

## MSCA ITN Project Management & Finance

8:30 - 9:00	<b>Welcome</b>
9:00 - 9:15	<b>Opening</b>
9:15 - 10:30	<b>Project Management and MSCA ITN</b> Learning about the basic principles of project management, identifying specific ITN characteristics that give cause for a different approach (in relation to (R)IA projects), workshop on ITN risk analysis.
10:30 - 10:45	<b>Coffee break</b>
10:45 - 12:00	<b>Technical Project Management</b> Project set-up and how to implement the action, monitoring and managing the technical output (deliverables), dissemination, amendments and introduction to the SYGMA portal and PM tools.
12:00 - 13:00	<b>Lunch</b>
13:00 - 14:30	<b>Consortium Management</b> Coordinator's role, practical approach on how to manage the consortium members, overview of what is needed from beneficiaries and fellows, how to manage fellows and make use of soft skills, workshop on soft skills.
14:30 - 15:15	<b>Reporting and Finance in theory</b> Detailed introduction to ITN reporting structure and SYGMA portal, financial regulation and how to monitor your budget
15:15 - 15:30	<b>Coffee break</b>
15:30 - 16:15	<b>Reporting and Finance in practice</b> A case study on how to detect errors, supporting documentation and how to maintain in control as project manager.
16:15 - 16:45	<b>Implementing the lessons learned</b> A practical approach on how to incorporate today's lessons in your ITN and identifying your next steps and follow-up.
16:45 - 17:00	<b>Final Q&amp;A and closing remarks</b>
17:00	<b>End of day</b>

Registration fee: € 850,- excluding VAT. This price includes training materials, coffee breaks and lunch at the venue and a certificate. All participants will receive an extensive guide with information on the training topics.

MeSo Academy gives a 15% discount for members of EARMA.