

Training on Project Management @ U.Porto

1. BACKGROUND

The University of Porto is proud to participate yearly in hundreds of new project proposals in different funding frameworks, at local, national, and international scopes. At the central level, there are two offices responsible for the exploitation of diverse funding opportunities and for providing support to the preparation, and submission of project proposals and to the contractualisation of new projects: the Research and Projects Office covering R&D+I, and the International Office covering Education and Training.

This Staff Training constitutes a task force between the two Offices, with the contribution of the Funded Projects Management Unit, which will allow participants to dive into the wide world of competitive funding projects and contribute to interesting discussions and sharing of experiences.

2. OBJECTIVES

Overall: Improvement of knowledge and technical proficiency in project management.

Specific: Exploitation of concepts, principles, and tools around project management life cycle; Sharing experiences in project management amongst members of the participating universities.

3. EXPECTED OUTCOMES

Good understanding of the organization, services, and resources for project management of every participating university.

4. PARTICIPANTS PROFILE

Project managers with limited experience who wish to deepen their knowledge about the whole project management cycle.

The training will address different project scopes, from R&D+I to Education and Training.

5. FEE

The participation fee is 130 EUR. For EUGLOH and EUF network university partners the discounted fee is 100 EUR. The fee includes a welcome package, work materials, cultural program, coffee breaks and lunches throughout the three days of the training.

Other costs such as travel, accommodation, and dinner are covered by the participants themselves. A list of convenient accommodations, the final agenda as well as other relevant useful information will be sent to all participants after the selection process is concluded.

Participants may apply for an Erasmus+ staff mobility grant at their home university to cover the costs of the event (applicable for staff members of HEIs from EU Member States and third countries associated to the Erasmus+ Programme).

6. PRELIMINARY AGENDA

Wednesday, May 22th

Day 1 – Getting on board the *Project Life Cycle*

Venue: Rectorate of the University of Porto

09:30 – 10:00	Arrival of participants and registration (welcome coffee)
10:00 - 10:15	Welcome Word
10:15 - 10:30	Presentation of the training
10:30 - 11:30	Presentation round (<i>3-minute max pitch presentation of each person and their expectations</i>)
11:30 - 13:00	Project Management Fundamentals

13:00 – 14:30 Lunch

14:30 - 15:30	Overview of funding landscape
15:45 - 16:30	How to turn an idea into a project proposal
16:30 – 16:45	Wrap up and main takeaways from Day 1

Thursday, May 23th

Day 2 – Diving into the *Pre-award phase*

Venue: tbd

09:15 – 9:30	Arrival of participants
9:30 - 10:00	Approaches to application process management
10:15 – 11:00	Carrying out effective needs' analysis
	<i>Coffee break</i>
11:30 – 12:15	Budgeting project proposals
12:15 – 12:45	Assessment of proposals in the eyes of the evaluators
12:45 – 13:00	Wrap up and main takeaways from Day 2

13:00 – 14:30 Lunch

14:30 - 17:00	Cultural immersive experience & team building
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Friday, May 24th

Day 3 – Preparing the *Post-award phase*

Venue: Rectorate of the University of Porto

09:15 – 9:30	Arrival of participants.
9:30 - 10:00	Negotiation and grant agreement preparation
10:15 – 11:00	Project management and implementation <i>Coffee break</i>
11:30 – 12:15	Reporting (technical and financial)
12:15 – 13:00	Surviving an external auditing

13:00 – 14:30 Lunch

14:30 – 15:15	Tools to support these activities
15:30 – 16:15	How to communicate your project and results
16:30 – 16:45	Wrap up and main takeaways from the training

Venue:

Rectorate of the University of Porto

Praça Gomes Teixeira

4099-002 Porto

Portugal