Project intervention logic basics (objectives, results, outputs)
- Programme intervention logic's effect on projects
- Level of details needed at the application stage (work packages and activities, project budget)

**10.30 – 11.00** Coffee break

**11.00 – 13.00** **Project management (1/2)**  
*Ivano Magazzu, Interact*

- Managing a project – the specificities of working in multinational, virtual teams, internal project communication
- Implementation of the work plan
- Managing risks and changes
- Reporting
- Benefits of project evaluation on a project and programme level

**13.00 – 14.00** Lunch break

**14.00 – 15.00** **Project management (2/2)**

**15.00 – 15.30** Coffee break

**15.30 – 17.45** **Eligibility of Expenditure**  
*Tsveta Aleksandrova, Interact*

- Hierarchy of rules
- Simplified cost options
- Eligibility rules per budget line



**Project management training**  
**26-27 April 2018**  
**Malta**

**Day two**

**Friday, 27 April 2018**

**09.00 – 09.30** **Recalling the main learning points from day 1**

**09.30 – 10.15** **Financial management**

*Tsveta Aleksandrova, Interact*

- Financial management of the project:
  - how to do it and who does what
  - who reports to whom
  - common mistakes
- Project implementation and reality – revising the work plan
  - delays in spending
  - project budget modifications

**10.15 – 10.45** Coffee break

**10.45 – 12.00** **Reporting of eligible expenditure**

*Tsveta Aleksandrova, Interact*

- Key conditions defining eligibility of expenditure
- Audit trail for different budget lines
- Examples of expenditure

**12.00 – 12.30** **Short introduction to management verifications**

*Tsveta Aleksandrova, Interact*

- Focus of controls, what is controlled, risky areas
- Management verification systems
- On-the-spot checks

**12.30 – 13.00** **Short introduction to audit and financial corrections**

*Tsveta Aleksandrova, Interact*

- Errors and financial corrections
- Audit Authority, Group of Auditors, Audits by EC.
- Recoveries and withdrawals

**13.00 – 14.00** Lunch break

**14.00 – 16.45** **Project communication and capitalisation**

*Ivano Magazzu, Interact*

**Coffee break included**

- Planning communication activities
- Targeting communication activities
- Telling the project's story
- Definition of capitalisation

**16.45 – 17.15** **Project closure**

*Tsveta Aleksandrova, Interact*

- Main obligations and responsibilities when closing a project



**Project management training**  
**26-27 April 2018**  
**Malta**

- Creating a project legacy

**17.15 – 17.45**

**Closure of the event**

- Question and Answers



## Project management training 26-27 April 2018 Malta

### Practicalities

#### Venue –

AX Hotels, THE PALACE HOTEL,  
High Street, Sliema SLM1542, Malta

