PROJECT MANAGEMENT AND COORDINATION

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Presentation plan

- How and where to start

- Project objectives

- Project team

- Task distribution and role sharing

- Plans and plans

- Review / assessment and adjustments

# *Why do you want to write/work on a project application?*

How and where to start?

How and where to start

YOU have WON a project!!! So, then …

1. **Clear plans** and ideas to be set and explained in plain terms.

2. **Build a team** with very motivated people with a strong will to learn and gain new skills and interested in contributing to the project within each partner institution and across the project consortium. *Example: announcements but start from the known. Explain what is expected and anticipated from each individual.*

3. **Decisions.** Learn how to make **fast & efficient decisions** (may not be perfect always) and fix along the way. *Example: discuss but decide fast.*

4. **Methodology.** Project's ruling/management methodology to be agreed with all partners and team players. *Example: fair and clear rules for all.*

5. **Encouragement** and **Motivation**. Focus on students and recruited staff, and their incentives. *Example: treats, tricks and sticks.*

6. **Establish** links with local/national **stakeholders.**

Project objectives
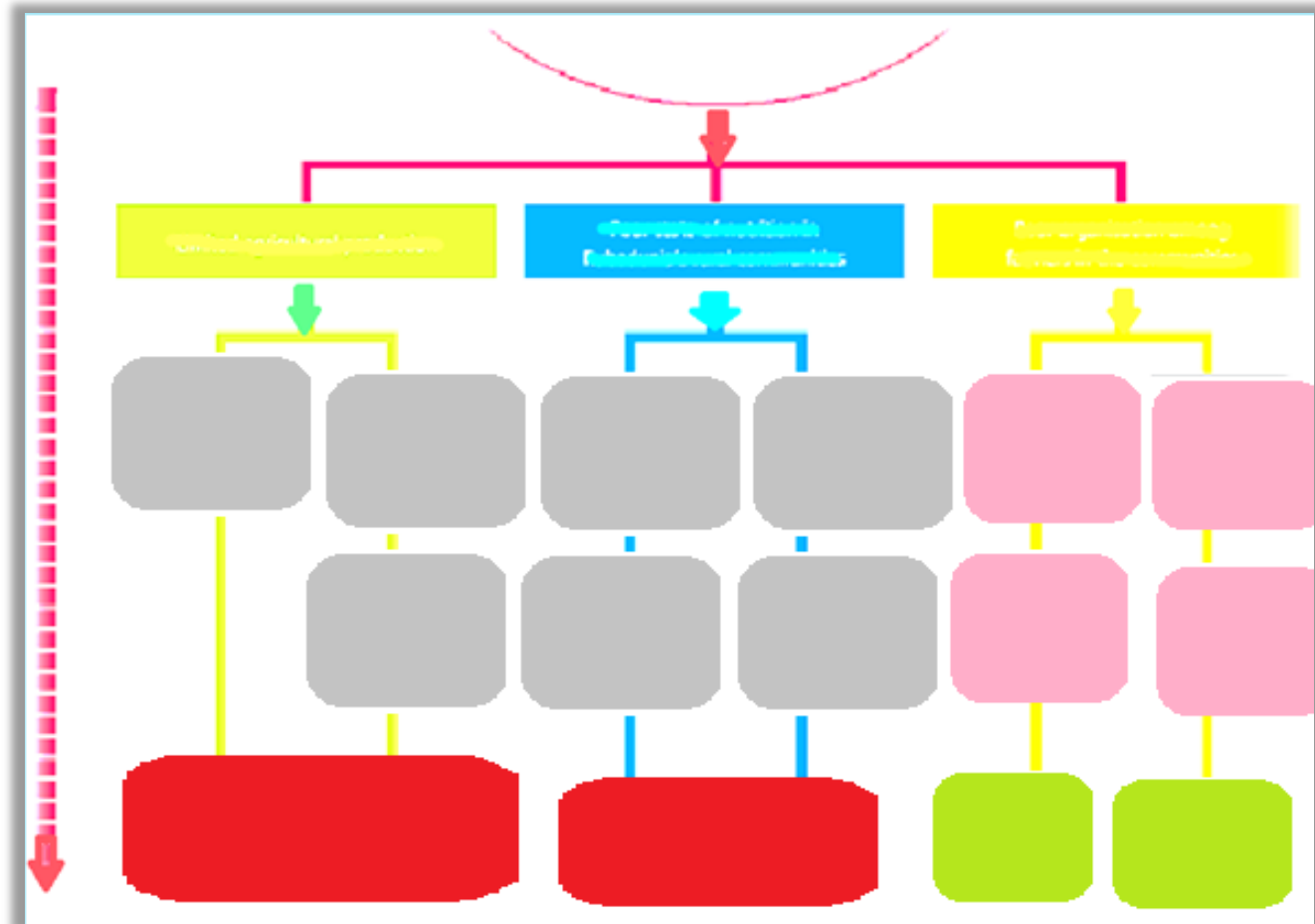
Project objectives

- **Clear** - well explained and understood.
  Example: CR project

- **Explain** to all and even till the end of the project
  Example. Present and present, talk and talk.

- **Review** and update/tune along the way

  Example. How to plan and arrange CB training for PC partners?

Project team

1. **Build a team** with very motivated people with a strong will to learn and gain new skills. *How?*

2. **Motivation and incentives** for the project team. *Example: Study visits and afterwards...* **Competitions**

3. **Language** courses are must. *Example:* **wins and losses.** **Trick or treat**

4. **Capacity building**. People make a change and difference in the society not hardware. Technology itself is not everything, it is all about skills that people have or have gained and finally are willing to use/apply.

Task Distribution and Role sharing

- The project succeeds only if there is a strong team behind and well understood roles/tasks.

- Role sharing – *EXAMPLE 1. Project meeting: logistics issues, administrative issues, etc.*

- Splitting the tasks into smaller sub-tasks: work-packages → sub-work-packages -> sub-sub-tasks – *EXAMPLE 2. CD → subject 1/2/3/...: syllabus→ lecture + lab + seminar + project works*

Plans and planning

- ➢ "Plans with clear deadlines": Adjusted Plans and to be adjusted plans
- ➢ Annual
- ➢ Quarterly
- ➢ Monthly
- ➢ Weekly
- ➢ Daily
- ➢ HOURLY

Review and assessment of attained goals

- **Periodic reviews** of all attained goals and incomplete tasks for quality and quantity. *Example:* WP vs. Partner assessment (mirror)

- **Quality controls** – REPORTS/Tangible(intangible) outcomes

- **Meetings -** semi-annual, quarterly, monthly, weekly and even daily. *Example:* Every partner presents.

THANK YOU FOR YOUR ATTENTION