

ECQA CERTIFIED EU PROJECT MANAGER

ONLINE WORKSHOP

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www.ecqa.org



ECQA Certified EU Project Manager

Introduction into EU Projects	EU Structure and EU Programs
	EU Programs for Research, Education and Innovation
Project Objectives and Finances	Start up and Objectives
	Management of Work Packages and Project Results
	Finance Management
	Contract Management
Cooperation	Communication and Team Management
	Exploitation and Sustainability
	Reporting
Quality Management	Quality Planning
	Quality Assurance
	Risk Management

Target group:

The ECQA Certified European Project Manager Training is especially designed to provide project managers, administrators and financial personnel with the skills needed to successfully implement European projects.

One of the main goals of the ECQA Certified European Project Managers is to support project coordinators and partners in the development and application of international projects. Based on general know-how in project management, Certified EU Project Managers acquire the necessary skills to manage projects that are co-funded by EU.

Content:

The participants will be guided through all the procedures of project implementation, from contract management to finances, reporting and exploitation of project results.

An experienced EU Project Manager will guide you through the training, where you also get an insight into practical examples from many successfully completed European projects.

Technical Requirements

You will need

- Computer with sound card and head set of speaker boxes
- Internet access (high speed is preferable)
- Internet Explorer 5.x or higher or Mozilla Firefox with Flash plugin

For the discussions you need

- a valid Skype (www.skype.com) account (free)
- send your skype address to fenz@skills-int.com
- we will integrate you into the joint trainings together with the other participants

Tools used



The virtual training is supported by a number of systems as outlined below:

Component	Function
<p>Self Assessment Learning Services Examination Services</p>	<p>This system allows to register, to assess your skills, to access learning references, and to sign into courses. http://www.ecqa.org</p> <p>Choose “Learning Services” from www.ecqa.org. The access to the portals is located there. You may also consult ECQA users’ manuals which are for download at the bottom of the page.</p> <p>SELF ASSESSMENT AND LEARNING GUIDE: http://www.iscn.com/projects/eu_cert/documents/eucert-users-self-assessment-learning-guide-v4.pdf</p> <p>EXAMINATION GUIDELINE: http://www.iscn.com/projects/eu_cert/documents/ecqa-users-how-to-perform-exam_v3.pdf</p>
<p>E-Learning “Moodle”</p>	<p>The courses have been set up under Moodle. After the Self Assessment you start the online learning with the Moodle.</p>

LEARNING UNIT 1: INTRODUCTION INTO EU PROJECTS

Session 1

- *EU Structure and EU Programs*
- Exercise 1 is presented by the trainer

LEARNING UNIT 2: PROJECT OBJECTIVES AND FINANCES

Session 2

- *Start Up and Objectives*
- Discussion about Exercise 1 uploaded by the participants
- Exercise 2 presented by the trainer

Session 3

- *Management of Work Packages and Project Results*

- Discussion about Exercise 2 uploaded by the participants
- Exercise 3 presented by the trainer

Session 4

- *Finance Management*
- *Contract Management*
- Discussion about Exercise 3 uploaded by the participants
- Exercise 4 presented by the trainer

LEARNING UNIT 3: COOPERATION

Session 5

- *Communication and Team Management*
- *Exploitation and Sustainability*
- *Reporting*
- Discussion about Exercise 4 uploaded by the participants
- Exercise 5 presented by the trainer

LEARNING UNIT 4: QUALITY MANAGEMENT

Session 6

- *Quality Planning*
- *Quality Assurance*
- *Risk Management*
- Discussion about Exercise 5 uploaded by the participants
- Exercise 6 presented by the trainer
- Exercise 7 (Overall presentation)

PREPARATION FOR EXAMINATION

Session 7

- Questions, open tasks for Unit 1 – Unit 4
- Preparation for the Exam
- Discussion about Exercise 6 + 7 uploaded by the participants

Trainer References

Mag. Andrea Fenz, Skills International

Ms. Andrea Fenz is Director of Skills International GmbH, Austria and Skills International L.L.C. (www.skills-int.com), former Managing Director of APS – European Programs for Research and Education, Austria.

Listed consultant for 7th EU Framework Program (FP7) for the largest Austrian funding organization FFG / EIP.

National Contact Point Austria for the 6th EU Framework Program IST Program.

Regional Contact Point Southern Austria for the 4th, 5th, 6th and 7th EU Framework Program for 13 years on behalf of Austrian Ministry of Science and Austrian Ministry of Labour, Regional Government of Styria and Chamber of Commerce.

Ms. Andrea Fenz was partner in the EU network of Innovation Relay Centres for innovation and international technology transfer as Regional Contact Point Southern Austria from 1995 to 2008 in collaboration with Chamber of Commerce Carinthia.

Coordinator of the Austrian task force EU Lobbying for the 7th Framework Programme. Coordinator of Job Role Committee for the Certified EU Project Manager.

_ Certified Adult Trainer

_ Certified trainer for ECQA Certified European Innovation Manager

_ Trainer for ECQA Certified EU Project Manager

Coordinator and partner in appr. 40 EU projects in EU Framework Programmes for Innovation, Research and Development (from 1995 - 2008), LEONARDO DA VINCI (mobility, pilot, expert exchange), Lifelong Learning Programme (ERASMUS, mobility), TEMPUS (Croatia, Slovenia), PHARE, Cross Border Goes Digital (Austria, Slovenia), INTERREG (Alpine Space and cross-border).