

## Project Management

8:30 - 9:00	<b>Welcome</b>
9:00 - 9:15	<b>Opening</b>
9:15 - 10:30	<b>How to Coordinate and Manage your R&amp;I project?</b> Learning about the basic principles of project management, consortium management and motivating your partners. Introduction to regulation and the coordinator's role, administrative obligations, bottlenecks and potential risks. Setting up the framework for a well-coordinated R&I project.
10:30 - 10:45	<b>Coffee break</b>
10:45 - 12:00	<b>Kick-starting your project</b> How to benefit from the GA preparation phase, overview of tasks and actions, how to use the portal. Consortium Agreement: why is it needed and what to include? Workshop on how to structure your project and defining your role as project manager.
12:00 - 13:00	<b>Lunch</b>
13:00 - 14:45	<b>Technical Project Management and Reporting</b> How to implement the action, monitoring and managing the technical output (deliverables), dissemination, amendments and introduction to the SYGMA portal. Detailed introduction to the reporting structure, financial regulation and how to monitor your budget.
14:45 - 15:00	<b>Coffee break</b>
15:00 - 16:30	<b>Project management in Practice</b> Case studies on different topics, for example: non-performing partners, overspending beneficiaries, technical failure. Bringing today's lessons into practice: how to deal with these matters?
16:30 - 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.