

Horizon Europe Project Management – the First Steps

**5 June 2024
Webinar**

AGENDA

08:45 – 09:00	Arrival and registration
09:00 – 09:15	Event opening and introduction to the course
09:15 – 09:45	A Horizon Europe project lifecycle Introduction to the implementation stages of an EU research and innovation project. What are the steps, what are the tasks and responsibilities of a partner and the coordinating organisation? <i>(09:45 – 10:00 Coffee break)</i>
10:00 – 10:45	Getting your project started Key tasks, tools, and procedures you need to know before you start implementing the project – on an organisational level (formulate the work and roles internally) and on a consortium level (what would make you a good coordinator). Setting up the project management tools and internal communication processes. Basic templates for monitoring the performance of your consortium. Kick-off meeting. <i>(10:45 – 11:00 Break)</i>
11:00 – 12:00	Short introduction to the reporting obligations and management duties Brief overview of Continuous reporting and Periodic reporting: timeline, responsibilities, task to be completed jointly or individually. Introduction to the Periodic report template. Payment schedule. <i>(12:00 – 13:00 Lunch break)</i>
13:00 – 14:00	Workshop: Project Management Case Studies Under the moderation of trainers, participants work in groups on real-life scenarios with problematic and challenging situations in R&I projects and discuss how to handle these or avoid them in real life. <i>(14:00 – 14:15 Coffee break)</i>
14:15 – 15:00	Golden tips for successful communication and dissemination Tips and tools for setting up an efficient plan and successfully implementing your communication and dissemination activities. Examples and lessons learned from our running projects. Introduction to the tools offered by the EC.
15:00	Remaining questions, end of course