



# Interreg project management

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Certified training

3 Apr – 25 Apr 2024





## Interreg project management

### Certified training, 3 Apr – 25 Apr 2024

#### Overview

The training addresses all stages of the life cycle of Interreg projects.

During the training, you will go through the content together with a cohort of other participants from other Interreg programmes across Europe.

The first part of the training is focused on Interreg project management in theory. We will have an online introductory meeting on 3. April where we will all meet and discuss practical things as well as get to know each other a bit. Then you can start working on our dedicated self-paced online course. We will also have an optional Q&A online meeting where you can ask us about anything related to the content and practicalities.

The second and most important part of the training is taking what you've learned about Interreg project management in theory and applying it in practice. This you will do at our in-person training in Bucharest on 23.-24. April. Here you will meet us and your fellow participants. We will spend these two days together doing practical and engaging group work while discussing and exchanging ideas. After the in-person training you will take a short quiz to verify your new gained knowledge, after which you will receive a certificate of completion in Interreg project management.

#### Who is it for?

The training is mainly for project officers in Interreg programmes, particularly in Joint Secretariats or Managing Authorities, who work with projects applicants and beneficiaries daily. The training covers fundamental aspects of project management; thus, it's aimed at inexperienced colleagues who either started their work recently or have never experienced project management from the partner's point of view.

#### What will I learn?

At the end of the training, learners (project officers) will be able to better assist and advise project applicants and beneficiaries through all stages of the project life cycle.

#### How long does it take?

It typically takes 18 hours (from 3. April to 26. April) to complete all components of the certified training.

#### How do I get my certificate?

The certificate is issued when all mandatory components are completed and upon successful completion of a simple knowledge assessment quiz. Please note that this training involves one in-person event which you **must travel to**.



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### Training structure

Type of component	Title	Time	Status
Online meeting	Introductory meeting	3. April 2024, 10:00 – 12:00 CET	Mandatory
Self-paced learning	The project life cycle	3. April – 22. April	Mandatory
Online meeting	Q&A	18. April, 10:00 – 12:00 CET	Optional
<b>In-person training</b>	<b>The project life cycle in practice</b>	<b>23. - 24. April 2024</b>	<b>Mandatory</b>
Knowledge verification	Final quiz	24. April – 26 April	Mandatory



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### Draft agenda for the in-person training

#### Day One

**Tuesday, 23 April 2024**

**08.30 – 09.00**

Registration and Welcome Coffee/Tea.

**09.00 – 10.00**

#### **Welcome and introduction.**

- Welcoming participants and practicalities.
- Introducing the approach of the event and working agreement.

**10.00 – 10.30**

#### **Project management in Interreg.**

- Main attributes of the project management function and characteristics that make project management “special” in Interreg project context.
- Interreg project life cycle and their activities.

**10.30 – 11.00**

Coffee/Tea break.

**11.00 – 12.30**

#### **Building partnerships.**

- Involvement of project partners in shaping the project idea.
- Project partnerships that deliver.

**12.30 – 13.30**

Lunch.

**13.30 – 15.00**

#### **Project objectives and intervention logic.**

- How to develop project intervention logic and link it to programme intervention logic.

**15.00 – 15.30**

Coffee/Tea break.

**15.30 – 17.00**

#### **Project communication.**

- How to develop communication objectives (why) and target group (to whom) before deciding on the communication activities (how).



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#### **Day Two**

**Wednesday, 24 April 2024**

**09.00 – 10.30**

#### **Work plan and budget plan.**

- Designing efficient work plan that will ensure the delivery of project outputs.
- Decisions to be made when preparing the project budget plan.

**10.30 – 11.00**

Coffee/Tea break.

**11.00 – 12.30**

#### **Risk management and project modifications.**

- Potential risks in Interreg projects.
- Approaches to possible project modifications.

**12.30 – 13.30**

Lunch.

**13.30 – 14.00**

#### **Project closure.**

- The most important aspects to consider when closing a project.

**14.00 – 15.00**

#### **Quiz and event closure.**