

# Interreg project management

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**Certified training**

**14 Nov – 15 Dec 2023**





## Interreg project management

### Certified training, 14 Nov – 15 Dec 2023

### Overview

The training addresses all phases of the **project management cycle**, providing learners with an understanding and characteristics of each phase of the project life cycle in the context of the **Interreg**.

During the training, participants will be able to gain new knowledge by completing dedicated online courses. Most importantly, they will have a possibility to verify this newly-gained knowledge in practice by taking part in a number of exercises during group work.

### 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 on a daily basis. The training covers rather fundamental aspects of project management, thus is aiming 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 phases of the project lifecycle.

### How long does it take?

It typically takes 20 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-situ event.



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## Training content

Component 1

### Online event

(mandatory)

### Training introduction meeting

When: 14 Nov 2023, 10.00 – 12.00 CET

Where: Zoom, link in Interact Academy

Component 2

### Self-paced learning

(mandatory)

### The project life-cycle: Part 1

When: available from 14 Nov 2023, to be completed before 12 Dec 2023

Where: In Interact Academy – see your dashboard

Component 3

### Self-paced learning

(mandatory)

### The project life-cycle: Part 2

When: available from 22 Nov 2023, to be completed before 12 Dec 2023

Where: In Interact Academy – see your dashboard

Component 4

### Online event

(optional)

### Q&A session

When: 4 Dec 2023, 10.00 – 12.00 CET

Where: Zoom, link in Interact Academy

Component 5

### In-situ event

(mandatory)

### Project development and implementation practice sessions

When: 12-13 Dec 2023, 2 full days

Where: Aalborg, Denmark, exact venue to be shared after approved registration

Component 6

### Knowledge test

(mandatory)

### Assignment quiz

When: available from 13 Dec 2023, to be completed before 15 Dec 2023

Where: In Interact Academy – see your dashboard



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### Draft agenda for the in-situ event

#### Day One

**Tuesday, 12 December 2023**

**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, 13 December 2023**

**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**