

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)</p>
- > 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?

- Poject 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:

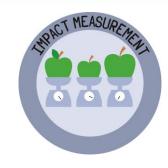
- Availability of materials produced > Projects Results Platform
- **Stickers** on purchased equipment
- Use correct logo and disclaimers
- See Agency's website:https://eacea.ec.europa.eu/about-eacea/visual-identity en



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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"





Any Questions?

Contact our team:

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Don't forget to mention your project number!