

Project Management

12 October 2017, Amsterdam – the Netherlands

08:30 - 09:00 Welcome

09:00 - 09:15 Opening

09:15 - 10:30 **How to Coordinate and Manage your R&I project?**

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 Coffee break

10:45 - 12:00 **Kick-starting your project**

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 Lunch

13:00 - 14:45 **Technical Project Management and Reporting**

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 Coffee break

15:00 - 16:30 **Project management in Practice**

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 **Final Q&A and closing remarks**

17:00 End of day

Outcome:

- You gain full insight on a project cycle and understand all related processes, you are able to plan your activities and establish your position as a project manager;
- You will know when and how to take care of risks, by making use of project monitoring and management skills.

For whom:

The workshop will be of value for project managers, researchers planning to coordinate a H2020 project and support staff. The workshop is highly interactive, we promote the exchange between participants and trainer.

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 October 13th, 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.