Interreg Project Management Camp

15 – 18 November 2022
Krakow, Poland

Outline

In response to numerous requests form the programmes, Interact is holding Project Management Camp. The training will focus on all phases of the project management cycle, to give participants better understanding of the requirements of each phase of the cycle, in the context of the Interreg projects. In addition, participants will work on developing their presentation, facilitation and plain language skills, with a focus on practical tips that will help strengthen/improve their work with project applicants and beneficiaries.

Objectives

During the event participants will:

- Discuss all stages of the project management cycle in the context of Interreg. Recognise the most common challenges, project partners may face, during their day to day work, which should lead to improved quality of assistance and guidance to the projects.

- Practice facilitation, presentation and plain language skills, which are essential for effective communication with project beneficiaries and applicants. Through dynamic discussion, role-play and peer review you will have the chance to reflect on your own practice and identify useful tips on how you can communicate more effectively.

Target group

This training is targeted towards work at **project level**, not programme level. It is targeted at **new staff**, from Joint Secretariats and Managing Authorities who are interested in learning more about project management. The focus of the event is to allow programme officers to better understand challenges of the project implementation, thus being able to provide higher quality support to the projects. The training is not dedicated to programme-level procedures and how to set them.

Timetable

Day 1: Tuesday 15 November 2022

08.30 – 09.00 **Registration and welcome coffee**

09.00 – 10.30 **Welcome and introduction to Project Management**
- Welcome and introduction to the Project Management Camp.
- Objectives for the event, working agreement and method.
- Introduction of participants.
- Project lifecycle.
- Introduction of the case study.

10.30 – 11.00 **Coffee break**

11.00 – 11.30 **Project Idea Generation**
- Shape the project idea within the partnership.

At the end of this session participants will be able to:
- *Recognize main challenges when shaping the project idea.*

11.30 – 12.30 **Project Development – Intervention logic**
- Project intervention logic basics (objectives, results, outputs).
- Programme intervention logic's effect on projects.
- Practical work on creating links between the project and the programme levels.
- Level of details needed at the application stage (work packages and activities, project budget).

At the end of the session participants will be able to:
- *Go step by step through the process of linking the project and programme intervention logics.*
- *Propose solutions for the potential bottlenecks during the development phase of Interreg projects.*
- *Define advantages and disadvantages of detailed project planning.*

12.30 – 13.30 **Lunch**

13.30 – 15.00 **Project Development – Intervention logic (continued)**

15.00 – 15.30 **Coffee break**

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15.30 – 17.00 **Presentation Skills**
- You in your role of presenter.
- Your participants

At the end of the session participants will have a set of hands-on methods and tips to:
- *Help them improve their style as a presenter.*
- *Deal with nerves and be aware of the dynamics that can exist in the room.*

19:00 **Networking dinner**

Day 2: Wednesday 16 November 2022

08.45 – 09.00 **Recalling the main learning points from day 1**

09.00 – 10.30 **Project Development – Budget Planning**
- How to plan a project budget?
- Sources of financing (co-financing, partner contribution)
- Budget planning tips.

At the end of the session participants will be able to:
- *Plan a project budget following the planning steps.*
- *Point out important matters to take into account when developing a project budget.*

10.30 – 11.00 **Coffee break**

11.00 – 12.30 **Project Development – Structure and simplifications**
- Eligibility rules per cost category.
- Simplified cost options.

At the end of the session participants will be able to:
- *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.*

12.30 – 13.30 **Lunch**

13.30 – 15.00   **Plain Language**
- The importance of using Plain Language.
- Guidelines for writing in Plain Language.
- Practical tasks.

At the end of the session participants will be able to:
- *Describe the differences between non reader-friendly writing and Plain Language writing.*
- *Recognise the elements of Plain Language that they can use to write reader-friendly text.*
- *Use these elements to edit a more complicated text and make it a Plain Language text.*

15.00 – 15.30   **Coffee break**

15.30 – 17.30   **Project development – Communication Strategy**
- Communication in the different stages of an Interreg project cycle.
- Common practices in project communication.
- Tasks involved in designing a communication strategy.

At the end of the session participants will be able to:
- *Identify the communication process across the stages of the project management cycle.*
- *Integrate communication as a core element of project management and the achievement of projects objectives.*
- *Describe how projects are currently using communication to achieve their project objectives.*

Day 3: Thursday 17 November 2022

08.45 – 09.00   **Recalling the main learning points from day 2**

09.00 – 10.30   **Project Implementation – Progress monitoring**
- Reality check – a plan vs. reality.
- Following milestones.
- Cash flow monitoring.

At the end of the session participants will be able to:
- *Provide practical solutions to probable project's implementation challenges.*
- *Comprehend financial complexity of projects.*
- *Detect project's warning signs.*

10.30 – 11.00   **Coffee break**

11.00 – 11.30 **Project Implementation – Measuring effectiveness of communication**
- How to review the effectiveness of project communication efforts and use the results to steer project activities?

At the end of the session participants will be able to:
- *Identify the key elements in measuring effectiveness of communication during project implementation.*
- *Discuss how and when communication processes can be adjusted during project implementation, to achieve better results.*

11.30 – 12:30 **Project implementation – Internal communication**
- How can communication help partners agree about their roles and responsibilities within the project?
- Virtual teams.

At the end of the session participants will be able to:
- *Give examples of efficient and effective information flows within the partnership.*
- *Manage virtual teams and overcome the main challenges.*

12.30 – 13.30 **Lunch**

13.30 – 15.00 **Facilitation skills (part 1)**
- Introduction to the basics of facilitation skills.
- Dealing with conflicts.
- Understanding your facilitation style.
- Facilitation techniques.

At the end of this session participants will be able to:
- *Define what is meant by facilitation.*
- *Apply listening and questioning skills techniques in day to day work.*
- *Identify techniques that can be used during a facilitated session to help groups achieve a required outcome.*

15.00 – 15.30 **Coffee break**

15.30 – 17.00 **Facilitation skills (continuation)**

Day 4: Friday 18 November 2022

08.45 – 09.00   **Recalling the main learning points from day 3**

09.00 – 10.30   **Project Implementation – Management of changes**
- Types of project changes
- Measures and strategies how to deal with different types of project changes.

At the end of the session participants will be able to:
- *List the most common types of changes in the project implementation.*
- *Use different measures/strategies to deal with certain types of project changes.*
- *Describe the impact of certain types of changes.*

10.30 – 11.00   **Coffee break**

11.00 – 11.30   **Project Closure**
- Project closure – steps to be taken.
- Time and resources needed.
- Obligations after project closure.

At the end of the session participants will be able to:
- *List obligations related to project closure.*
- *Name a few good examples based on projects already closed.*

11.30 – 12.30   **Closure of the Event**

12.30 – 13.30   **Farewell lunch**