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Tips and Tricks for successful EU Project Management

3rd C-E.N.T.E.R. Dissemination Conference
Istanbul, March 25th 2011

Tips and Tricks for successful EU Project Management

„Majority of project disasters are well planned way ahead“

(Jerry Maiden, NASA)

How to optimise your EU- project management ?

Who is he?

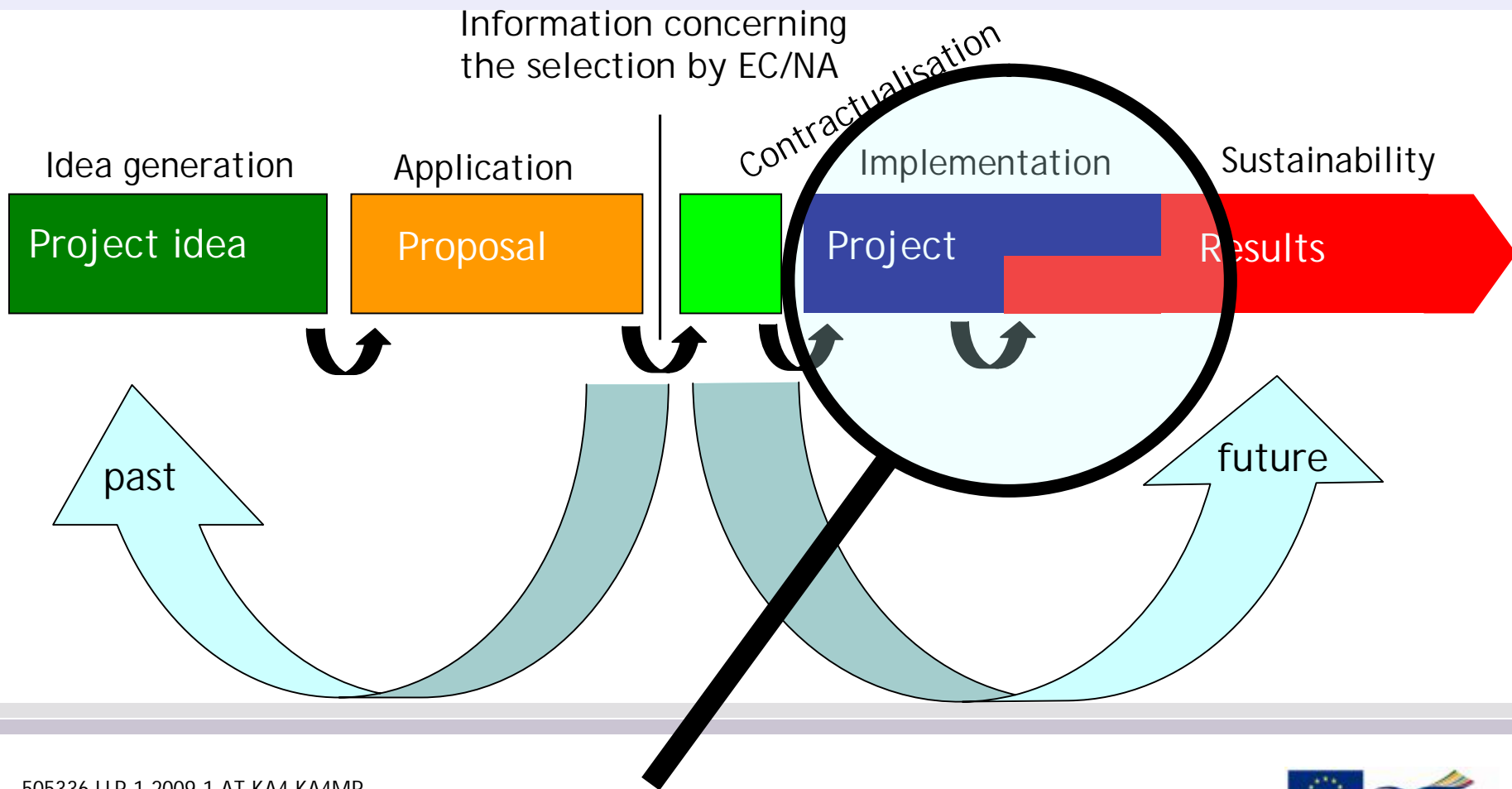
- 14 years experience in European co-operation projects
- more than 300 projects finalised (successfully!) - more or less...
- For 8 years working as evaluator and academic expert for European Commission and National Agency Austria
- Project selection, reports analysis, project monitoring and audit
- More than 2000 applications evaluated
- More than 500 reports analysed
- Head of Board of the E.N.T.E.R. network

Elements of a successful EU project

1. Project idea
2. Application
3. Budget
4. Project promoter/Project coordinator
5. Partnership
6. External experts and stakeholders
7. Cooperation with NA/EACEA

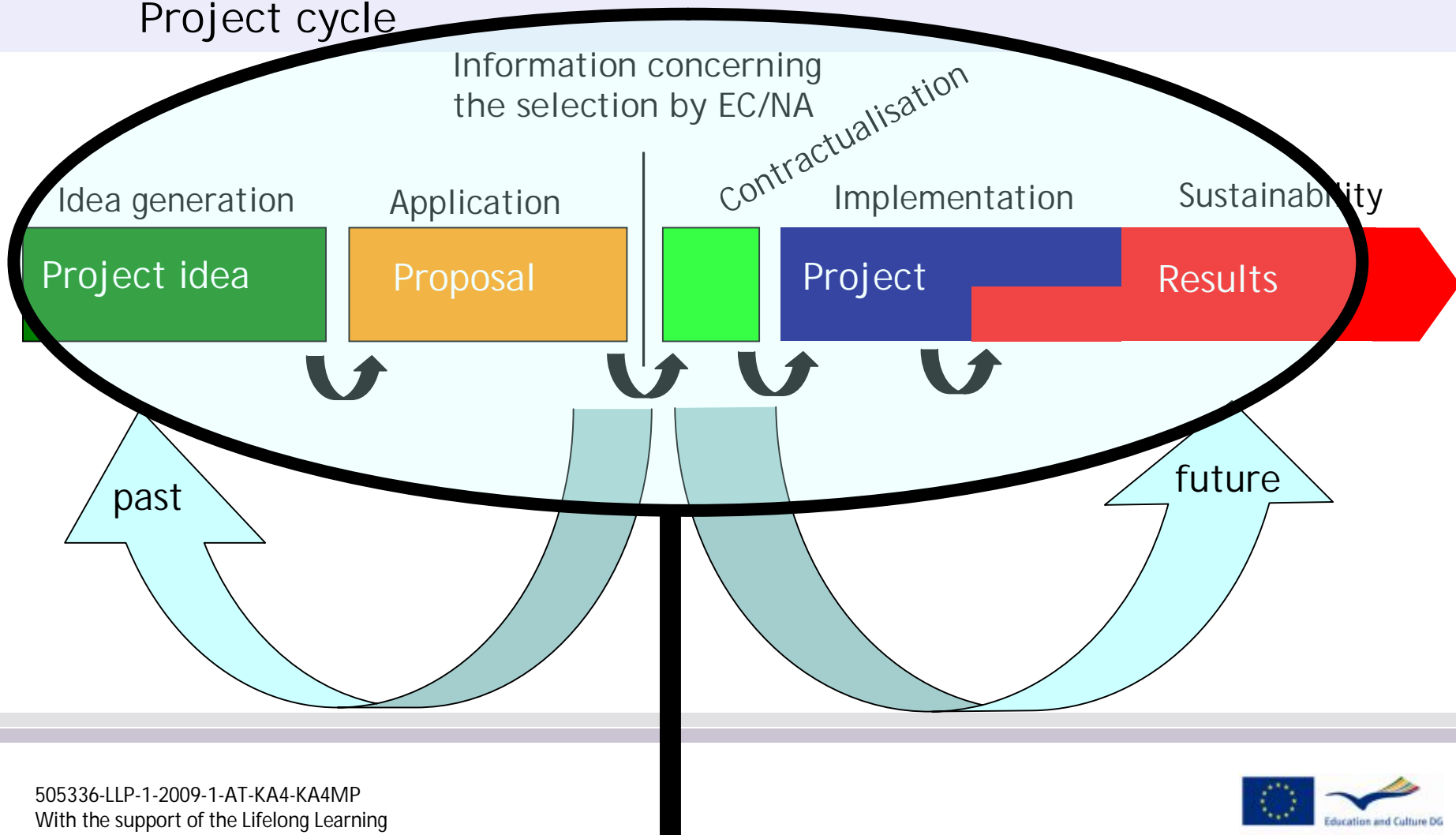
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Project cycle



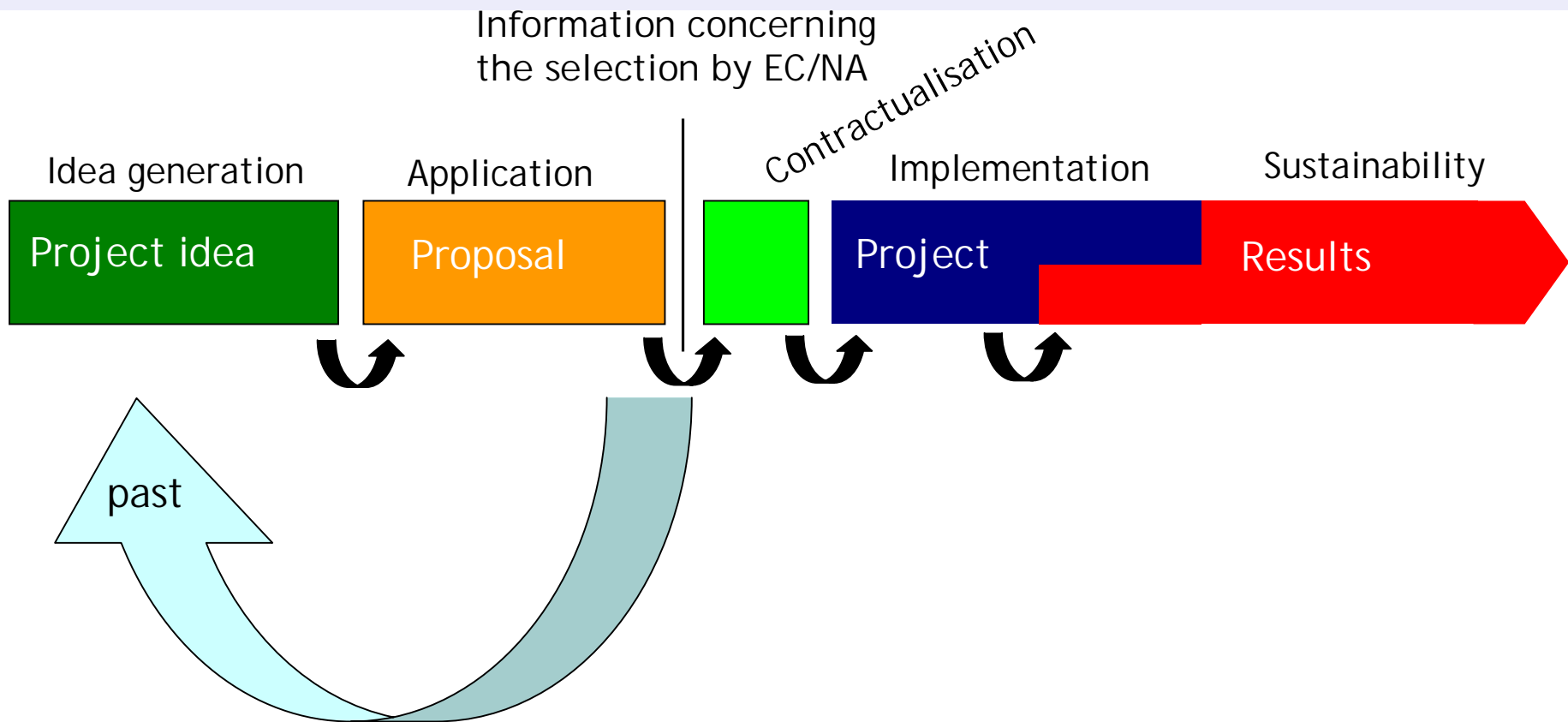
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Project cycle



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Project cycle



Project Idea

- ✓ Relevant and of interest
- ✓ Innovative approach with added value
- ✓ Supporting EU policies and developments
- ✓ Realistic in implementation and financing
- ✓ Corresponding to aims and objectives of the funding programme

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Project promoter

- high interest in EU projects
- status of eligibility
- human and financial resources for application
- human and financial resources for project implementation
- infrastructure and facilities (communication, venues etc)

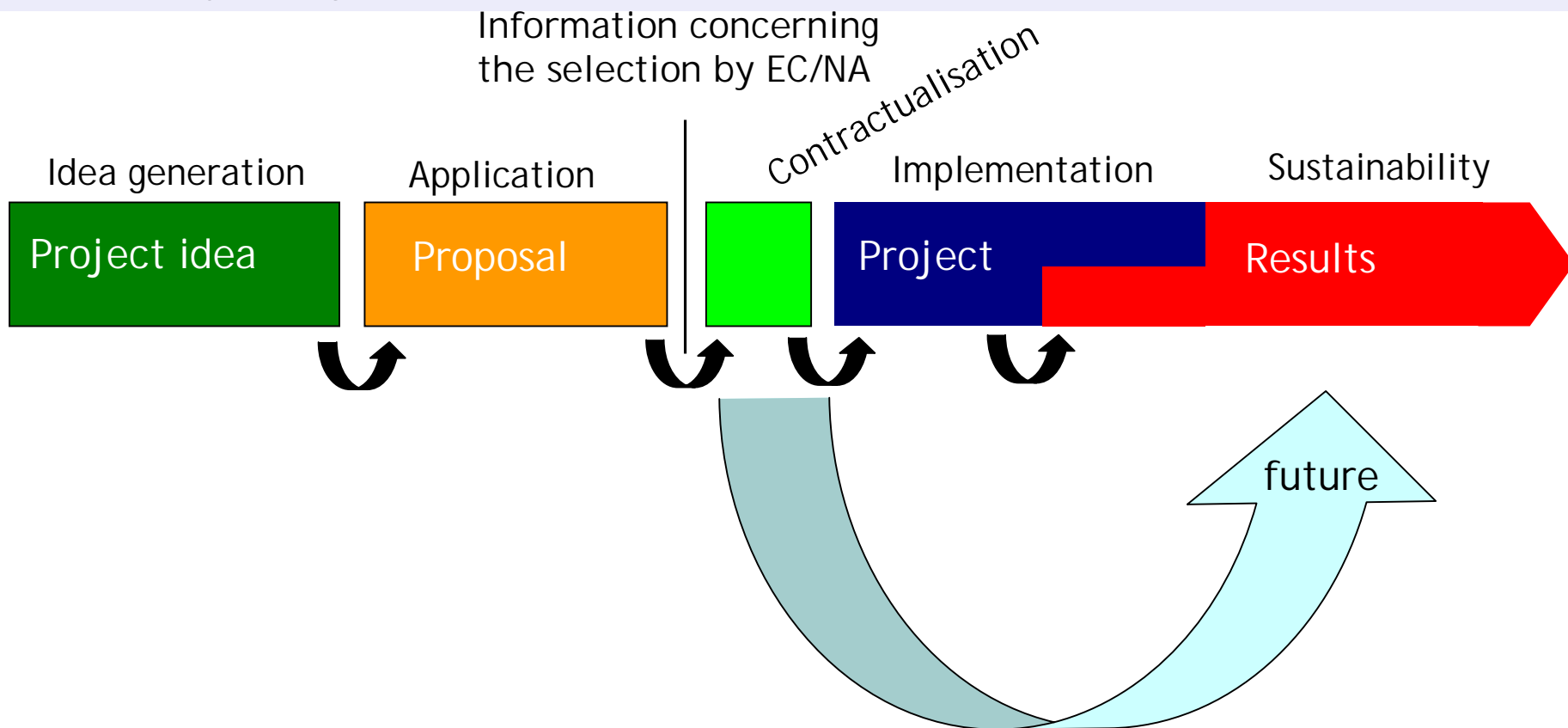
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Project partners

Organisations and people that:

- meet the eligibility criteria
- have real interest in project topic
- are complementary for partnership
(geographical background, sector of expertise, legal status, background of interest)
- have experience in project management
- have intercultural and intracultural competencies
- have good knowledge in English language
- are reliable
- have the necessary infrastructure, human and financial resources

Project cycle



Positive project process

There is no guarantee but be aware of:

- a realistic workplan with enough flexibility
- a well planned budget
- advance budget/money transfers
- openness and transparency in all actions and within partnership
- potential inter/intracultural differences and language difficulties
- a long-distance relationship
- a potential lack of energy and interest in the final project phases

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Project manager

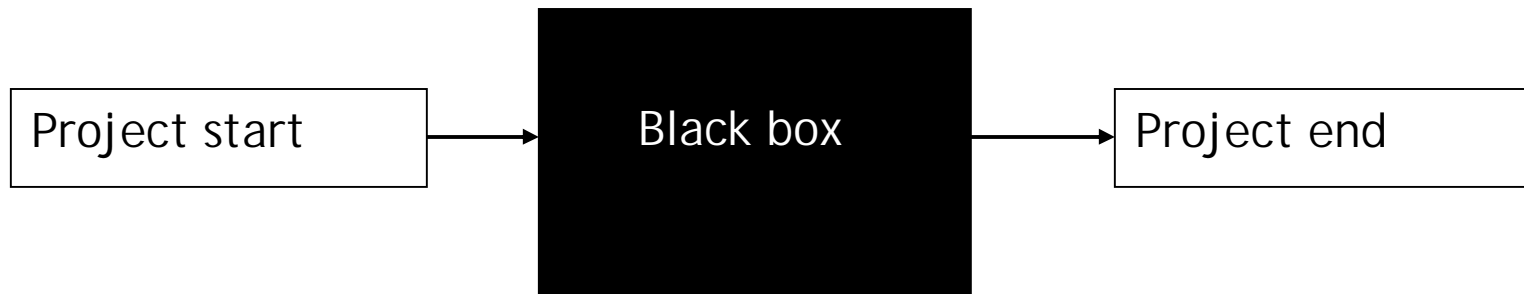
- experience in project management (application - implementation - finalisation)
- linguistic and mathematical competencies (application - reporting - budget)
- good ICT skills (Word, Excel, PPP, Internet)
- leadership and communication skills
- good knowledge of English language
- inter/intracultural competencies
- have the necessary infrastructure, human and financial resources
- stress resiliency and flexibility

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Implementation

Workplan

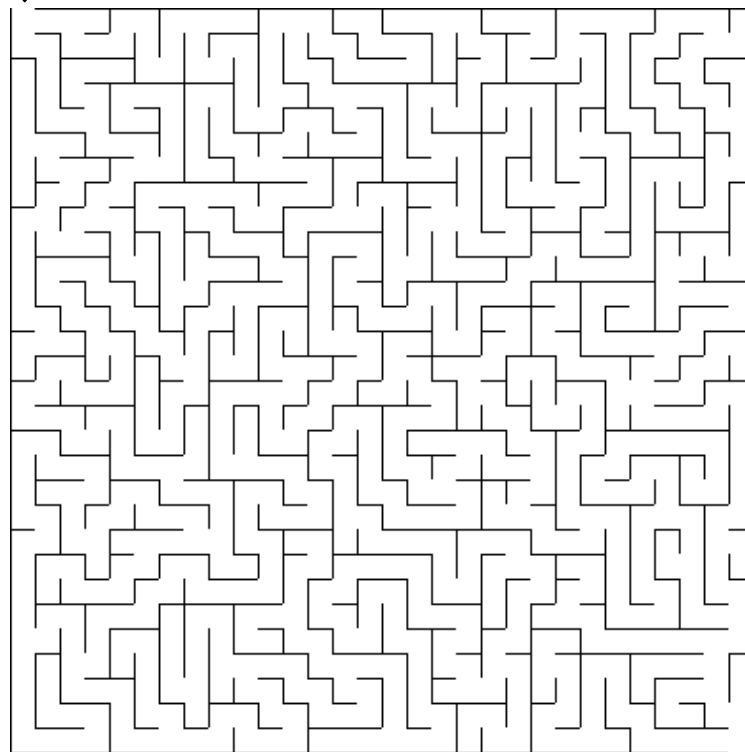
Workplan



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Workplan

Project start



Project end



Risk factors in project management

➡ WORKPLAN

- too many/less work phases (max. 5-8)
- too many/less work packages (max. 5-6 per work phase)
- no concrete allocation of tasks among partners (who, when, what, how)
- lack of support from parallel measures - quality management and dissemination

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➔ BUDGET

- too low budget
- no concrete / appropriate distribution among partners
- no concrete / appropriate allocation of individual budget categories (typical example: too many travel costs, not enough other costs and subcontracting)

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Risk factors in project management

➔ PROJECT LEADER

- lack of project management competence
- insufficient thematic knowledge
- lack of methodology
- insufficient English knowledge
- lack of inter/intracultural experience

➔ PROJECT PARTNERSHIP

- too many/less partners
- lack of competencies
(content, methodology, language, project management...)
- intercultural interference

Risk factors in product development

➔ PRODUCT DEVELOPMENT

- problem of European focus
- lack of competence in partnership
- lack of contribution/interest in partnership
(investing time/work is important for developing good quality products)
- problem of long-term planning
- too ambitious and unrealistic plans

Risk factors in Quality Management

➤ QUALITY MANAGEMENT

- difficulties in identifying problems
- lack of experience in empirical research (biases, missing expertise)
- low motivation and interest
- lack of quality management competencies (method, content, management)
- quality management for l'art pour l'art effect







Risk factors in Dissemination and Exploitation

➤ DISSEMINATION AND EXPLOITATION







- lack of real need
- no involvement of stakeholders
- lack of competencies within partnership
- low contribution within partnership
- lack of interest without final products
- lack of monitoring opportunities

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Deductions and Recommendations

-  early analysis of problems and difficulties
-  be open and transparent in all actions
-  good mix of partnership
-  quality first - quantity second
-  clear definition of target group and target sectors
-  see added value of EU project as project outcome
(establishment of networks, transfer and exchange of know-how and good practice, non-formal learning of project management, improving language skills, intercultural competence...)

Deductions and Recommendations

-  concrete reactions on difficulties
-  professional support in problematic areas
-  standardised documentation and monitoring
-  use of specific dissemination opportunities (databases, networks, events, fairs, meetings, newsletters, workshops, „project meets stakeholder“ ...)
-  careful selection of external experts
-  holistic approach



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- 👍 early involvement of stakeholders
- 👍 continuous communication with partnership
- 👍 be realistic with competences and planning
- 👍 do not panic in case of problems
- 👍 good cooperation with NA/EACEA

ENJOY your EU project and have FUN!