

Interreg project management

Certified training

7 Mar – 28 Mar 2025



In-person training

25-26 March 2025

Portugal



ACADEMY





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Overview

The training addresses all stages of the **Interreg project management** life cycle.

The training can be divided into two parts: theory and practice. Participants will be trained on the theory through a dedicated self-paced course. They will be trained on the practice during the two-day in-person training by completing several practical exercises in groups.

Participants then verify their new knowledge by completing a final quiz.

Who is it for?

The training is dedicated mainly to the project officers in Interreg programmes, particularly in Joint Secretariats or Managing Authorities, those who work with projects applicants and beneficiaries daily.

The training covers fundamental aspects of project management. It's therefore aimed at rather 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 (within 1 month) to complete all components of the Interreg project management training.

How do I get my certificate?

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



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Training structure

Type of component	Title	Time	Status
Online meeting	Introductory meeting	7. March, 10:00 – 11:00 CET	Mandatory
Self-paced learning	The project life cycle	7. March – 24. March	Mandatory
Online meeting	Q&A	21. March, 10:00 – 11:00 CET	Optional
In-person training	The project life cycle in practice	25. - 26. March	Mandatory
Knowledge verification	Final quiz	26. March – 28 March	Mandatory



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Draft agenda for the in-person training

Day One

Tuesday, 25 March 2025

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
- Project management 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, 26 March 2025

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