

European Project Cycle Management

Every Thursday | 5pm to 7pm
from 10 December to 18 February
- Online Training -



The online training on European Project Cycle Management provides the information and tools needed to move the first steps in the development of good quality project proposals in the framework of the EU funding programmes, elaborate a coherent budget and manage a project throughout all its phases.

Objectives

Through the proposed course, participants will learn and master:

- How to set a proposal which is relevant to the needs of the beneficiaries and consistent with the EU funding programme's guidelines
- How to develop a well - structured and inherently coherent project proposal
- How to prepare the project budget
- Recognize the different phases of project implementation
- How to coordinate an international partnership
- Communication and dissemination tools and methods
- Best practices and successful projects.

Target Audience

The workshop is conceived for all people wishing to learn and/or improve their skills in the field of project development, in order to increase the ability to **draft high quality project proposals**, to strengthen competencies in the **financial and administrative management** of projects.

The course is therefore designed for **students, social and cultural operators, associations, local authorities**, etc. No previous knowledge or skills are required.

Method & Tools

ALDA's online formula presents a **streamlined and interactive learning mode** which allows effective distance learning without ever giving up the **dynamic collaboration** between participants and trainers, and among the participants themselves.

The sessions will be held on the **Zoom platform**, a videoconferencing tool that allows the practical sharing of screens, documents, e-chat messages and the videos of each participant.

Zoom **breakout rooms** will allow to split the Zoom meeting in separate sessions, giving the participants the possibility to discuss about the chosen issue in smaller groups (group exercises of 20 – 30 minutes each). In this way theory and practice will be perfectly combined, as well as individual and group work. Quizzes and other tools will be employed, to motivate the participation and stimulate the interaction of the learners.

More specifically, the method chosen for this practical training is the **Logical Framework Approach**, a method of the European Union which is **suitable to all types of projects** (EU, non-EU, local, international), responding to problems and preventing the applicant from doing the most common mistakes when writing projects: adopting a donor – driven approach, failing to respond to a real need and therefore distorting the whole logic that should drive the project itself.

Trainers

Our trainers are professional and qualified figures, with a documented and significant experience of many years in European project development.

The trainers who will guide participants through this workshop will be:

- **Marco Boaria**, Director of Programmes & Development Department
- **Anna Ditta**, Senior Project Development Officer and Trainer
- **Lavinia Traina**, Project Development Officer and Trainer.
- **Barbara Elia**, Director of Financial and Administrative Department.
- **Elisabetta Uroni**, Head of Communication Department

Program & Agenda

Date & Time	Topics
December 10 5pm – 7pm	Introduction to EU funding & Project Cycle Management (PCM) principles <ul style="list-style-type: none"> - Brainstorming and collective definitions - What makes a project successful or unsuccessful? - The project life cycle
December 17 5pm – 7pm	PCM and the Logical Framework approach (part 1) <ul style="list-style-type: none"> - The Logical Framework Approach: rational - The Stakeholder analysis: theory and group work - The problems' tree: theory and group work
December 21 5pm – 7pm	PCM and the Logical Framework approach (part 2) <ul style="list-style-type: none"> - The objectives' tree & the choice of action strategies - The logical framework approach matrix - From the logical framework to the plan of resources and activities
January 7 5pm – 7pm	From the EU strategy to the call for proposals <ul style="list-style-type: none"> - The legal, strategic and programmatic basis of a call - How does a call look like? Going through the guidelines
January 14 5pm – 7pm	How to prepare a high - quality proposal (part 1) <ul style="list-style-type: none"> - Going through a EU application form: key questions & criteria - Application forms at a glance: going through examples
January 21 5pm – 7pm	How to prepare a high - quality proposal (part 2) <ul style="list-style-type: none"> - Going through a project evaluation - Hits and tips on project development - Successful and unsuccessful practices
January 28 5pm – 7pm	The budget <ul style="list-style-type: none"> - EU financial regulations - How to effectively elaborate a budget
February 4 5pm – 7pm	Project implementation & Project Management <ul style="list-style-type: none"> - Once the project is approved: planning the management - Successful (and unsuccessful) practices
February 11 5pm – 7pm	Budget implementation & Reporting <ul style="list-style-type: none"> - Budget management: reallocation, monitoring, donors, ... - Financial reporting: templates, modalities
February 18 5pm – 7pm	Communication & Dissemination <ul style="list-style-type: none"> - Communication and dissemination strategies - Communicating a project within your organisation Final Evaluation

Logistics

The workshop will be held online **once a week from Thursday 10th of December 2020 to Thursday 18th February 2021, from 5pm to 7pm**, for a total of 10 meetings of 2 hours each.

Late afternoon hours have been chosen in order to meet the needs of those who study or work.

Cost & Registration

The Project Cycle Management Training has a **total cost of 400 euros** (VAT included) including all training materials which will be shared with the participants via email and/or on the zoom platform.

A **20% reduction** will be applied to **ALDA members and to students** (under 26 years old), for a final price of 320 euros.

To register to the course, you need to fill-in this [ONLINE FORM](#) and then proceed with the payment, by choosing between:

- Paying the whole cost online by credit card, directly in the [training's PAGE](#)
- Paying by bank transfer a deposit of 100 euros to the following bank account:

ALDA+ Srl Benefit Corporation.

IBAN: IT64E0306911896100000004287

Please, use "PCM Training December 2020" as description of payment and send the proof of payment to admin@aldaplus.it

NOTE: we will ask you to proceed with the payment of the balance by the first lesson,

In the event of not reaching the minimum number of participants for the training, the deposit will be returned to you; otherwise, it will not be refunded in case of non-participation.

Registration & Payment deadline: Friday, December 4th, 2020

Certificate of attendance

At the end of the workshop, you will receive a certificate of attendance issued by ALDA, **strategic partner of the European Commission and the Council of Europe.**



For additional details, please contact:

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