

"HOW TO PLAN, DEVELOP AND REALISE INTERNATIONAL PROJECTS?"

THE MANAGEMENT BODY MEMBER PERSPECTIVE

GROUP A

On-line training programme

3 in 1

22nd - 30th of June 2020 (full course)

Opening session: June 22nd

Course session 1: June 23rd – 24th

Course session 2: June 25th – 26th

Course session 3: June 29th

Summary & evaluation session: June 30th

On-line course



Erasmus+



Table of contents

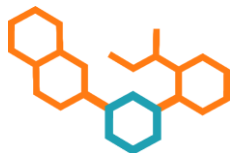
INTRODUCTORY/OPENING SESSION 3

COURSE SESSION 1: PLANNING & DESIGNING THE PROJECT. The management body member perspective.....4

COURSE SESSION 2: COORDINATING & RUNNING THE PROJECT. The management body member perspective.12

COURSE SESSION 3: MONITORING & EVALUATING THE PROJECT. The management body member perspective.20

SUMMARY/EVALUATION SESSION24

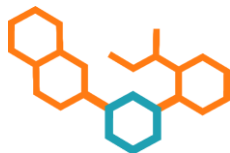


INTRODUCTORY/OPENING SESSION

Monday, June 22nd 2020

Day 1. INTRODUCTORY/OPENING SESSION.

TIMEFRAME	TOPIC	CONTENT	PRESENTER
15.30 – 17.00	OPENING/INTRODUCTION		
Participants:	<i>All. The Trainees + the Trainers, Group A and Group B</i>		
15:30 - 15:45	Registration. Greeting of the project coordinator. Introducing the course: the programme, organization, tools, assignments.	<i>Registration via chat. On-line environment navigation: How to use the online environment; where to find all the course guidelines, materials and documents.</i>	Agnieszka Dadak, FAIE
15.45 – 16:00	Introducing the Trainers.	<i>The Trainers are being introduced.</i>	Agnieszka Dadak, FAIE
16:00-17:00	Introducing the Trainees.	<i>Each Course Participant has 2 minutes for short presentation.</i>	Marianna Labbancz, FHSASB
See you at the course!			



COURSE

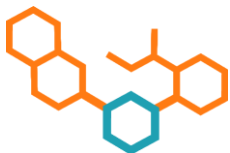
SESSION 1: PLANNING & DESIGNING THE PROJECT. **The management body member perspective.**

Tuesday, June 23rd – Wednesday, June 24th

Day 1 (2). PLANNING THE PROJECT - THE MANAGEMENT BODY MEMBER PERSPECTIVE.

TIMEFRAME	TOPIC	CONTENT	Lecturer
Tuesday, June 23rd 9.30 – 12.15	Day 1 (2). PLANNING THE PROJECT – THE MANAGEMENT BODY MEMBER PERSPECTIVE. MORNING SESSION Webinar 1.		
Participation	Course Participants + Trainers-lecturers		
Form	Online lecture + questions & answers session; presentation of the assignment.		
9.30 – 9.50	Introduction: Shortage Pyramid of successful cooperation among Civil Society Organisations (CSOs).		Sandor Koles, FHSASB



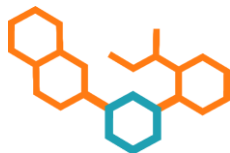


9.50 – 10.30	<p>Part 1.</p> <ul style="list-style-type: none"> • Why and how can you start to work internationally? • How to prepare the development plan and project concept? 	<ul style="list-style-type: none"> - <i>Why and how to start to work internationally as a partner or coordinator, with project or mobilities; funding options.</i> - <i>Networking possibilities on the European level, the benefits and limitations;</i> - <i>The international development plan for your organisation plus special development issues – needed in general and especially for mobility projects;</i> - <i>Main steps in the application proces: Project concept, find partners, develop detailed work programme and budget, clarify partner agreements, elaborate the application text with annexes and submitting the project;</i> - <i>The essential first step: design the initial project concept that include: need, aim, key activities, main output and expected outcome as well as outline of work programme and budget frame.</i> 	Agnieszka Dadak, FAIE
10.30 – 10.45	Questions & answers session	<ul style="list-style-type: none"> - <i>The Course Participants are welcomed to ask questions via chat. The Lecturer answers the questions.</i> 	Agnieszka Dadak, FAIE Sandor Koles, FHSASB
10.45 – 10.50	Short presentation of the assignment to be delivered individually/ by the international teams	<ul style="list-style-type: none"> - <i>Presenting the working-sheet/template.</i> - <i>Short introduction what to do and how.</i> 	Agnieszka Dadak, FAIE
Break (20 minutes)			

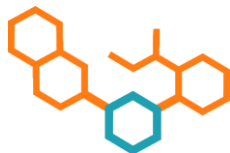




11.10 – 11.50	Part 2. <ul style="list-style-type: none"> How to find good project partners and how to develop international contacts and network? What are the funding possibilities co-financing international cooperation? 	<ul style="list-style-type: none"> <i>Most common international cooperation models;</i> <i>Where and how to search for the project partners. Who should search/choose? Presentation of several partner search tools;</i> <i>Short presentation of the following grants:</i> <ol style="list-style-type: none"> <i>Interreg Baltic Sea Region</i> <i>EEA grants</i> <i>Visegrad International Fund</i> <i>Europe for Citizens</i> <i>Erasmus+</i> <i>Creative Europe</i> 	Rafał Dadak, FAIE
11.50 – 12.05	Questions & answers session	<ul style="list-style-type: none"> <i>The Course Participants are welcomed to ask questions via chat. The Lecturer answers the questions.</i> 	Rafał Dadak, FAIE
12.05 – 12.10	Short presentation of the assignment to be delivered individually/ by the international teams	<ul style="list-style-type: none"> <i>Presenting the working-sheets/template.</i> <i>Short introduction what to do and how.</i> 	Rafał Dadak, FAIE
12.10 – 12.15	Invitation to the workshop-time in the afternoon	<ul style="list-style-type: none"> <i>Introducing the afternoon, workshop session.</i> 	Agnieszka Dadak, FAIE

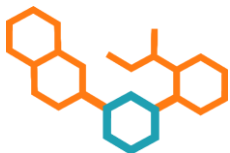


TIMEFRAME	TOPIC	CONTENT	Trainer(s)
Tuesday, June 23rd 15.00 – 18.00	I. PLANNING THE PROJECT – THE MANAGEMENT BODY MEMBER PERSPECTIVE. AFTERNOON SESSION Workshop		
Participation	Course Participants + Trainers-coaches		
Form	The Trainers-coaches are available for the Course Participants for individual consultations. The consultations may be done via e-mail, chat, teleconference etc.		
Training materials	The assignments - Workshop-sheets/templates presented during the morning session.		
Learning outcomes	Upon completion of this part of the course, the Participant is expected to: <ol style="list-style-type: none"> 1. Learn how to develop an initial international development plan for the organisation. 2. Learn how to prepare a draft project concept, including expectations towards the project partners. 3. Learn how to register in the partner search base(s). 4. Learn basic co-finding sources supporting international cooperation are there available on the European level. 		



Day 2 (3). DESIGNING THE PROJECT - THE MANAGEMENT BODY MEMBER PERSPECTIVE.

TIMEFRAME	TOPIC	CONTENT/ACTIVITY	Lecturer
Wednesday, June 24 th 9.30 – 12.15	Day 2 (3). DESIGNING THE PROJECT – THE MANAGEMENT BODY MEMBER PERSPECTIVE. MORNING SESSION Webinar 2.		
Participation	Course Participants + Trainers-lecturers		
Form	Online lecture + questions & answers session; presentation of the assignment.		
9.30 – 10.20	Part 1. <ul style="list-style-type: none"> What aims and goals will the project realise? What tasks/activities need to be realised? How long and when will the project be 	<ul style="list-style-type: none"> - Defining the project aim (general objective) and goals (detailed objectives); - Planning the tasks and sub-tasks; planning the project phases if relevant; - Developing the timetable for the project. Definition of milestones; 	Lorenza Lupini, COOSS Luca Bordoni, COOSS



	<p>realised?</p> <ul style="list-style-type: none"> • How much would it cost? • What are the planned outputs and results? 	<p>- <i>Planning the project budget – general introduction;</i></p> <p>- <i>Defining the project outputs, results and impact.</i></p>	
10.20 – 10.35	Questions & answers session	<p>- <i>The Course Participants are welcomed to ask questions via chat.</i></p> <p>- <i>The Lecturer answers the questions.</i></p>	Lorenza Lupini, COOSS Luca Bordoni, COOSS
10.35 – 10.40	Short presentation of the assignment to be delivered individually/ by the international teams	<p>- <i>Presenting the working-sheets/template.</i></p> <p>- <i>Short introduction what to do and how.</i></p>	Lorenza Lupini/Luca Bordoni, COOSS
Break (20 minutes)			
11.00 – 11.50	<p>Part 2.</p> <ul style="list-style-type: none"> • How to measure project results? • What could influence the project? 	<p>- <i>Defining the quantitative and qualitative indicators;</i></p> <p>- <i>Defining the project risks; impact and probability.</i></p>	Aron Weigl, EDUCULT
11.50 – 12.05	Questions & answers session	<p>- <i>The Course Participants are welcomed to ask questions via chat.</i></p> <p>- <i>The Lecturer answers the questions.</i></p>	Aron Weigl, EDUCULT

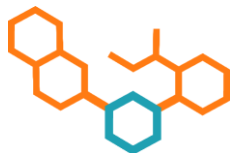


Project 1stTIP-PM First-time international project realisers support network 2018-1-PL01-KA204-051192

12.05 – 12.10	Short presentation of the assignment to be delivered individually/ by the international teams	<ul style="list-style-type: none"> - <i>Presenting the working-sheets/template.</i> - <i>Short introduction what to do and how.</i> 	Aron Weigl, EDUCULT
12.10 – 12.15	Invitation to the workshop-time in the afternoon	<ul style="list-style-type: none"> - <i>Introducing the afternoon, workshop session.</i> 	Aron Weigl, EDUCULT



TIMEFRAME	TOPIC	CONTENT	Trainer(s)
Tuesday, June 24 th 15.00 – 18.00	ii. DESIGNING THE PROJECT – THE MANAGEMENT BODY MEMBER PERSPECTIVE. AFTERNOON SESSION Workshop		
Participation	Course Participants + Trainers-coaches		
Form	The Trainers-coaches are available for the Course Participants for individual consultations. The consultations may be done via e-mail, chat, teleconference etc.		
Training materials	The assignments - Workshop-sheets/templates presented during the morning session.		
Learning outcomes	Upon completion of this part of the course, the Participant is expected to: <ol style="list-style-type: none"> 1. Learn the international project design logic. 2. Learn how to initially design the key elements of the international project. 		



Project 1stTIP-PM First-time international project realisers support network 2018-1-PL01-KA204-051192

COURSE

SESSION 2: COORDINATING & RUNNING THE PROJECT. **The management body member perspective.**

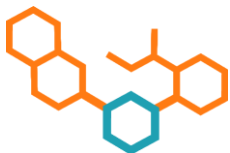
Thursday, June 25th – Friday, June 26th

Day 1 (4). COORDINATING THE PROJECT - **THE MANAGEMENT BODY MEMBER PERSPECTIVE.**

TIMEFRAME	TOPIC	CONTENT	Lecturer
Thursday, June 25 th 9.30 – 12.15	Day 1 (4). COORDINATING THE PROJECT – THE MANAGEMENT BODY MEMBER PERSPECTIVE. MORNING SESSION Webinar 3.		
Participation	Course Participants + Trainers-lecturers		
Form	Online lecture + questions & answers session; presentation of the assignment.		
9.30 – 10.20	Part 1. <ul style="list-style-type: none"> International partnership. 	- International partnership: what does it mean? How not to get a partner “just on the paper”? The letter of intent.	Agnieszka Dadak, FAIE



Erasmus+



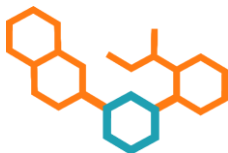
Project 1stTIP-PM First-time international project realisers support network 2018-1-PL01-KA204-051192

	<ul style="list-style-type: none"> The project coordinator – the project partner. The partnership agreement. The transnational project meeting. 	<ul style="list-style-type: none"> - The project coordinator – the project partner: differences in management and organisational responsibility. Good practices of project management; - The partnership agreement – what should it contain? Exemplary agreement; - The transnational project meeting – exemplary agenda; 	
10.20 – 10.35	Questions & answers session	- The Course Participants are welcomed to ask questions via chat. The Lecturer answers the questions.	Agnieszka Dadak, FAIE
10.35 – 10.40	Short presentation of the assignment to be delivered individually/ by the international teams	<ul style="list-style-type: none"> - Presenting the working-sheets/template. - Short introduction what to do and how. 	Agnieszka Dadak, FAIE
Break (20 minutes)			
11.00 – 11.50	Part 2. <ul style="list-style-type: none"> The partners and the coordinator. Coordinating teamwork. Project management – 	<ul style="list-style-type: none"> - Different duties and responsibilities of the partners and the coordinator; - Working together in one project. How build up an efficient team work? - How to build up a clear transparent, and efficient management which helps to ensure a smooth project implementation; - How to coordinate the project management team? Working together with the partners; 	Marianna Labbancz, FHSASB

13



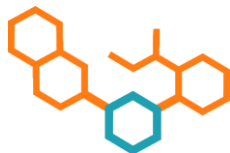
Erasmus+



	<p>project execution.</p> <ul style="list-style-type: none"> • Team management. • Budget control. • Financial management. 	<p>- <i>Budgeting: Why do we need to plan the project budget? Process of planning the budget;</i></p> <p>- <i>Budget management. Coordination of planning of cost Aspects of cost planning. Estimation of costs (Inputs of estimation, Estimation techniques, Results of estimation);</i></p> <p>- <i>Defining the budget: Inputs of designing the budget, Results of defining the budget;</i></p> <p>- <i>Control of financing: Means of control.</i></p>	
11.50 – 12.05	Questions & answers session	- <i>The Course Participants are welcomed to ask questions via chat. The Lecturer answers the questions.</i>	Marianna Labbancz, FHSASB
12.05 – 12.10	Short presentation of the assignment to be delivered individually/ by the international teams	<p>- <i>Presenting the working-sheets/template.</i></p> <p>- <i>Short introduction what to do and how.</i></p>	Marianna Labbancz, FHSASB
12.10 – 12.15	Invitation to the workshop-time in the afternoon	- <i>Introducing the afternoon, workshop session.</i>	Marianna Labbancz, FHSASB

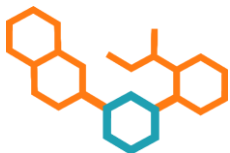


TIMEFRAME	TOPIC	CONTENT	Trainer(s)
Tuesday, June 25 th 15.00 – 18.00	III. COORDINATING THE PROJECT – THE MANAGEMENT BODY MEMBER PERSPECTIVE. AFTERNOON SESSION Workshop		
Participation	Course Participants + Trainers-coaches		
Form	The Trainers-coaches are available for the Course Participants for individual consultations. The consultations may be done via e-mail, chat, teleconference etc.		
Training materials	The assignments - Workshop-sheets/templates presented during the morning session.		
Output	Upon completion of this part of the course, the Participant is expected to: <ol style="list-style-type: none"> 1. Know what should the letter of intent and the partnership agreement contain. 2. Know what should the transnational project meeting and the meeting minutes contain. 3. Learn the principles of successful international project management. 		



Day 2 (5). RUNNING THE PROJECT - THE MANAGEMENT BODY MEMBER PERSPECTIVE.

TIMEFRAME	TOPIC	CONTENT/ACTIVITY	Lecturer
Friday, June 26th 9.30 – 12.15	Day 2 (5). RUNNING THE PROJECT – THE MANAGEMENT BODY MEMBER PERSPECTIVE. MORNING SESSION Webinar 4.		
Participation	Course Participants + Trainers-lecturers		
Form	Online lecture + questions & answers session; presentation of the assignment.		
9.30 – 10.20	Part 1. <ul style="list-style-type: none"> How to spread project information? How to raise awareness among different target groups, stakeholders and policy makers? 	<ul style="list-style-type: none"> - Main elements of the dissemination plan: Define target groups, define key messages, clarify media (dissemination means), expected outcome, phases, division of work; - Defining target groups: Direct targets, indirect targets, end-users; - Priorities of possible media – get value for money; - Appropriate use of multiplier events, both in a national and transnation contexts. Possible use of combined events. priorities of 	Agnieszka Dadak, FAIE



Project 1stTIP-PM First-time international project realisers support network 2018-1-PL01-KA204-051192

	<ul style="list-style-type: none"> Efficient use of multiplier events. 	<i>different forms of events, like conferences, seminars, symposia and virtual events.</i>	
10.20 – 10.35	Questions & answers session	- <i>The Course Participants are welcomed to ask questions via chat. The Lecturer answers the questions.</i>	Agnieszka Dadak, FAIE
10.35 – 10.40	Short presentation of the assignment to be delivered individually/ by the international teams	<ul style="list-style-type: none"> - <i>Presenting the working-sheets/template.</i> - <i>Short introduction what to do and how.</i> 	Agnieszka Dadak, FAIE
Break (20 minutes)			
11.00 – 11.50	Part 2. <ul style="list-style-type: none"> Efficient work division in project group. How can be guarantee the internal correct ongoing of project activities? 	<ul style="list-style-type: none"> - <i>Defining the perfect internal project staff/resources;</i> - <i>The project in motion – possible tools: Trello, Mail, Skype, Interim report;</i> 	Lorenza Lupini, COOSS Luca Bordoni, COOSS
11.50 – 12.05	Questions & answers session	- <i>The Course Participants are welcomed to ask questions via chat. The Lecturer answers the questions.</i>	Lorenza Lupini, COOSS Luca Bordoni, COOSS
12.05 – 12.10	Short presentation of the assignment to be delivered individually/ by the international teams	<ul style="list-style-type: none"> - <i>Presenting the working-sheets/template.</i> - <i>Short introduction what to do and how.</i> 	Lorenza Lupini, COOSS Luca Bordoni, COOSS

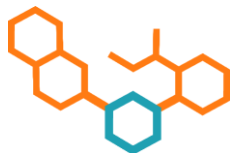


Project 1stTIP-PM First-time international project realisers support network 2018-1-PL01-KA204-051192

12.10 – 12.15	Invitation to the workshop-time in the afternoon	- <i>Introducing the afternoon, workshop session.</i>	Lorenza Lupini, COOSS Luca Bordoni, COOSS
---------------	-----------------------------------------------------	-------------------------------------------------------	----------------------------------------------



TIMEFRAME	TOPIC	CONTENT	Trainer(s)
Friday, June 26 th 15.00 – 18.00	IV. RUNNING THE PROJECT – THE MANAGEMENT BODY MEMBER PERSPECTIVE. AFTERNOON SESSION Workshop		
Participation	Course Participants + Trainers-coaches		
Form	The Trainers-coaches are available for the Course Participants for individual consultations. The consultations may be done via e-mail, chat, teleconference etc.		
Training materials	The assignments - Workshop-sheets/templates presented during the morning session.		
Learning outcomes	Upon completion of this part of the course, the Participant is expected to: <ol style="list-style-type: none"> 1. Know how to make a dissemination plan for the project and how to run the project dissemination. 2. Know how to organize efficient work division and effective delivery of the project tasks in project group. 		



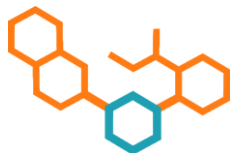
COURSE

SESSION 3: MONITORING & EVALUATING THE PROJECT. **The management body member perspective.**

Tuesday, June 29th

Day 1 (6). RUNNING THE PROJECT - THE MANAGEMENT BODY MEMBER PERSPECTIVE.

TIMEFRAME	TOPIC	CONTENT/ACTIVITY	Lecturer
Tuesday, June 29th 9.30 – 12.15	Day 1 (6). MONITORING AND EVALUATING THE PROJECT – THE MANAGEMENT BODY MEMBER PERSPECTIVE. MORNING SESSION Webinar 5.		
Participation	Course Participants + Trainers-lecturers		
Form	Online lecture + questions & answers session; presentation of the assignment.		
9.30 – 10.20	Part 1. <ul style="list-style-type: none"> • Introduction to evaluation. 	- Introduction: <ul style="list-style-type: none"> - <i>Raising attention;</i> - <i>Highlighting and positioning evaluation and monitoring in the project implementation process;</i> 	Aron Weigl, EDUCULT

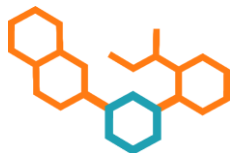


	<ul style="list-style-type: none"> • How to implement the project evaluation. • Synergies with other projects. 	<p>- <i>Evaluation</i></p> <ul style="list-style-type: none"> - <i>Why evaluation is important?</i> - <i>Definition of evaluation;</i> - <i>Types of evaluation;</i> - <i>Principles of evaluation;</i> - <i>Evaluation process and methodology;</i> - <i>Evaluation plan (highlight);</i> <p>- <i>Synergies with other projects</i></p> <ul style="list-style-type: none"> - <i>How to make use of the own learning outcomes for other projects?</i> 	
10.20 – 10.35	Questions & answers session	<p>- <i>The Course Participants are welcomed to ask questions via chat. The Lecturer answers the questions.</i></p>	Aron Weigl, EDUCULT
10.35 – 10.40	Short presentation of the assignment to be delivered individually/ by the international teams	<p>- <i>Presenting the working-sheets/template.</i></p> <p>- <i>Short introduction what to do and how.</i></p>	Aron Weigl, EDUCULT
Break (20 minutes)			
11.00 – 11.50	<p>Part 2.</p> <ul style="list-style-type: none"> • Monitoring. • Comparison of conventional and participatory 	<p>- <i>Monitoring</i></p> <ul style="list-style-type: none"> - <i>Why do we need monitoring?</i> - <i>What is monitoring?</i> - <i>Goals of monitoring;</i> - <i>Methodology of monitoring;</i> 	Marianna Labbancz, FHSASB

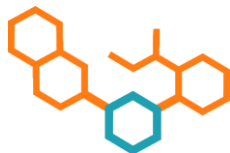




	<p>monitoring and evaluation.</p> <ul style="list-style-type: none"> • Evaluation vs monitoring. • Evaluation and monitoring plan. • Exit strategy and transfer. 	<ul style="list-style-type: none"> - Levels of monitoring; - Monitoring tools; - Steps of monitoring; <p>- Comparison of conventional and participatory monitoring and evaluation. Comparison of “who, what, how, why” aspects;</p> <p>- Evaluation vs monitoring: Summarizing and comparison the main aspects of evaluation and monitoring;</p> <p>- Evaluation and monitoring plan: Phases and methodology of evaluation and monitoring plan;</p> <p>- Exit strategy and transfer: How to continue after an international cooperation project is finished.</p>	
11.50 – 12.05	Questions & answers session	<ul style="list-style-type: none"> - The Course Participants are welcomed to ask questions via chat. The Lecturer answers the questions. 	Marianna Labbancz, FHSASB
12.05 – 12.10	Short presentation of the assignment to be delivered individually/ by the international teams	<ul style="list-style-type: none"> - Presenting the working-sheets/template. - Short introduction what to do and how. 	Marianna Labbancz, FHSASB
12.10 – 12.15	Invitation to the workshop-time in the afternoon	<ul style="list-style-type: none"> - Introducing the afternoon, workshop session. 	Marianna Labbancz, FHSASB



TIMEFRAME	TOPIC	CONTENT	Trainer(s)
Friday, June 29 th 15.00 – 18.00	V. MONITORING AND EVALUATING THE PROJECT – THE MANAGEMENT BODY MEMBER PERSPECTIVE. AFTERNOON SESSION Workshop		
Participation	Course Participants + Trainers-coaches		
Form	The Trainers-coaches are available for the Course Participants for individual consultations. The consultations may be done via e-mail, chat, teleconference etc.		
Training materials	The assignments - Workshop-sheets/templates presented during the morning session.		
Learning outcomes	Upon completion of this part of the course, the Participant is expected to: <ol style="list-style-type: none"> 1. Learn how to plan and implement effective international project evaluation. 2. Learn how to plan and implement effective international project monitoring. 		



SUMMARY/EVALUATION SESSION

Tuesday, June 30th

Day 7. SUMMARY AND EVALUATION.

TIMEFRAME	TOPIC	CONTENT/ACTIVITY/SOLUTION	PRESENTER
15.30 – 17.00	SUMMARY/EVALUATION		
Participants:	All the Trainees + the Trainers		
15.30 – 15.50	What we have learnt?	<ul style="list-style-type: none"> • „Transfer” - a new pedagogical buzzword. Focus on the situation and context where the learned shall be applied. Focus on the transfer potential • Transfer requires a holistic pre-, during- and post- approach to learning, that include the future situation and context in which to apply the learned. • How will you transfer the learned in this course to your situation at home? 	Agnieszka Dadak, FAIE



Project 1stTIP-PM First-time international project realisers support network 2018-1-PL01-KA204-051192

15.50 -16.05	Evaluation of the training	<i>Introduction to the evaluation: online evaluation form.</i>	Aron Weigl, EDUCULT
16.05 – 16.10	Certification Ceremony	<i>Explanation how the certificates would be issued.</i>	Marianna Labbancz, FHSASB
16.10 – 16.50	Short round of reflections concerning the course experience	<i>The Trainers and Trainees have a space to share their reflections.</i>	Lorenza Lupini, COOSS
16.50 – 17.00	Official farewell		Agnieszka Dadak, FAIE
<i>Good bye, good luck, see you at the FIRST Network events!</i>			