



## Project management summer school

Hour	12 July 2021	13 July 2021	14 July 2021	15 July 2021	16 July 2021
	<a href="https://zoom.us/j/95630348504">https://zoom.us/j/95630348504</a>	<a href="https://zoom.us/j/95191037851">https://zoom.us/j/95191037851</a>	<a href="https://zoom.us/j/95535874261">https://zoom.us/j/95535874261</a>	<a href="https://zoom.us/j/99846330101">https://zoom.us/j/99846330101</a>	<a href="https://zoom.us/j/94562819318">https://zoom.us/j/94562819318</a>
09:30-10:00	<b>Registration and welcome</b>				
10:00 -12:00	<b>Initiating and planning projects!</b> 1. Identify the key characteristics of a project 2. Identify primary project constraints 3. Define the role and responsibilities of the project manager 4. Identify Project Organizational Structures 5. Understand the definition of a Project Stakeholder 6. Identify project stakeholders and their needs  Diana Son, Erasmus Office	<b>Implementation of the project activities</b> 1. Describe in details activities and resource allocation 2. Who? When? Where? 3. Activity plan / Resource plan  Elena Bozdog, Faculty of Political, Administrative and Communication sciences	<b>Managing project risks and changes!</b> 1. Define components of a communications management plan 2. Understand the importance of communications channels 3. Define the key elements needed to measure and report on project scope, schedule, and cost performance 4. Identify project risk events  Diana Son, Erasmus Office	<b>Budgeting and scheduling projects!</b> 1. Identify the resource needs of the project 2. Decompose work packages into activities 3. Define what is needed to estimate activity durations 4. Define milestones and create a milestone schedule  Elena Bozdog, Faculty of Political, Administrative and Communication sciences	<b>Monitoring, evaluation and follow-up/reporting.</b>  New opportunities in the Erasmus program  Raluca Boldan, ANPCDEFP  1. Success criteria of the project 2. Methods and timing of monitoring and evaluation 3. Further plans and follow up  Ramona Onciu, Erasmus Office
12:00-14:00	Lunch	Lunch	Lunch	Lunch	Competition with prizes
	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>Jean Monnet</b> Lect. Claudia Iov, Faculty of History and Philosophy	<b>Strategic Partnership</b> Prof. Adriana Tiron Tudor, Faculty of Economic and Business Administration	<b>Sport</b> Lect. Petru Sandu - Faculty of Political, Administrative and Communication sciences  <b>EEA cooperation</b> Lect. Ionut Luca, Faculty of	<b>Capacity Building</b> Associate Professor Andreea Hathazi Faculty of Psychology and Education Sciences	
15:00-16:00	<b>Capacity Building</b> Associate Professor Răzvan Cherecheș, Faculty of Political, Administrative and Communication sciences				