



European Academy
of Innovation

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Academic Project Management

The preliminary training plan

Day 1 – Designing the project

09:00 – 10:30	<ul style="list-style-type: none">- Presentation of the trainer- Presentation of the participants- Expectations- Presentation of the training program- Administrative aspects
10:30-10:45	Break
10:45-12:00	<ul style="list-style-type: none">- Presentation of the universities of the participants
12:00-13:00	Lunch Break
13:00-15:00	<ul style="list-style-type: none">- What are projects?- Main elements that make up a project- Discussing about projects that have been carried out at the participants' institutions- Identifying project opportunities: the news

*Afternoon City Tour

*, „Fest Outdoor” (outdoor shows) in Victory Square, 10 PM – 11 PM, free entry.

Day 2 – Gantt chart & Logical Framework Matrix

09:00 – 10:30	<ul style="list-style-type: none">- Gantt Chart theory- Examples of Gantt Charts- Exercise: drafting the Gantt chart of the given project
10:30-10:45	Break
10:45-12:00	<ul style="list-style-type: none">- Logical Framework Matrix presentation- Examples of Logical Framework Matrix
12:00-13:00	Lunch Break & International buffet
13:00-15:00	<ul style="list-style-type: none">- Typically eligible costs- Typically non-eligible costs- Things to consider when budgeting

* The opening of the art exhibition "Art Explore" at the Timis County Library "Sorin Titel" (Liberty Square, No. 3), 6 PM – 8 PM, free entry



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Day 3 – SWOT analysis & Agile Project Management

09:00 – 10:30	<ul style="list-style-type: none"> - SWOT analysis presentation - Personal SWOT analysis - Project SWOT analysis
10:30-10:45	Break
10:45-12:00	<ul style="list-style-type: none"> - Managing uncertainty - Agile Project Management
12:00-13:00	Lunch
13:00-15:00	- Individual activity: SWOT analysis of the participants' institutions

* Traditional Romanian dance class at Palladium Hall (Cuvin Street, No. 6), 7 PM – 9 PM, registration at 0755669465, the first course is free.

Day – 4: Communicating and Delegating

09:00 – 10:30	<ul style="list-style-type: none"> - SMART Goal setting - Key Performance Indicators – How to measure performance - Stakeholder analysis
10:30-10:45	Break
10:45-12:00	<ul style="list-style-type: none"> - Risk analysis - Communication Plan with stakeholders
12:00-13:00	Lunch Break
13:00-15:00	- Group activity - Delegation Poker

* Traditional Romanian dinner @ Miorita Restaurant, 7.00 pm

Day 5 – Budgeting, Monitoring & Dissemination

09:00 – 10:30	- Preparing the budget of a project
10:30-10:45	Break
10:45-12:00	<ul style="list-style-type: none"> - What is monitoring? - How do we do a successful monitoring?
12:00-13:00	Lunch Break
13:00-15:00	<ul style="list-style-type: none"> - The importance of dissemination - Dissemination elements - Dissemination Tools & Channels - Building a dissemination plan

* The biggest exhibition of photojournalism „World Press Photo” at The Art Museum of Timisoara (Union Square, No. 1 – Baroque Palace), 10 AM – 6 PM



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Dinners except from the one on **Thursday** night will be @ **Jack's Bistro** at 7 p.m.



Don't miss:

- the Museum of the Communist Consumer
- the Art Museum
- the Village Museum
- a Spa day
- Kayaking on Bega river
- Visiting Recas Winery
- Gelato di Bruno ice cream
- Iulius Town

- The training plan is subject to change based on the needs and expectations of the participants.
- The social activities recommended for each day are optional and will be updated one week before the start of the training.