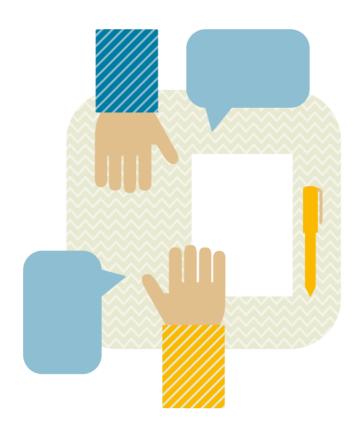


Project management training



26-27 April 2018

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



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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



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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



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• Creating a project legacy

17.15 - 17.45

Closure of the event

• Question and Answers



Practicalities

Venue -

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