

# EURO-PROJECT MANAGEMENT

FINANCING, PROJECT MANAGEMENT INSTRUMENTS, EVALUATION AND REPORTING

**Monday 18 Dec 2013**

## **Introduction to the Euro-project management**

- *From the political strategy to the funding sources*
- *Direct and indirect funding*

## **Information sources on the European Union**

*Practical session: research for founding programmes and analysis of a call for proposal*

## **Project Cycle Management (PCM)**

- *Project's management*
- *PCM's phases*

**Tuesday 19 Dec 2013**

## **The Logical Framework used for the Euro- project management**

- *The logical framework approach*
- *The analysis stage*
- *The planning stage*

*Practical session: To establish a problem tree and an objective tree; to select a strategy; to fill in a Logframe Matrix*

## **The application form**

- *How to read an application form*
- *How to prepare an application*

*Practical session To fill in an application form*

**Wednesday 20 Dec 2013**

## **Budget and Financial reporting of EU projects**

- *How to plan a budget*
- *The basic principles for creating a well balanced budget*
- *The basic principles of the reporting*

*Practical session: to build a budget*

### **Lecturer**

*dott. Fabio Casini, Manager of the Europe Direct Punto Europa Forlì since December 2000. He has worked in the field of European project and reporting, attending several courses and taking part to many funding calls, (many of those were granted from the European institutions). He is a consultant for the Punto Europa users.*