

MSCA ITN Project Management & Finance

29 September 2017, Amsterdam - the Netherlands

3 November 2017, Amsterdam - the Netherlands

08:30 - 09:00	Welcome
09:00 - 09:15	Opening
09:15 - 10:30	Project Management and MSCA ITN 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	Coffee break
10:45 - 12:00	Technical Project Management 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	Lunch
13:00 - 14:30	Consortium Management 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	Reporting and Finance in theory Detailed introduction to ITN reporting structure and SYGMA portal, financial regulation and how to monitor your budget
15:15 - 15:30	Coffee break
15:30 - 16:15	Reporting and Finance in practice A case study on how to detect errors, supporting documentation and how to maintain in control as project manager.
16:15 - 16:45	Implementing the lessons learned 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	Final Q&A and closing remarks
17:00	End of day

Outcome:

- You gain full insight on a MSCA ITN project cycle and understand all related processes. You know what is expected from you as PM and you are able to plan your activities and establish your position;
- You are well-aware of the differences between R&I projects and MSCA ITN;
- You will know when and how to take care of risks, how to monitor your project and make use of your people skills and management skills. You will learn how to implement the action successfully.

For whom:

The workshop will be of value for project managers, research managers and researchers planning to coordinate a H2020 project and support staff. The training is very interactive.

Registration fee

€ 650,- 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. When you also sign up for the session on Financial Administration and Audit on November 2nd, you can register for both days for € 1.100,- excluding VAT.

MeSo Academy gives a 15% discount for members of our partner organizations EARMA and EUPMAN.