



Erasmus+ Capacity Building in the field of Higher Education

PROJECT MANAGEMENT

PART B

Grant Holders' Meeting Brussels, 27-28 January 2020

- Part A – Introduction
- Part B – Project Management
- Part C – Budget (staff, travels and costs of stay)
- Part D – Budget (equipment and subcontracting)
- Part E – Changes to the Agreement
- Part F – Reporting

YOUR CBHE PROJECT



Your proposal

10%

Your project environment

90%

Different

- Personalities
- Countries (cultures, currencies, languages, time)
- Legal **requirements**
- Institutional **constraints**

Part E – Project Management

- 1. PROJECT IMPLEMENTATION**
- 2. QUALITY ASSURANCE**
- 3. DISSEMINATION OF RESULTS**
- 4. MONITORING**

1. PROJECT IMPLEMENTATION

1.1 INSTITUTIONAL COMMITMENT

Precondition for success!!!

- ✓ Ensure involvement of **key services** (academic authorities, Finance Department, International Office, Students & Staff)
- ✓ **On board from the start**
- ✓ Rely on the **expertise** in terms of administrative/financial constraints
- ✓ Set the basis for the **internal dissemination and plan the sustainability**

1.2 OWNERSHIP, ROLES & RULES

Be aware of:



- ✓ **Your role**
- ✓ **All project contractual and financial documents**
- ✓ **Your Institution's internal rules**
- ✓ **The national legislation & constraints**
- ✓ **Similar cooperation projects implemented in your institution and country**

...and be the owner of your project!

1.3 PARTNERSHIP AGREEMENT

- **Contractual obligation** (<6 months from GA)
- **Covers all aspects of the project:**
 - The partners role and responsibilities
 - Financial Management
 - Project Mgmt. and decision-making process
 - Project Quality Assurance
 - Decision/Conflict resolution mechanisms
- **National constraints/legislation**
- Must be **negotiated with partners** and signed **by the legal representatives**



2. QUALITY ASSURANCE

What?

- **Monitor process** (methodology and progress) and **results** (final outputs)
- Assess the **compliance of activities** and **results with the project objectives**
- Keep always in mind **the sustainability & impact of project results**

How?

- Establish a **Quality Plan** from the start
- Fix your **indicators** (LFM) **and tools** (Gantt charts, dashboards, SWOT analysis)
- **Plan internal and external quality review** on mechanism and deliverables from competent experts



3. DISSEMINATION OF RESULTS

What?

- Define **internal and external target groups** (incl. public authorities)
- Elaborate a specific **Dissemination Strategy** (What, Why, Who, How?)
- **Define the expected impact and measure it**

How?

- Project website (contractual obligation)
- Project flyers/leaflets/brochures
- Social Media, media releases, newsletters
- Public events, meetings seminars



Annex II E+ Programme Guide
A Practical Guide for beneficiaries

3.1 VISIBILITY OF PROJECT RESULTS

Legal requirements in the Grant agreement:

- Availability of **materials produced** > **Projects Results Platform**
- **Stickers** on purchased equipment
- Use correct **logo and disclaimers**
- See Agency's website:
https://eacea.ec.europa.eu/about-eacea/visual-identity_en



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3.2 IMPACT AND SUSTAINABILITY

What?

- **Focus on enhancing the capacities** of the partner institutions (better governance, new services) and individuals (competencies and skills)
- **Address key stakeholders** (university authorities, policy makers, labour market) to ensure their support to **exploit the results beyond the end of the project**

How?

- Measure your impact (expected and real) through LFM indicators
- Ensure **multiplier effects inside and outside your institutions** at regional and national level
- **Attract co-funding** or other forms of support

4. EACEA MONITORING and SUPPORT

- Support and advice
- Ensuring **the project is on track** and respects CBHE requirements
- **Supporting the partnership** during the project implementation
- **Anticipating difficulties**
- **Reviewing performance**



Desk monitoring & Field monitoring activities

4.1. EACEA FIELD MONITORING

- Annual Monitoring plan

- **Format**
 - ✓ Conducted by **EACEA / NEO / EU Delegation**
 - ✓ At coord. HEI / at Partner Country partner / during consortium meeting
 - ✓ **Interview of project team/ visit premises** (equipment)
 - ✓ **Recommendations** by EACEA to the partnership

- **Special emphasis on:**
 - ✓ Identification of best practices
 - ✓ Visibility / sustainability/impact of the results in the partner countries
 - ✓ Involvement of the partners and awareness of their roles and obligations

Monitoring intensity is based on a **"risk assessment"**



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Any Questions?

Contact our team:

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Don't forget to mention your project number!