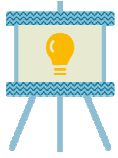


Project Management Camp



24-27 January 2017
St. Julian's, Malta





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Outline

Following the success of the Project Management Camps held over the last three years, more Camps are being planned for 2017 - starting with this January Camp. The Camps are dedicated to the topic of project management in the context of Interreg programmes. Interact will offer an exciting learning experience aimed at strengthening the skills and knowledge base of the Interreg programme officers needed to support the development and implementation of projects in the 2014-2020 period.

The Camp initiative aims to provide Interreg programmes with a holistic product tailored to their needs, which are established with participants during the event registration process. The three and a half day event will be delivered through two distinct, highly dynamic, yet intertwined modules, project management content and facilitation/presentation skills.

Testimonials from Camps 2014, 2015 and 2016:

One event participant stated that she was, 'very impressed with the entire week and that the Camp fully met her expectations. She felt the mixture of practical and theory was 'perfect'.

Another stated that, 'I especially liked facilitation and presentation skills part. It was also good that we had an opportunity to do a lot of group work which enabled sharing the experience, too. The information given during the event was also really useful even though it was not all new to me'.

Finally, with regards to using the experience from the Camp in their daily life, a participant commented that following the event she, 'used the presentation skills learnt at an external conference and it was one of the best presentation she had ever given.'

Objectives

During the event participants will:

- Discuss all stages of the project management cycle in the context of Interreg. For each phase of the cycle they will identify at least three main aspects pertinent to project development and implementation relevant for their area which call for programme officers' assistance and guidance. These will be highlighted throughout the event in order to enable participants to discuss these with colleagues back at their work places.
- Discuss the latest trends and requirements related to management of Interreg projects with a focus on a project's contribution to the programme's results sought. Exchange of ideas throughout the event will aid the identification of good practice that can be transferred to the work place.
- Practice their facilitation and presentation skills which are essential for effective communication with project beneficiaries. Through dynamic discussion, role play and peer review participants will reflect on their own practice and identify useful tips on how to communicate more effectively with applicants and beneficiaries.



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Target group

This event is designed for programme level staff from Joint Secretariats and Managing Authorities from all Interreg programmes who are involved in project generation, development and implementation. Registration for this event is not open to project beneficiaries/lead beneficiaries.

What is the focus?

The focus of the event is how Programme Managers/Representatives work with projects i.e. what is involved at each stage of the project management cycle and how to foster links between project and programme levels.

We will not be discussing programme level procedures at the event, rather the focus is on working with participants on what they need to know/ how are they going to communicate different aspects related to project management to applicants and beneficiaries. We will often be encouraging participants to try and place themselves in the 'shoes' of the beneficiaries. For example, we are not going to discuss how to assess projects - this is a Programme level procedure, and the process is not determined by the applicants. However, we will briefly explain why it is necessary for applicants to have an understanding of the project assessment process, what the possible outcomes of such process are and what does this mean for the applicants.

Practicalities

The event will take place over 3,5 days. To ensure the quality of the event, the number of participants will be limited. To secure fair representation of programmes, we will accept 1 representative per programme as a start on a first come, first serve basis. Please note that for this Camp, participants' from Malta, Cyprus and Italy will be given priority.

Please note that we will run this training with a minimum of 10 people. Please wait for **our acceptance of your participation in the event** before you start making travel and accommodation arrangements.

If you would like to receive further details about the Camp directly via e-mail, please e-mail Lise Espersen (lise.espersen@Interact-eu.net) and/or Polona Frumen (polona.frumen@Interact-eu.net).



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DRAFT Timetable

Day 1: Tuesday 24 Jan 2017

08.30 – 09.00 Registration

09.00 – 10.00 Welcome and Introduction

- Welcome and introduction to the Project Management Camp
- Objectives for the event, working agreement and method
- Introduction of participants

10.00 – 13.00 Introduction to facilitation skills

- Introduction to the basics of facilitation skills
- Giving and receiving feedback skills
- Understanding your facilitation style
- Facilitation techniques

**Coffee
break included**

At the end of this session participants will be able to:

- Define what is meant by facilitation.
- Practice listening and questioning skills to improve understanding of other team members.
- Identify facilitation considerations when working in multi-national, virtual teams.
- Identify appropriate facilitator interventions for different stages of group development.
- Identify techniques that can be used during a facilitated session to help groups achieve a required outcome.

13.00 – 14.00 Lunch

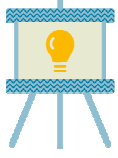
14.00 – 17.30 Introduction to Interreg project management

- Introduction to the project management cycle and the project management specificities in the Interreg context

**Coffee
break included**

At the end of the session participants will be able to:

- Identify the main attributes of the project management function and identify main characteristics that make project management “special” in Interreg project context.
- Identify the main stages of the project management cycle and will allocate the main activities pertinent to each stage of the cycle.



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Project idea generation

- Interreg project characteristics
- Project context and project scope
- Project partnership development
- Stakeholder involvement for development of the project idea

At the end of the session participants will be able to:

- Identify the main aspects that make a project idea worth spreading, and standing out from the rest.
- Agree on the benefits of involving stakeholders during the project generation phase.

19.00

Networking dinner for the participants on invitation from Interact



Project Management Camp
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St. Julian's, Malta

Day 2: Wednesday 25 Jan 2017

08.45 – 09.00 Recalling the main learning points from day 1

09.00 – 12.30 Project Development

- 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)

**Coffee
break included**

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 – 14.30 Project Development cont.

14.30 – 17.30 Project management and presentation skills

- How to design engaging presentations
- How to present a complex message to applicants and engage them in discussions
- Practical work

**Coffee
break included**

At the end of the session participants will be able to:

- *Define the difference between presentation and facilitation.*
- *Create an action plan to resolve 3 issues that may arise when designing, preparing for and delivering a presentation.*
- *Prepare and deliver a group presentation on key concepts used in Interreg programmes.*



Project Management Camp
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St. Julian's, Malta

Day 3: Thursday 26 Jan 2017

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

09.00 – 10.00 **Contracting and start-up**

- Project selection process
- Project start-up
- Complaints procedure

At the end of the session participants will be able to:

- *Point out important matters to consider when communicating committee decisions.*
- *Clearly communicate to projects in what cases a complaints procedure can be initiated (depends on programme rules) and describe the main stages that should be followed as part of this procedure.*
- *Identify the main aspects of smooth project start up.*

10.00 – 13.00 **Project Implementation**

- Managing a project – the specificities of working in multi-national, 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

**Coffee
break included**

At the end of the session participants will be able to:

- *Facilitate a discussion how to create a learning culture among project applicants and beneficiaries.*
- *Give examples of common pitfalls during project implementation and advice projects on tools and practices to use when implementing an Interreg project.*
- *Describe what the process of risk identification and risk management on a project level is.*
- *Point out important matters to consider when doing reporting.*
- *Explain benefits of performing project evaluation and demonstrate its contribution to programme results.*

13.00 – 14.00 **Lunch**



Project Management Camp
24-27 January 2017
St. Julian's, Malta

14.00 – 17.30

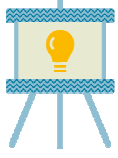
Project management and facilitation skills

- Facilitation and dealing with conflict – methods to deal with disagreement and conflict to reach consensus
- Practical Work

**Coffee
break included**

At the end of the session participants will be able to: revise

- *Identify their preferred working style and reaction to conflict.*
- *Identify how to use at least 5 different facilitation methods to facilitate a group meeting.*
- *Work as a group to prepare and facilitate a contentious meeting.*



Project Management Camp
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Day 4: Friday 27 Jan 2017

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

09.00 – 12.00 **Project Communication**

- Planning communication activities
- Targeting communication activities
- Telling the project's story

**Coffee
break included**

At the end of the session participants will be able to:

- *Recognise the importance of identifying communication objectives (why) and target group (to whom) before deciding on the communication activities (how).*
- *Prepare and deliver within groups an inspirational story telling brief.*

09.45 – 10.30 **Project Closure**

- *Main obligations and responsibilities when closing a project*
- *Creating a project legacy*

At the end of the session participants will be able to:

- *State the most important aspects to consider when closing a project, including what the main obligations and responsibilities are during the final reporting phase.*

12.00 – 12.30 **Closure of the Event**

12.30 – 13.30 **Farewell brunch**