

Workshop: “Tasks of an European Project Manager“

Monday, 23.09.19 2-5pm,
Tuesday, 24.09.19 10am-1pm,
Friday, 27.09.19 10am-12noon



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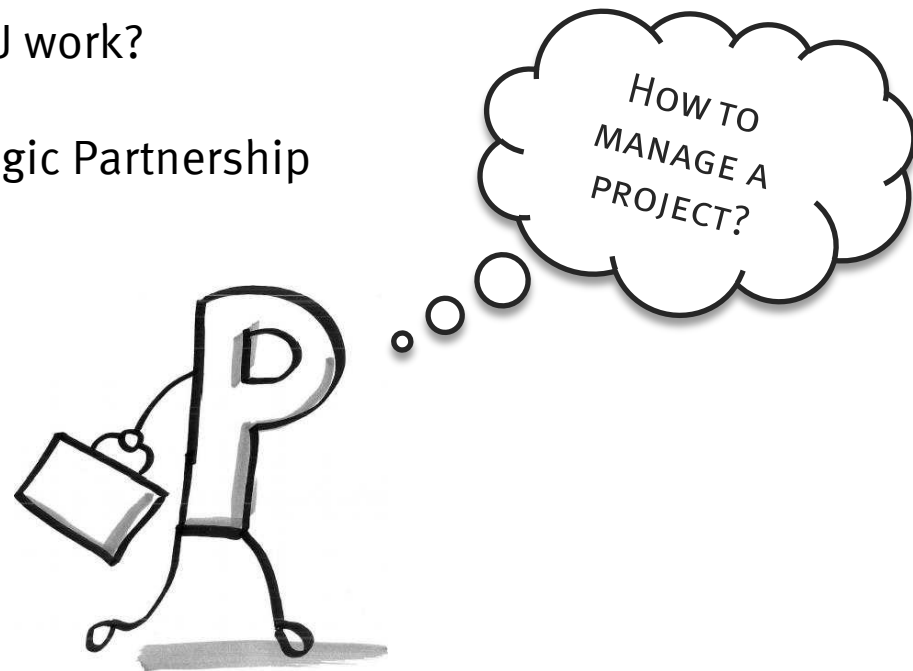
Monika Staab, M. A.

Agenda

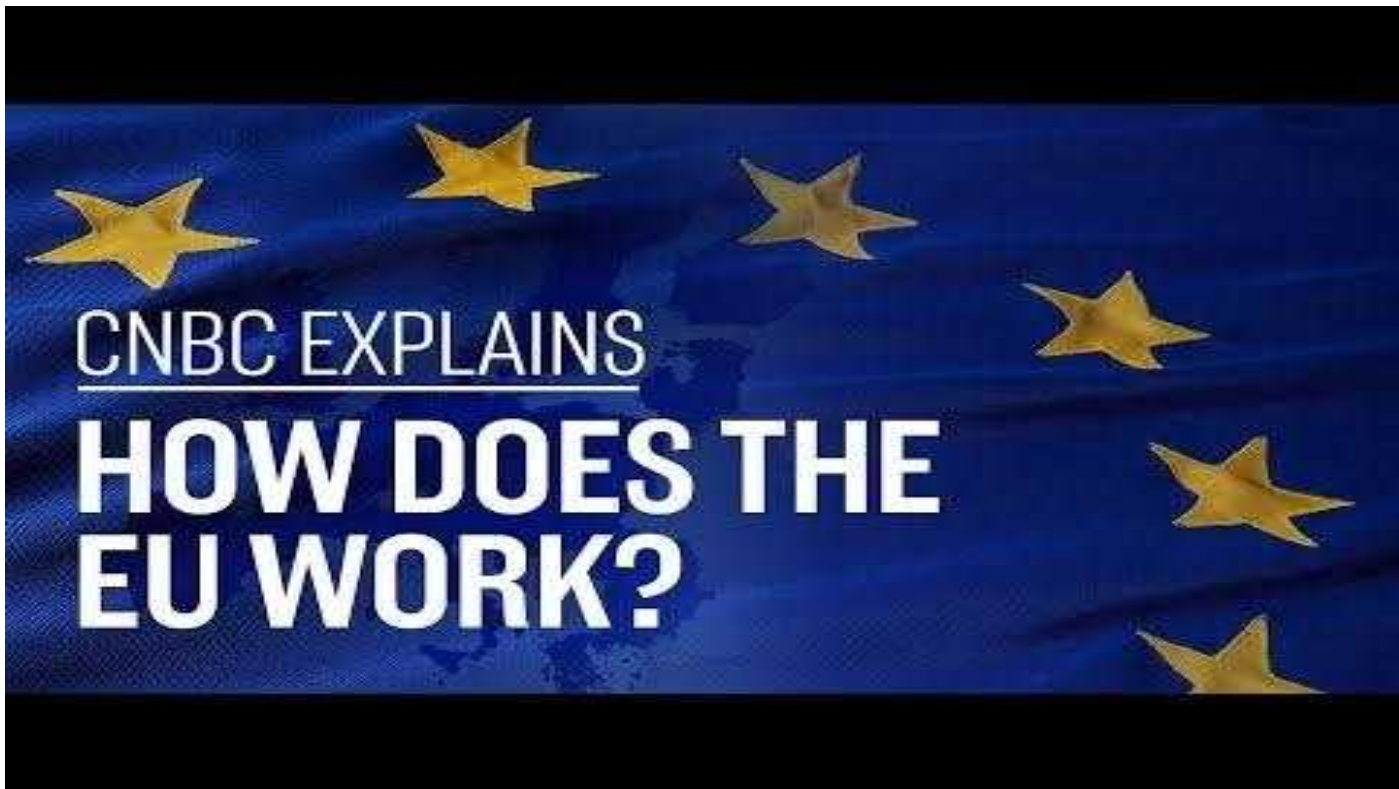


© Professorship of Adult and Continuing Education, Würzburg

1. Introduction & Get to know each other
2. How does the EU work?
3. Erasmus+ Strategic Partnership



HOW DOES THE EU WORK?



Source: <https://www.youtube.com/watch?v=9eufLQ3sew0>

EDUCATION AND TRAINING IN THE EUROPEAN UNION

- EU countries are responsible for their own education and training systems
 - EU helps countries to achieve **quality education** through the exchange of **good practice**, setting **targets and benchmarks** and providing **funding and expertise**.
- EU strategy for education and training 2020 aims at:
- making lifelong learning and mobility a reality;
 - improving the quality and efficiency of education and training;
 - promoting equity, social cohesion and active citizenship; and
 - enhancing creativity and innovation, including entrepreneurship, at all levels of education and training.
- (Council of the European Union 2009)

EUROPEAN HIGHER EDUCATION AREA (EHEA)

- **International collaboration** on higher education among 48 countries
- **Common structures** and **shared values** based on reforms on higher education

→ *Bologna Declaration* (1999) by ministers responsible for higher education from 29 European countries:

- Comparable study degrees
- Three-cycle higher education system (bachelor, master and PhD studies)
- Common system of credits – ECTS system
- Promotion of student, teacher and staff mobility
- System of quality assurance



Recent policies

- *Education and Training 2020 strategy (ET2020) and the renewed EU agenda for higher education:*
 - “Tackling future skills mismatches and promoting excellence in skills development
 - Building inclusive and connected higher education systems
 - Ensuring higher education institutions contribute to innovation
 - Supporting effective and efficient higher education systems.” (European Commission 2017)
- *European Higher Education in the World*
- *Opening Up Education*



ERASMUS +

https://ec.europa.eu/programmes/erasmus-plus/about_en



Erasmus+

Aims at:

- Reducing unemployment, especially among young people
- Promoting adult learning, especially for new skills and skills required by the labour market.
- Encouraging young people to take part in European democracy
- Supporting innovation, cooperation and reform
- Reducing early school leaving
- Promoting cooperation and mobility with the EU's partner countries

(European Commission, n.d.-a)

Individuals

Organisations



ERASMUS +



Student Mobility

Voluntary Service

Youth Exchange

Individuals

Teaching Mobility

Traineeship

Staff Mobility



ERASMUS +



Strategic Partnership

Knowledge Alliance

Capacity Building

Organisation

Jean Monnet

Support for Policy Reforms

Learning Mobility for Individuals

ERASMUS+ STRATEGIC PARTNERSHIP



Source: <https://www.youtube.com/watch?v=ap2guv2PFco>

ERASMUS+ STRATEGIC PARTNERSHIP -IN A NUTSHELL



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Main aim

“Strategic Partnerships are transnational projects designed to develop and share **innovative practices** and **promote cooperation, peer learning, and exchanges of experiences** in the fields of education, training, and youth.” (European Commission, n.d.-b)

ERASMUS+ STRATEGIC PARTNERSHIP -IN A NUTSHELL



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Key Facts

Duration: Between 24 and 36 months

Budget: Up to 450.000 € for 3 years

Consortium: Min. 3 partners (3 programme countries)

Application: Decentralised (submitted to National Agency)

ERASMUS+ STRATEGIC PARTNERSHIP -IN A NUTSHELL



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- Targeting **different areas**: Higher education, Vocational education and training, School education, Adult education, and Youth
- Targeting **horizontal priorities and field specific priorities**
- Expected **impact** on organisational/institutional, local, regional, national and European level

ERASMUS+ STRATEGIC PARTNERSHIP -IN A NUTSHELL



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Horizontal priorities

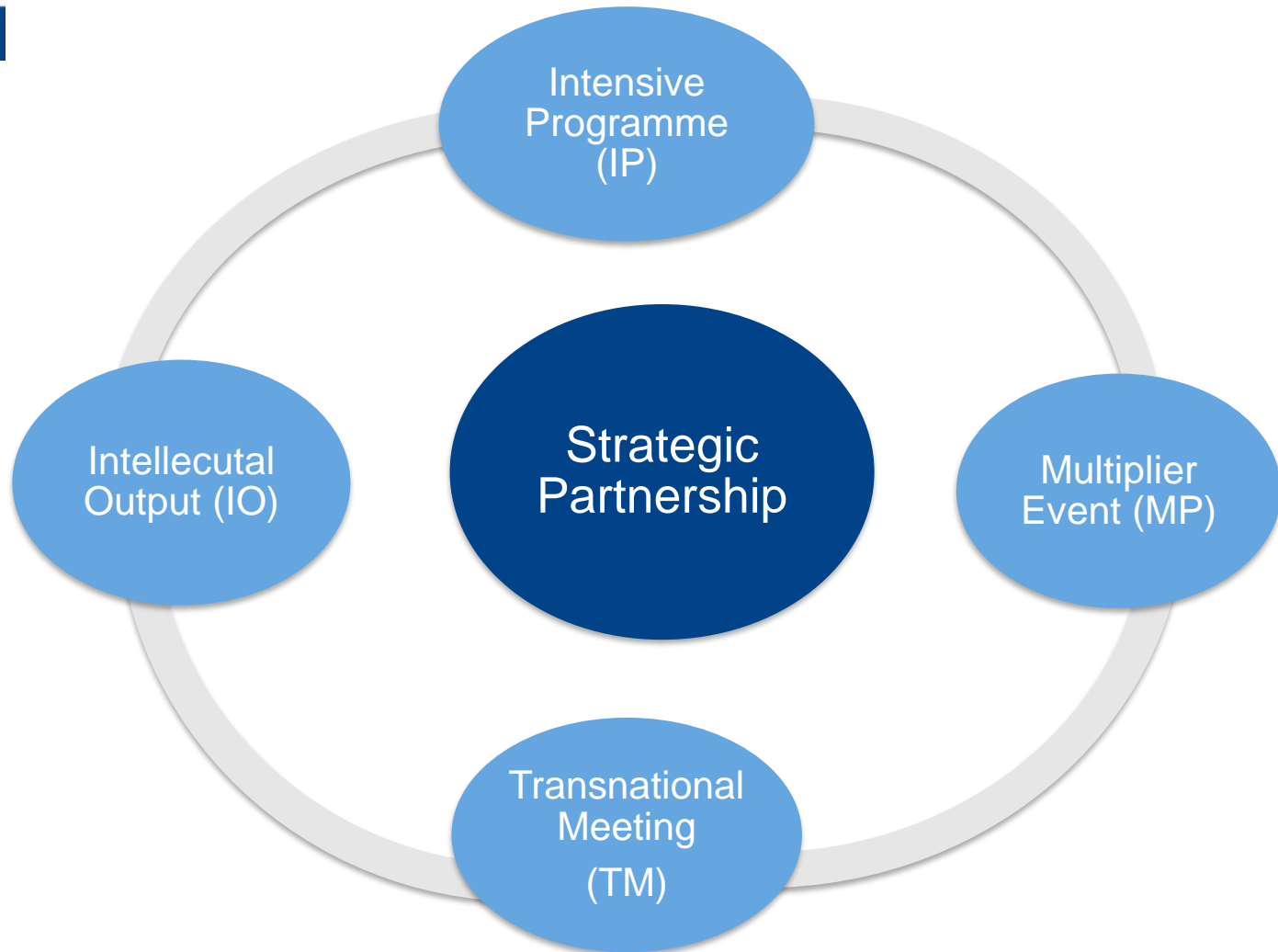
- Supporting individuals in acquiring and developing basic skills and key competences
- Social inclusion
- Open education and innovative practices in a digital era
- ...

Field specific priorities: Higher education

- Promoting internationalization
- Tackling skills gaps and mismatches
- Building inclusive higher education systems
- ...

ERASMUS+ STRATEGIC PARTNERSHIP

What are the activities?



ERASMUS+ STRATEGIC PARTNERSHIP



UNI
WÜ

COMPALL (2015-2018)

COMPARATIVE STUDIES IN ADULT EDUCATION
AND LIFELONG LEARNING



UNIVERSITÀ
DEGLI STUDI
DI FIRENZE



HELMUT SCHMIDT
UNIVERSITÄT
Universität der Bundeswehr Hamburg



UNIVERSITÀ
DEGLI STUDI
DI PADOVA



LISBODA
INTELLIGENT
IN LISBON



Instituto de
Educação



PÉCSI TUDOMÁNYEGYETEM
UNIVERSITÄT PÉCS



AARHUS
UNIVERSITY
DANISH SCHOOL OF EDUCATION

COMPALL (2015-2018)

COMPARATIVE STUDIES IN ADULT EDUCATION
AND LIFELONG LEARNING



*India-Germany-
Partnership:*
Adult and
Lifelong
Learning:
European and
Indian Insights

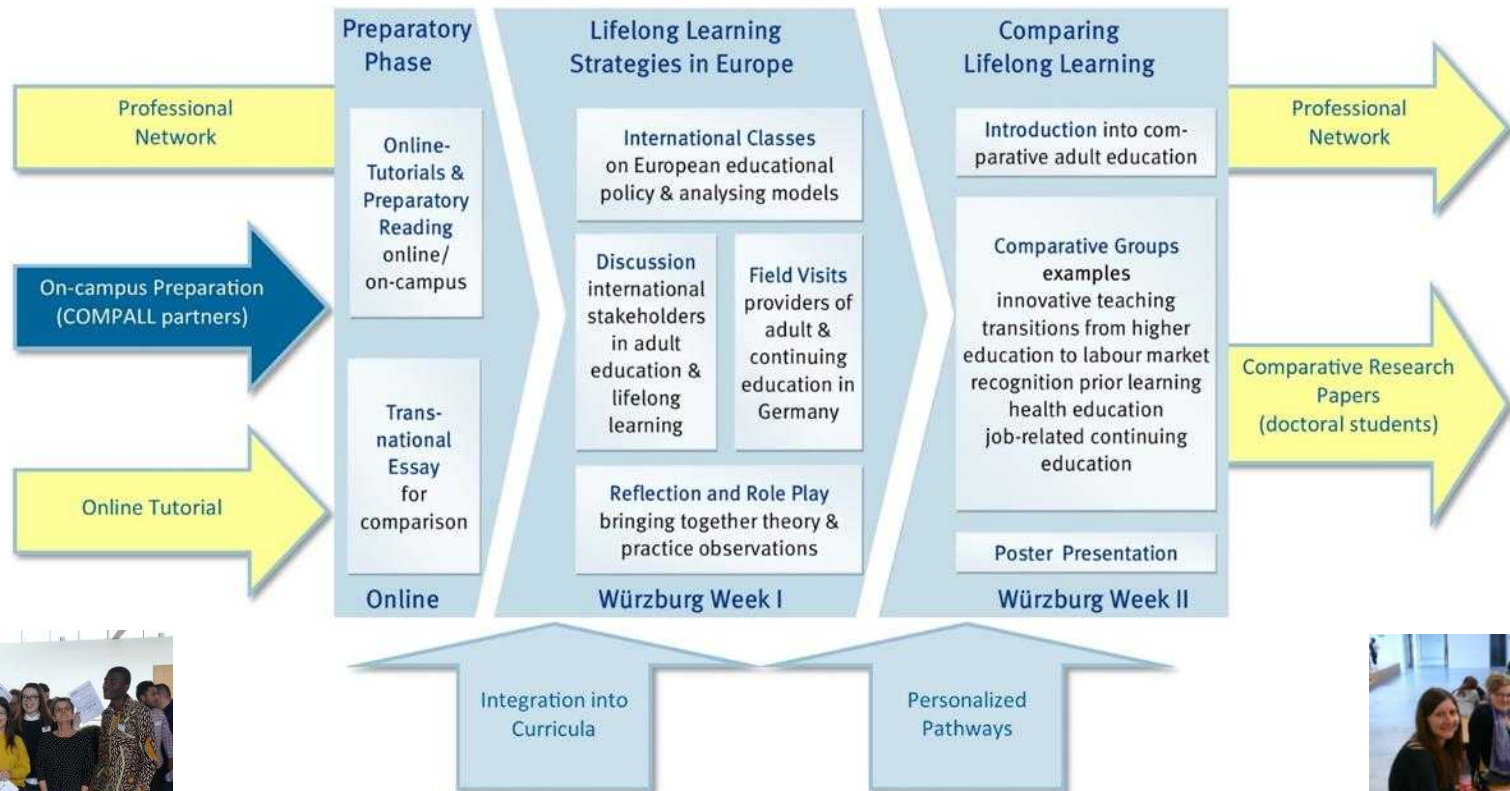
*New Passage to
India*

Joint Module for Master's and doctoral students
in comparative studies in adult education and
lifelong learning
ERASMUS+ Strategic Partnership

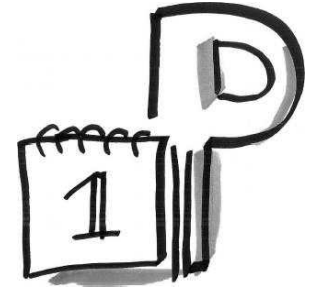


Associated Partners





What is a successful application?



1. Application is **selected**.
 2. Application provides feasible **work plan** for the project implementation.
- Careful research and preparation
 - An innovative idea and sufficient resources
 - Central coordination and involvement of partners/
stakeholders

Awarded criteria

1. Relevance of the project (max. 30 points)
2. Quality of the project design and implementation (max. 20 points)
3. Quality of the project team and the cooperation arrangements (max. 20 points)
4. Impact and dissemination (max. 30 points)

ERASMUS+ STRATEGIC PARTNERSHIP

GRANT WRITING

Put yourself in the shoes of the assessor.

Assess the “relevance” of the COMPALL project (page 3 + 32-33):

- ✓ Which **horizontal and sector-specific priorities** can you identify?
How are the objectives of the project **linked with the priorities**?
- ✓ Is the proposal based on solid **need analysis**?
- ✓ Is the project in line with the **target group needs**?
- ✓ Is the proposal **innovative/extraordinary**? Does the project provide **new solutions** to the needs identified?



ERASMUS+ STRATEGIC PARTNERSHIP

PROJECT MANAGEMENT AND IMPLEMENTATION

Read page 35 of the project application.

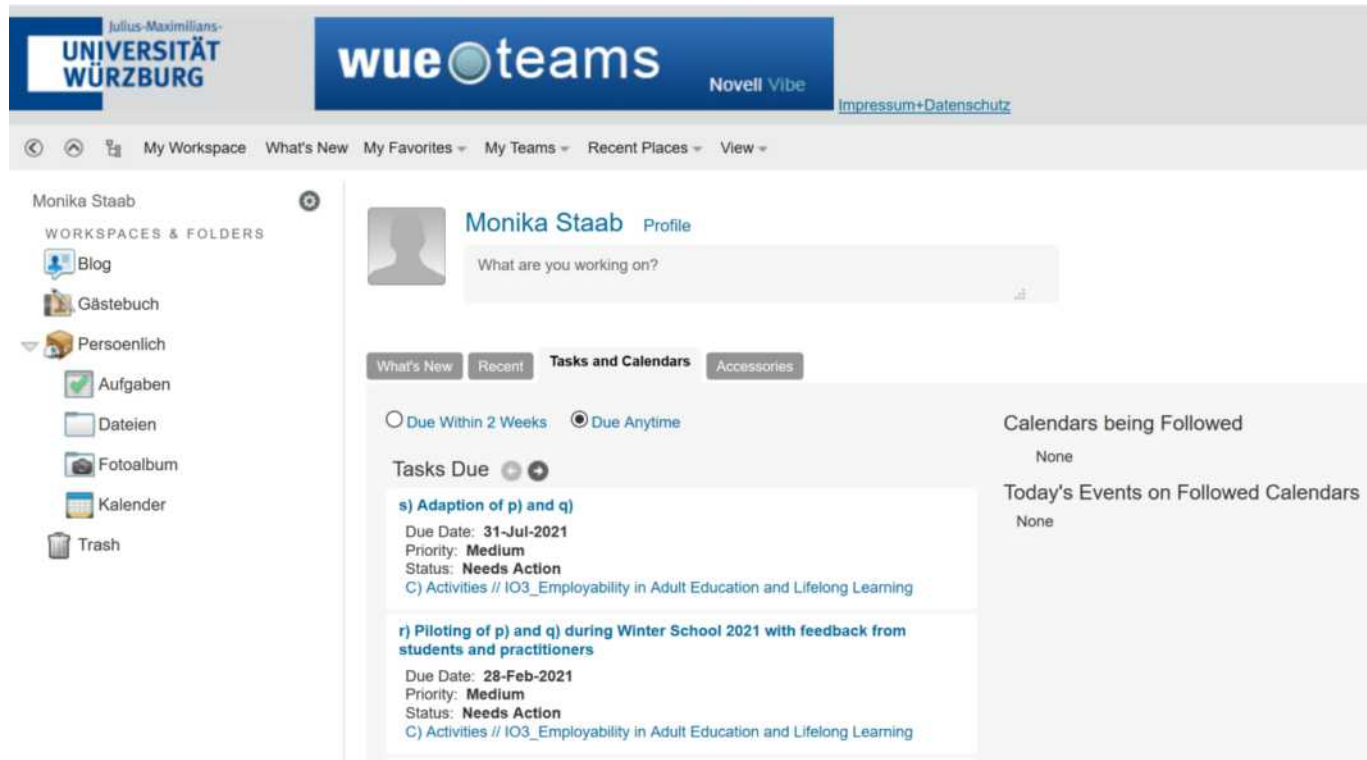
Which tools/activities are used in the management process?



ERASMUS+ STRATEGIC PARTNERSHIP

PROJECT MANAGEMENT AND IMPLEMENTATION

Introduction into the project management platform WueTeams



The screenshot displays the WueTeams interface. At the top, the header includes the logo for Julius-Maximilians-Universität Würzburg and the WueTeams logo with the text 'Novell Vibe' and a link for 'Impressum+Datenschutz'. Below the header is a navigation bar with options like 'My Workspace', 'What's New', 'My Favorites', 'My Teams', 'Recent Places', and 'View'. On the left side, there is a sidebar for 'Monika Staab' showing 'WORKSPACES & FOLDERS' such as 'Blog', 'Gästebuch', 'Persoentlich', 'Aufgaben', 'Dateien', 'Fotoalbum', 'Kalender', and 'Trash'. The main content area shows a profile for 'Monika Staab' with a 'Profile' link and a question 'What are you working on?'. Below this, there are tabs for 'What's New', 'Recent', 'Tasks and Calendars', and 'Accessories'. The 'Tasks and Calendars' tab is active, showing a list of tasks. The first task is 's) Adaption of p) and q)' with a due date of 31-Jul-2021, medium priority, and status 'Needs Action'. The second task is 'r) Piloting of p) and q) during Winter School 2021 with feedback from students and practitioners' with a due date of 28-Feb-2021, medium priority, and status 'Needs Action'. On the right side of the task list, there are sections for 'Calendars being Followed' (None) and 'Today's Events on Followed Calendars' (None).

Joint working principles

How should good collaboration look like?



LET'S BRAINSTORM!

Project Management ...

Mentimeter



ERASMUS+ STRATEGIC PARTNERSHIP

DISSEMINATION & EXPLOITATION

- Dissemination on different levels:
 - Inside the organisations
 - Local and regional
 - National
 - European & International
- Dissemination through different activities



ERASMUS+ STRATEGIC PARTNERSHIP EVALUATION

Why is evaluation important?

- To improve a project
- To measure the outcome of a project
- To measure the impact of project

When can you do evaluation?

- Beginning of a project
- During the project
- In the end of the project



1. These are my tasks....
2. I need to have knowledge about....
3. I have the ability to



I AM AN EUROPEAN PROJECT MANAGER

REFERENCES

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- European Commission (n.d.-a). What is Erasmus+? URL: https://ec.europa.eu/programmes/erasmus-plus/about_en
- European Commission (n.d.-b) Strategic Partnerships. URL: https://ec.europa.eu/programmes/erasmus-plus/opportunities/strategic-partnerships-field-education-training-and-youth_en

Expectations

to learn sth about working with different cultures

What are important skills and experiences to ~~work~~ work as an european project manager

COLLABORATION BETWEEN ALL THE STUDENTS

ORGANIZATIONAL SKILLS

TO HAVE MORE INFORMATION, MORE AND KNOWLEDGE

LEARN NEW THINGS

MORE KNOWLEDGE ABOUT TASKS OF PROJECT MANAGER

MY EXPECTATION IS TO UNDERSTAND HOW TO BECOME A EUROPEAN PROJECT MANAGER

TO KNOW HOW PLANNING WORKS
Learn project skills as per European expectations as I haven't encountered this yet in my training as a teacher.

INCREASE KNOWLEDGE OF TASKS OF PROJECT MANAGERS

TRY TO UNDERSTAND HOW MUCH ~~IT~~ BE AN EUROPEAN PROJECT MANAGER IS ACHIEVABLE

I WOULD LIKE INCREASE MY ENGLISH KNOWLEDGE

I would like to know about the figure of project manager and how he/she work in the europe system.

learn about some european projects of adult education

LEARN TO SEE HOW ABOUT THE PEOPLE AND HOW TO HELP THEM

Learn about the development of Chinese education system in 2011

Understand how become a European Project Manager

LEARN MORE ABOUT THIS PROFESSION IMPROVING MY ENGLISH

I HOPE TO LEARN HOW TO DO AN EUROPEAN PROJECT

I'd like to know the ~~project~~ project manager's tasks

LEARN ~~new~~ New Things

LEARN HOW TO BE AN EUROPEAN MANAGER

COLLABORATION BETWEEN US

I would like understand this project and why it's important for my future employability!

WILL HELP ME TO IMPROVE MY ENGLISH AND LEARN HOW TO DO EUROPEAN PROJECT

I HOPE TO IMPROVE MY ENGLISH AND KNOW MORE ABOUT PROJECT MANAGER

IMPROVE KNOWLEDGE ON TASKS AND SKILLS OF ~~MANAGER~~ EDUCATION MANAGER

LEARN TO DIFFERENT WORKS AND PROJECTS

TO UNDERSTAND AS MANY SPECIFIC WORDS AS POSSIBLE

MY EXPECTATIONS IS TO HAVE MORE KNOWLEDGE ABOUT ~~WORK~~ WORK

BUDGET PLAN / PROJECT COST MANAGEMENT

Conception & Initiation

Need analysis

Project Proposal

Selection of partners / p. manager

Selection of project grant

Definition & Planning

Defined scope

Communication plan

Budget plan

Defined roles and responsibilities

Gantt chart

Risk management

Following selection criteria

Launch & Execution

Intensive Programme

Transnational Meeting

Multiplier Event

Intellectual Output

Performance & Control

Monitoring

Mid-term Report

Dissemination

Evaluation

Reporting

Close up

Final Report

Follow-up

Evaluation

Application

3 years

DETAILED AGENDA OF ACTIVITIES

DETAILED AGENDA OF ACTIVITIES

decision-making board

decision-making board

TASK REMINDER

reporting

evaluation after meetings

DETAILED AGENDA W/ DEADLINES + ADMINISTRATIVE REGULATIONS AT FIRST PARTNER MEETING

first meeting

preparing a draft of each workpackage

PROVIDE A DETAILED AGENDA OF ACTIVITIES WITH SUGGESTED DEADLINES FOR EACH ACTIVITY.

DISCUSSION FORUM

Communication Tools (platform, calendar, forum, task reminder, maillist etc.)
video conf.

TRAVELLING TO SELECT MEETINGS

Processes

BE IN CONTACT WITH ALL PARTNERS AND THE COORDINATORS.

PREPARE A DRAFT

virtual meetings

VIDEO CONFERENCING SYSTEMS

USE OF COMMUNICATION TOOLS (CALENDAR, TASK REMINDER, SHARED FILES, ETC)

bilateral online sessions

CREATION OF DRAFT AND GROUP DISCUSSION

agenda/Gant chart

FACE-TO-FACE MEETINGS TO DISCUSS COMPLEX ISSUES AND AGREEMENTS

BILATERAL ONLINE SESSIONS BETWEEN THE MANAGEMENT AND THE COORDINATORS

INTERNAL COMMUNICATION PLATFORM FOR UPLOADING FILES

BILATERAL CONTACT WITH ALL PARTNERS AND THE COORDINATORS

MEETINGS IN A VIRTUAL MODE

INTERNAL COMMUNICATION PLATFORM

ALL PARTNERS WILL CONTRIBUTE TO ALL TO ALL ASPECTS OF THE STRATEGIC PARTNERSHIP

internal communication platform

INTERNAL COMMUNICATION PLATFORM

face-to-face meetings

meetings in virtual mode and face-to-face mode

Communication platform
Project communication

online session between the management and the coordinators

FACE-TO-FACE MEETINGS

Virtual & face-to-face meetings

VIRTUAL MEETINGS

DISSEMINATION

LEVEL

Target group	kind of activity	resources

Inside

national

local/regional

European/international

TASKS

MONITORING PROGRESS

TIME ESTIMATING
COST ESTIMATING

COLLABORATE WITH OTHERS

COORDINATING

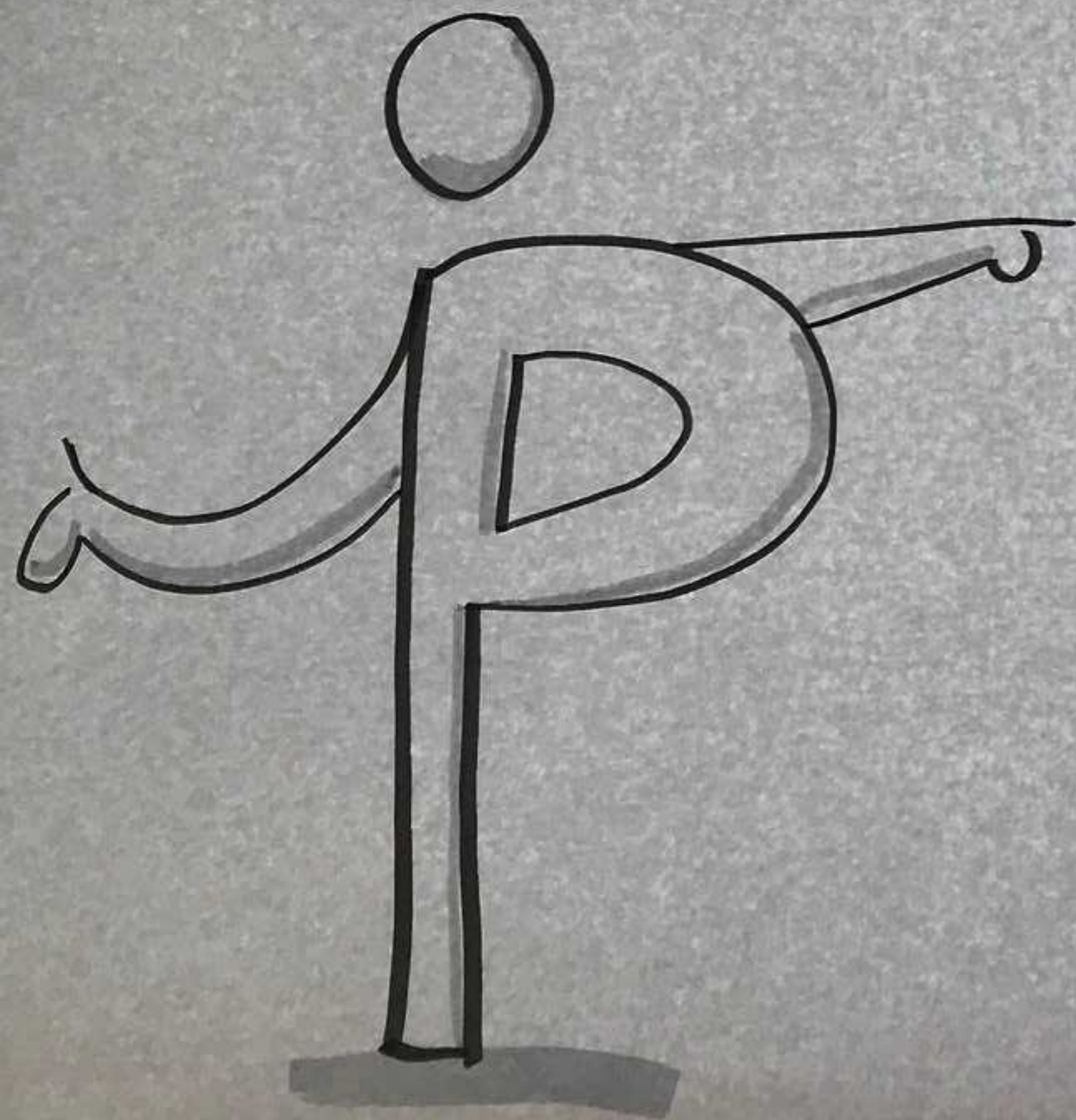
ANALYSE IN A
COMPARATIVE WAY

COORDINATE GROUPS

PLANNING

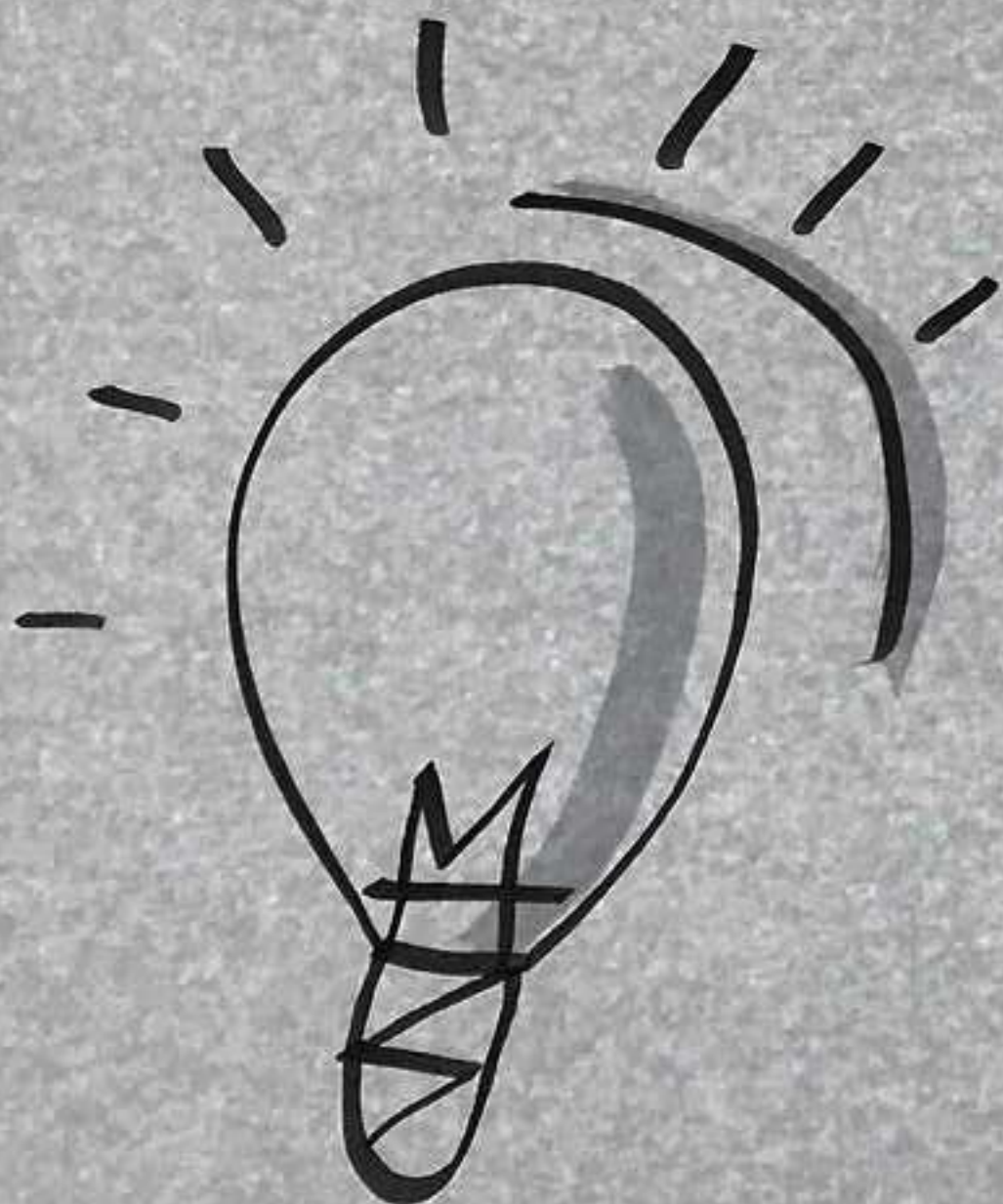
TO GROW UP

IMPLEMENTATION



KNOWLEDGE

- ERASMUS+ project policies
- Knowing how the EU works
- analysis skills
- learn 3 or more languages
- STATISTICAL DATA
- ECONOMIC KNOWLEDGE



SKILLS

COMPARING DIFFERENT POINT OF VIEW

WORK IN EQUIPE

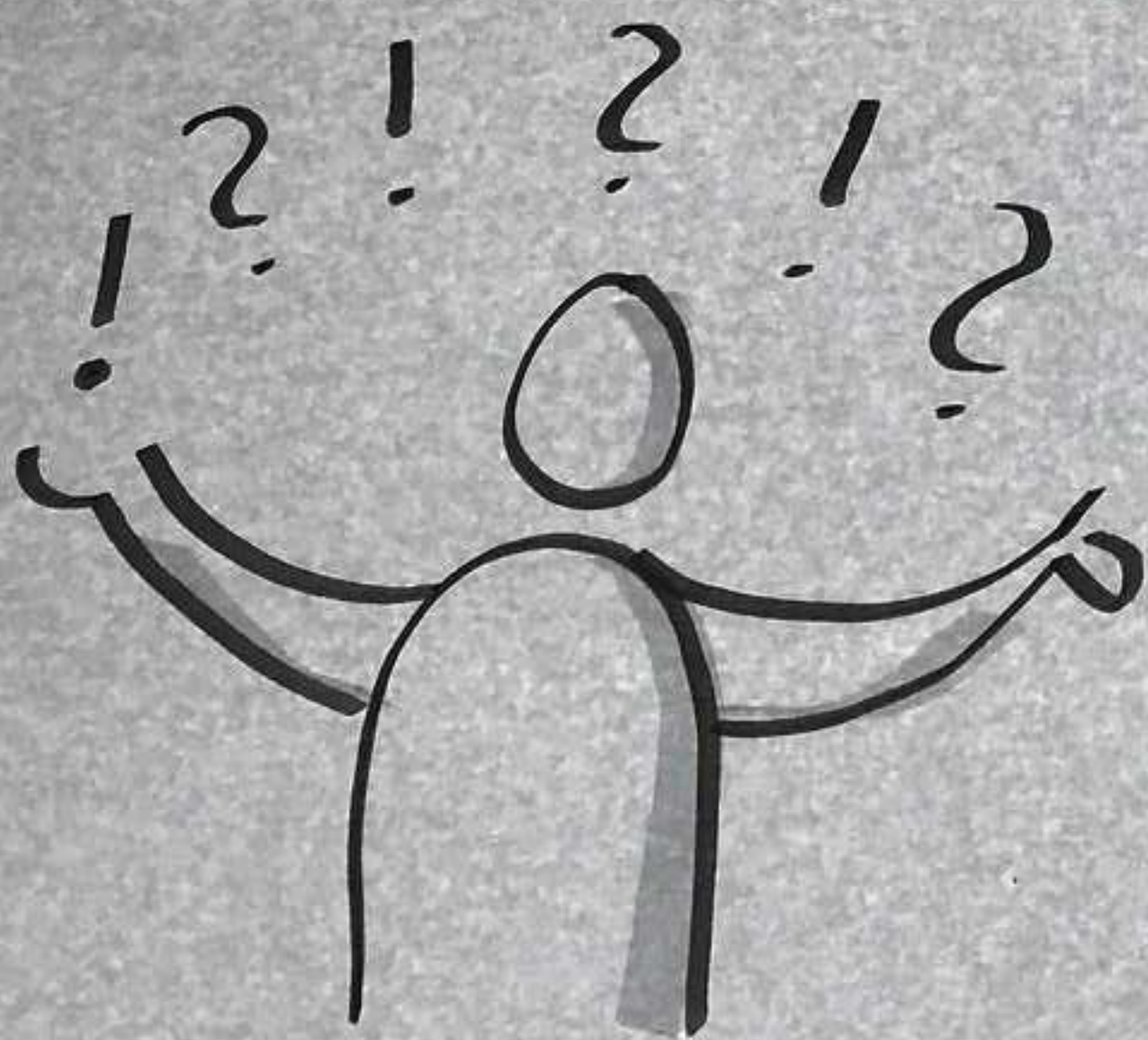
COMMUNICATION

LEADERSHIP

RESOLVE CONFLICT

Communication & Planning skills

MANAGING



EUROPEAN PROJECT MANAGER

The successful applicant will be required to manage the organisation of a European Project.

- They will need to supervise the different phases of the project including project design and implementation.
- They will need the ability to communicate effectively including through virtual modes, organize an agenda of tasks and meetings, maintain communication with relevant parties and report on the progress of the project.
- The project manager will need to be familiar with European policies, budget management, reporting procedures and project application procedures.

Job advertisement

The Florence University is looking for a project manager to participate in the preparation of a EU project about lifelong learning.

Qualification: graduation in adult education and lifelong learning (LM57). At least 2 years of training in the formation atr. BZEN

Tasks: coordinate internal resources. Develop a detailed project plan to monitor and track project. Manage the relationship with the client and all stakeholders. Track project performance. Assist in the definition of project scope

Knowledge: know EU policies. Strong working knowledge of Microsoft software. Economical knowledge (great).

Skills: supervision, planning, verbal communication, innovative mind, coaching, organization, management, work in a group, mediation.

Two years fixed-term contract. Send your CV until 31 October

ERASMUS⁺ PROJECT

The University of Florence is looking for a PROJECT MANAGER for the ERASMUS⁺ academic project.

The ideal candidate must have these specific SKILLS:

- LEADERSHIP
- WORKING IN TEAM
- NEGOTIATION
- PLANNING
- CRITICAL THINKING
- BUDGETING
- GOOD COMMUNICATION
- COACHING
- PROBLEM SOLVING

He/she must know: all the policies of this project; the Organisation of the University; basic competition knowledges (ex. Excel); European policies; foreign language (1: C1; 2: B2)

KNOWLEDGES

Our project manager have to:

- BUDGET MANAGEMENT
- ORGANISE MEETING
- PLAN THE PROJECT
- RELATION WITH COLLEAGUES

TASKS

If you are a person of 25-35 years old, graduated in LM-57 and you live in Florence contact us at this n° xxxxxxxx or write an email xxx@unifi.it

SEND US YOUR CURRICULUM VITAE !!

Until 30.11.2019

THE UNIVERSITY OF WÜRZBURG IS LOOKING FOR AN EUROPEAN PROJECT MANAGER

QUALIFIES MASTER'S DEGREE IN PEDAGOGY/MANAGEMENT
/ ~~COMMUNICATION~~ COMMUNICATION

- TASKS**
- ACTIVITIES AND RESEARCH PLANNING
 - ORGANIZING AND MOTIVATING A PROJECT TEAM
 - CONTROLLING TIME MANAGEMENT
 - COST ESTIMATING AND DEVELOPING THE BUDGET
 - MANAGING THE PROJECT
 - MOTIVATING THE GROUP
 - REPORTING

- KNOWLEDGES**
- EUROPEAN POLICIES, POLITICS AND STRATEGIES IN LLL
 - SOCIAL POLICY MODELS
 - PROFESSIONAL ENGLISH - B2 LEVEL
 - INFORMATION AND COMMUNICATION TECHNOLOGY
 - STATISTICAL DATA
 - ANALYZING IN A COMPARATIVE WAY
 - OFFICE PACKAGE

- SKILLS**
- TEAM BUILDING
 - MEDIATION
 - LEADERSHIP
 - COORDINATION WITH PARTNERSHIP
 - NEGOTIATION
 - CRITICAL THINKING
 - LISTENING AND LEARNING FROM OTHERS

EUROPEAN PROJECT MANAGER.

TO MANAGE THE FUND

- KNOWLEDGE** →
- EUROPEAN POLICIES STRATEGIES AND FUNDING PROGRAMS
 - NEED ANALYSIS
 - EDUCATIONAL PROJECTS
 - GLOSSARY OF EUROPEAN PLANNING
 - RESEARCH TOOLS
 - PROJECT MANAGEMENT

- SKILLS** →
- LANGUAGES
 - COMMUNICATION: speaking and writing
 - TO MANAGE INFORMATION: analyze, synthesize
 - CREATIVITY AND INNOVATION
 - ORGANIZATIONAL SKILLS
 - LIFELONG LEARNING
 - RELATIONSHIP
team work
(different countries)

TASKS

- TO WRITE APPLICATION FORM
- TO WRITE REPORT
- TO MANAGE THE FUND

- TRAVEL
- RELATIONSHIP WITH PARTNERS

face to face
e-mail

SKYPE

- TAKE PART IN MEETINGS

- TO MANAGE ALL PHASES OF THE PROJECT

- EVALUATION

- RESEARCH TOOLS

REQUIREMENTS

→ MASTER DEGREE