



## Project management staff training week

Hour	28 June 2021	29 June 2021	30 June 2021	01 July 2021	02 July 2021
	Join Zoom Meeting: <a href="https://zoom.us/j/98617482188">https://zoom.us/j/98617482188</a> Meeting ID: 986 1748 2188	Join Zoom Meeting: <a href="https://zoom.us/j/98478008917">https://zoom.us/j/98478008917</a> Meeting ID: 984 7800 8917	Join Zoom Meeting: <a href="https://zoom.us/j/92921282060">https://zoom.us/j/92921282060</a> Meeting ID: 929 2128 2060	Join Zoom Meeting: <a href="https://zoom.us/j/99099658826">https://zoom.us/j/99099658826</a> Meeting ID: 990 9965 8826	Join Zoom Meeting: <a href="https://zoom.us/j/93357845161">https://zoom.us/j/93357845161</a> Meeting ID: 933 5784 5161
09:30-10:00	<b>Registration and welcome</b>				
10:00 -12:00	<b>Initiating and planning projects!</b> <ol style="list-style-type: none"> <li>1. Identify the key characteristics of a project</li> <li>2. Identify primary project constraints</li> <li>3. Define the role and responsibilities of the project manager</li> <li>4. Identify Project Organizational Structures</li> <li>5. Understand the definition of a Project Stakeholder</li> <li>6. Identify project stakeholders and their needs</li> </ol> <p>Diana Son, Erasmus Office</p>	<b>Implementation of the project activities</b> <ol style="list-style-type: none"> <li>1. Describe in details activities and resource allocation</li> <li>2. Who? When? Where?</li> <li>3. Activity plan / Resource plan</li> </ol> <p>Elena Bozdog, Faculty of Political, Administrative and Communication sciences</p>	<b>Managing project risks and changes!</b> <ol style="list-style-type: none"> <li>1. Define components of a communications management plan</li> <li>2. Understand the importance of communications channels</li> <li>3. Define the key elements needed to measure and report on project scope, schedule, and cost performance</li> <li>4. Identify project risk events</li> </ol> <p>Diana Son, Erasmus Office</p>	<b>Budgeting and scheduling projects!</b> <ol style="list-style-type: none"> <li>1. Identify the resource needs of the project</li> <li>2. Decompose work packages into activities</li> <li>3. Define what is needed to estimate activity durations</li> <li>4. Define milestones and create a milestone schedule</li> </ol> <p>Elena Bozdog, Faculty of Political, Administrative and Communication sciences</p>	<b>Monitoring, evaluation and follow-up/reporting.</b> <p>New opportunities in the Erasmus program</p> <p>Raluca Boldan, ANPCDEFP</p> <ol style="list-style-type: none"> <li>1. Success criteria of the project</li> <li>2. Methods and timing of monitoring and evaluation</li> <li>3. Further plans and follow up</li> </ol> <p>Ramona Onciu, Erasmus Office</p>
12:00-14:00	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	
	surprise optional program during lunch	surprise optional program during lunch	surprise optional program during lunch	surprise optional program during lunch	
14:00-15:00	<b>Capacity Building</b> <p>Associate Professor Răzvan Cherecheș, Faculty of Political, Administrative and Communication sciences</p>	<b>Blended Intensive</b> <p>Ramona Onciu, Erasmus Office</p>	<b>Strategic Partnership</b> <p>Prof. Adriana Tiron Tudor, Faculty of Economic and Business Administration</p>	<b>Capacity Building</b> <p>Associate Professor Andreea Hathazi, Faculty of Psychology and Education Sciences</p>	
15:00-16:00			<b>EEA cooperation</b> <p>Lect. Ionut Luca, Faculty of Business</p>	<b>Jean Monnet</b> <p>Lect. Claudia Iov, Faculty of History and Philosophy</p>	