# Module 3 - Preparing Funding Applications & Project Management

The delegates will be introduced to the different funding mechanisms offered by the EC, followed by details of how to prepare two different types of proposal. The delegates will then learn about project management techniques, and how they apply to projects that have a significant IT component. The 2 day course will finish by looking at the criteria that the reviewers of RTD projects apply when reviewing them, and the delegates will have chance to review some actual proposals to see if they can determine successful proposals from unsuccessful ones (the actual review results will be revealed at the end of the course).

# Agenda

## Day One

8.00-8.30 Welcome to the course

8.30-9.30 Introduction to Project Management

9.30-10.30 Overview of EU Programmes

10.30-11.00 Tea/Coffee Break

11.00-12.00 Preparing an RTD Project Proposal

12.00-1.00 Project Reporting

1.00-2.00 Lunch

2.00-2.30 Negotiations and Legal Documents

2.30-2.45 Coffee break

2.45-4.00 Risk Management

## Day Two

8.00-9.00 Quality Management

9.00-9.45 Education and Training Programme

9.45-10.15 Tea/Coffee Break

10.15-11.45 Human Factors in Project Management

11.45-12.30 Proposal Evaluation

12.30-1.30 Lunch

1.30-3.30 Evaluation Workshop

3.30-4.00 Module Evaluation and Feedback