



UNIVERSITATEA BABES-BOLYAI
BABES-BOLYAI TUDOMÁNYEGYETEM
BABES-BOLYAI UNIVERSITÄT
BABES-BOLYAI UNIVERSITY
TRADITIO ET EXCELLENTIA



Project management staff training week

Hour	18 July 2022	19 July 2022	20 July 2022	21 July 2022	22 July 2022
10:00 -12:00	Registration and welcome based on previous appointment	UBB presentation Bogdan Glavan, Erasmus Office Workshop : New opportunities in the Erasmus program Ramona Onciu, Erasmus Office	Managing project risks and changes! 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	Individual program based on request	Individual program based on request
12:00-14:00		Lunch	Lunch		
14:00-16:00		Initiating and planning projects! 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	1. Success criteria of the project 2. Methods and timing of monitoring and evaluation 3. Further plans and follow up Ramona Onciu, Erasmus Office		