

MANAGING EUROPEAN PROJECTS

Planning

- Agree project timetable
- Separate project account or code
- Evidence of match
- Written agreements with partners
 - Expectations
 - Commitment
 - What's in it for them
- Contingency plan

Common Issues

- Delay in start date
- Partners unclear about their role
- Lack of audit evidence
- Poor communication between partners
- Tasks not completed
- Visits/meetings not well planned
- Poor monitoring

Monitoring

- Read all the documents carefully
 - What will be required by the Commission?
 - Who must provide what as evidence?
 - Do you have robust systems in place?
 - Financial monitoring
 - Activity monitoring + evidence
- Too much is better than not enough!
- if it moves – monitor it!

Evaluation

- Agree a clear specification
 - What do you want to evaluate?
 - Process or product?
 - Added value
- Commission externally
- Review regularly
- Involve all partners
- Critical friend!

Review

- When the project is finished
 - Key learning points
 - What (or who!) to avoid
 - Ask partners for feedback
- Always good and bad times!
- All experience is valuable
- Future opportunities

Useful tips

- Share responsibility
 - With colleagues
 - With partners
- Make no assumptions!
- Keep talking – and listening!
- Don't lose your sense of humour
- If you can't stand the heat.....