INTEGRA

TRAINING AGENDA

Meals time	Monday to Friday	Weekend
Breackfast	07.15 - 09.15	09.30 - 10.30
Lunch	13.00 - 16.00	13.30 - 14.45
Dinner	20.30 - 21.45	20.30 - 21.45

1-8 JULY 2023

DAY 1

S1 Safety measures
S2 Presentations
S3 Europass CV
S4 Introduction
S5 Exploring opportunities in the field of project management
S6 Developing project management skills
Daily evaluation (E)

WELCOME NIGHT

DAY 2

S1 Different Types of Projects
S2 Projects and Programs
S3 Planning
S4 Identifying Priorities
S5 Developing a project management plan

Daily evaluation (E)

MULTICULTURAL NIGHT

DAY 3

S1 RACI matrix
S2 Preventing "scope creep"
S3 Assessing project feasibility
S5 Identifying and managing risks
S6 Formalize a contract
S7 Create a database

Daily evaluation (E)

FREE NIGHT

DAY 4

S1 Work Program
S2 Follow-up of a project
S3 Running Meetings
S4 Managing Change

Daily evaluation (E)

MULTICULTURAL NIGHT

DAY 5

S1 Approach the problems
S2 Identifying organizational structures
S3 Budgeting and costs
S4 Use of project management tools

Daily evaluation (E)

FREE NIGHT

DAY 6

S1 Definition of the "critical path"
S2 Monitoring of milestones
S3 Assessment and review
S4 Use of ICT tools

Daily evaluation (E)

MULTICULTURAL NIGHT

DAY 7

S1 Time management
S2 Quality
S3 Financial Issues: Costs
S4 Delivering a project
S5 Project Closure
S6 Reporting
Daily evaluation (E)

FREE NIGHT

DAY 8

S1 The project team
S2 Planning the resources
S3 Efficient communication
S4 The Erasmus+ Program

Final evaluation

GOOD BYE NIGHT

Cofinanciado por la Unión Europea