

Report
Project Instruments for Erasmus+ (PIE+)
TC1 in Florina, Greece | 12-18.10.2016

1. **What is PIE+**
2. **The training course in Greece**
3. **Evaluation form and learning tickets**
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1. What is PIE+

PIE+ is a Strategic partnership project financed by the European Commission through the Erasmus+ programme. The programme is managed in Sweden by Myndigheten för Ungdoms- och Civilsamhällets Frågor. The project will be implemented between November 2015 – July 2017.

The aim of the project is to develop the quality and competence in writing and management of the KA2 projects and more.

The project responds to a need identified among the partner countries and also other organizations in Europe: the new Erasmus + programme have introduced a series of changes in the way in which the interested actors can apply for projects by giving them the possibility to corroborate several international activities in only one project. Moreover a new type of action was introduced: the strategic partnership. These changes have created the need for the use of more specialized project management instruments which can give the applicants and their partners the possibility to manage and follow these larger projects.

The objective of the project is to develop templates and work procedures which can be used for the management of more complex projects (containing more than one international meeting). Our project will be the first project to test these instruments and based, among others, on the on-going use and real life time feed-back we will adjust them so that they fit the practice and reality of project management.

The project's timeline is following the project's objectives: development of templates and reaching the beneficiaries for the dissemination of results through, among others, two international training courses and national events.



2. The training course in Greece

The context of the training course

Many actors working in the youth field and applying for funds from the Erasmus+ programme are non-governmental organizations operated on a voluntary basis by young practitioners who have, many times, acquired their experience through managing projects only and not through a systematic education in the field of project management. For those practitioners and not only it is important to learn about and have access to instruments for project management. These will help them in their personal and professional development and make them more prone to work with management instruments and deliver better results.

Increased project management capacities will only benefit the partners and the target group of the project. Developing the project management capacities of the staff of an organization means keeping costs, timeframes and resources to budget while reducing the chance of a project failing. It ensures a minimum level of quality and that the activities are organized and followed up properly. It helps the organizations to use their human resources better increasing in this way the capacity of implementing more projects simultaneously and affecting more and better their target group.

Practicalities

The training course took place between 12-18th of October 2016 in Florina, Greece.

The selection of participants was the responsibility of each partner organization who has promoted the training course through their webpages and networks. A call for partners was also created on the SALTO webpage.

Each partner organization was asked to identify two participants coming from their own organizations but also two participants from other organizations.

The partner organizations have initially identified all the participants but due to some late cancellations the total number of participants attending the training course was twenty six (26) participants from the seven partner countries.

Partner organization	Participants to be sent	Final number
Synthesis Center For Research and Education Ltd	4	2
Asociation of Active Youth of Florina (OENEF)	5	6
Confédération des MJC de France	4	3
Associazione di Promozione Sociale Joint (JOINT)	4	3
Asociatia pentru Consolidarea Societatii Civile – Valea Jiului (ACSCVJ)	4	4
Asociacion Juvenil Intercambia	4	6
Development Assistance Center (DAC)	5	2
Total	30	26

Out of 26 participants 11 were representing other associations than the partner organizations. Please see the table below for more details:

Name of organization	Country
KOKEN	Cyprus
The European and Mediterranean Youth Association	France
Maison de Jeunes et de la Culture de Flers	France
Maison de Jeunes et de la Culture de Voreppe	France
Alternative	Sweden
Development Assistance Center	Sweden
Directia Judeteana pentru Sport si Tineret	Romania
Asociatia Maica Precista	Romania
Primaria Alba-Iulia	Romania
Asociatia pentru Consolidarea Societatii Civile – Valea Jiului	Romania
Association of Active Youths of Florina	Greece
Hellenic Consumer Association of Florina	Greece
Nuestro Mundo – Emeis ki o Kosmos	Greece
Intercambia	Spain
SWAP – Share with all people	Italy
JOINT	Italy

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The target group

The **target group** for the TCs:

- Project managers with experience in Erasmus+ projects;
- Working level of English language;
- Capacity and will to disseminate the information and content of the training and the PIE+ instruments to at least three other persons from their own organization/institution (only those participants from outside the PIE+ partnership)*;

The participants in the two training courses, representing other organizations than the partner organizations, are expected to organize an information session to at least three other persons from their organization/institution. In this way we estimate that the project will reach a minimum of 84 practitioners representing indirect beneficiaries whom will learn about the intellectual outputs developed in the project. The participants were asked to provide signed participants list and a one page report of the dissemination event they have done.

Objectives and methodology of the training course

The course was designed based on the project management instruments developed in the project. The objective of the training course was to give the opportunity to the participants to test the instruments and to give feedback on them as well as to create a framework of peer learning on the topic of project management in the Erasmus+ programme.

The participants in the training course tested several of the instruments developed in the PIE+ project and they will have access to all of them after the final form will be delivered.

The **specific objectives** of the training courses were:

- Reflect upon the process of project management and the benefits of managing projects with the help of dedicated instruments;
- Explore the quality elements and project management needs of more complex projects (including more than one international mobility);
- Get familiar with and learn to use the project management instruments developed in PIE+;
- Give feedback on the presented instruments;
- Network with project managers and organizations working and interested in working with more complex projects;
- Create a framework for sharing of good practices and peer learning related with project implementation, monitoring and reporting.

Agenda of the training course

PIE+ TC Florina, Greece 12-18 October 2016				
13 October	14 October	15 October	16 October	17 October
Thursday	Friday	Saturday	Sunday	Monday
8:30-9:30 Breakfast	8:30-9:30 Breakfast	8:30-9:30 Breakfast	8:30-9:30 Breakfast	8:30-9:30 Breakfast
10:00 Ice breaking games	9:30 Energizer	9:30 Energizer	9:30 Energizer	9:30 Energizer
Getting to know each other	Intro to Project Cycle Management.	Risk management workshop	Budget monitoring	Other instruments workshop
11:00 - 11:30 Break	11:00 - 11:30 Break	11:00 - 11:30 Break	11:00 - 11:30 Break	11:00 - 11:30 Break
Expectation, needs and fears - PIE+ Project timeline	Structure of KA1 & KA2	Risk management workshop	Budget monitoring	Other instruments workshop
13:30 - 15:00 Lunch	13:00 - 15:00 Lunch	13:00 - 15:00 Lunch	13:00 - 15:00 Lunch	13:00 - 15:00 Lunch
Florina Treasure Hunt	PCM World Cafe	Project monitoring workshop	Local Visit	Future collaboration
16:30 - 17:00 Break	16:30 - 17:00 Break	16:30 - 17:00 Break		16:30 - 17:00 Break
NGO Bazaar	Intro to Factory of Learning	Project monitoring workshop		Evaluation
18:30 - 19:00 Reflection groups	18:30 - 19:00 Reflection groups	18:30 - 19:00 Reflection groups		18:30 - 19:00 Reflection groups
19:00 Dinner	19:00 Dinner	19:00 Dinner	19:00 Dinner	19:00 Dinner
Intercultural Night	Open Space	European Night Without Accidents	Open space	Farewell

The first day of the training course was dedicated to networking, presentation of participants and their organizations as well as to getting to know the local community. The participants got to know the context in which the training course is organized as well as the history and the state-of-art of PIE+ project. They had the possibility to express their fears and needs and based on this feedback we have later on introduced new elements that have clarified several questions of the participants. The methods used where name games, team-building activities, treasure hunt, speed dating as well organization of an international evening.



The second day of the course was dedicated to learning and reflecting on the topic of Project Cycle Management and the structure of KA1 and KA2. The participants shared in groups have built project timelines that have used in the next days for testing of the instruments developed. Key aspects in quality project management, as communication, ownership, documentation etc, have been pointed out and discussed. The factory of

learning has been introduced to the participants and they have been encouraged to reflect on their learning.

5 The third and fourth days were dedicated to project, risk and budget monitoring. The participants got to know the templates developed in the project and had the opportunity to test them. At the end of each workshop there was a feedback session. The feedback was documented and sent to the group in charge of further developing the instruments. The core of the feedback was related with making the instruments to work on different software and operation systems and to further automatize some of the functions. The methods used where group work, testing of the on-line instruments, gathering of feedback in plenary meetings as well as reflection on learning as part of the learning factory.



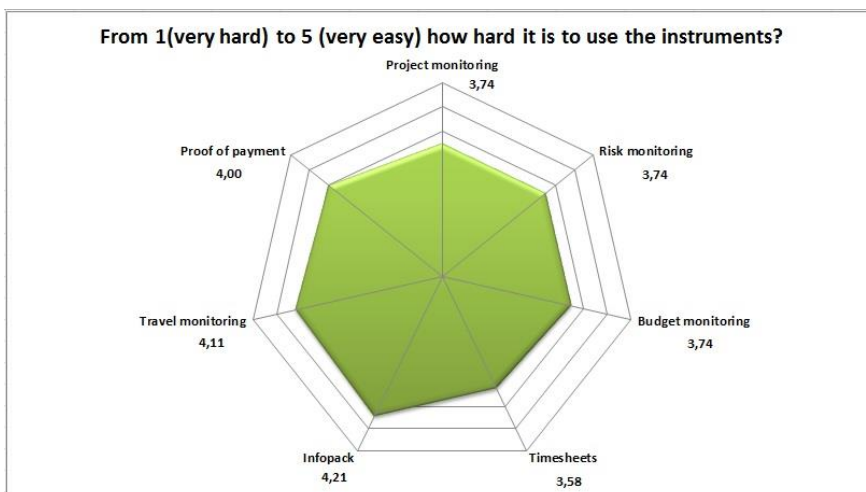
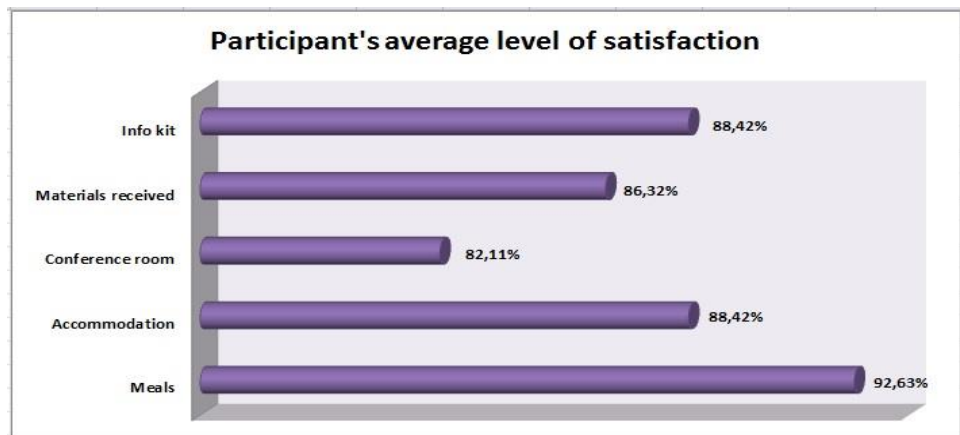
The fifth day of the training course was consecrated to presenting, testing and giving feedback on the last four instruments (timesheet, info-pack, proof of payment and travel monitoring) as well as to giving space to the participants to talk about future project. The methods used were brainstorming, group work and plenary discussions.

3. Evaluation form and learning tickets

As described above, the TC aimed at both creating a learning environment around the topic of project management as well as giving the participants the opportunity to test the instruments developed in the PIE+ project.

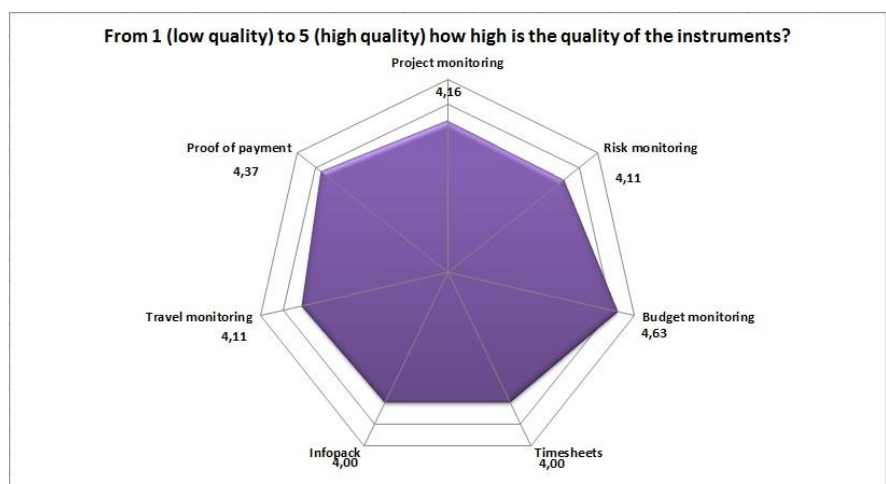
While the evaluation form used is attached in Annex 2 of this report we are presenting below the main results of the evaluation in the form of charts answering to the main and most important questions about the instruments developed.

The general level of satisfaction with the training course is described:

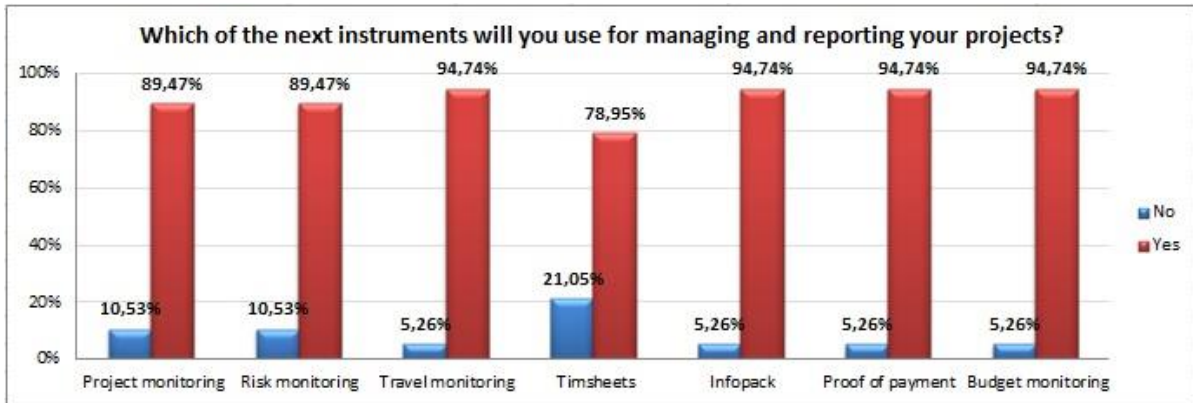


User friendliness of the tested instruments:

Quality of the presented instruments:



Instruments that will be used by the participants in managing and reporting their projects:



During the training course we have recorded the participants immediate feed-back after the testing of each instrument. The feed-back was recorded on learning tickets out of which several are presented below under the form of participants' quotes:

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"I learnt how to manage, deal and react if unpredictable situations happen, solve the problems related with Erasmus+ with the minimum risk for the project."

"I learnt how to manage risks in a project with excel instruments. I learnt how it's possible to find solution and how to organize and consider the level of risk."

"I learnt to add information within the template regarding the project monitoring plan, to be more carefully at the details of the project, to better organize a project under KA1 throughout the programme Erasmus+, to have an overview of the project by using the template provided."

"It is important to identify, to evaluate and to manage the risks in order to deliver your project successfully. I learnt how to use the risk template a very useful tool to have a clear vision about the possible risks."

"I really appreciate all the infos about budget monitoring, the excel template is really useful and the infoeuro website is brilliant."

"We learnt how important budgeting is. I am going to use the technique learnt to insert more accurately the payment statements"

“To organize better our activities by using the template timesheet a very useful tool to have an entire view of all our activities and also how to use excel. I think that the travel monitoring is a very useful tool. I have never used it until now. It’s very useful to organize all the travels within the project.”

“I learnt how to manage, deal and organize clearly travel plans and tickets with the help of templates.”

“I have learnt how to manage several templates: monitoring tickets, sample sheet and infopack. I have learnt also the importance of our feedback. I have learnt the amount of work it could be behind an instrument tool.”

For questions or more information about the training courses please contact Andreea Maris at andreea.maris@yahoo.com.

Annex 1 – Participants list

Name	Surname	Gender	Country
Dennis	Vandrey	Male	France
Cordier	Jerome	Male	France
Michel	Skapa	Male	France
Mattia	Passaro	Male	Italy
Valentina	Bruzzese	Female	Italy
Yasmin	El habak	Female	Italy
Izabella	Kacso-Doboly	Female	Romania
Ioana Maria	Cioloa	Female	Romania
Felicia	Andrioni	Female	Romania
Iulian	Beca	Male	Romania
Olivia	Tellez Garcia	Female	Spain
Juan Manuel	Pardo Martinez	Male	Spain
Carolina	Romero	Female	Spain
Margarita	Alcántara	Female	Spain
Marina	Trujillo Tirado	Female	Spain
Jose Angel	Alvarez Parra	Male	Spain
Nikolina	Aristokli	Female	Cyprus
Panos	Demetriou	Male	Cyprus
Amandine	Laumont	Female	Sweden
Andreea	Maris	Female	Sweden
Iason	Tachou	Male	Greece
Christos	Moglenidis	Male	Greece
Konstantinos	Stergiou	Male	Greece
Chrysa	Maladaki	Female	Greece
Stefanos	Stergiou	Male	Greece
Konstantinos	Filippidis	Male	Greece

Annex 2 – Evaluation form

Evaluation questionnaire PIE+ 12-18 October 2016

1. Please rate the next practical arrangements:

	1 ☹ very poor	2	3	4	5 ☺ very good
Meals					
Accommodation					
Conference room					
Materials received					
Info kit					

2. What is the biggest challenge in your projects?

3. What other topics you would have wanted to approach in this TC?

4. Do you feel that the instruments presented are helpful in the management and reporting of a project?

Yes

No

5. From 1 to 5 how hard it is to use the instruments?

	1 ☹ very hard	2	3	4	5 ☺ very easy
Project monitoring					
Risk monitoring					
Budget monitoring					
Timesheets					
Infopack					
Travel monitoring					
Proof of payment					

6. From 1 to 5 how high is the quality of the instruments?

	1 ☹ Low quality	2	3	4	5 ☺ high quality
Project monitoring					
Risk monitoring					
Budget monitoring					
Timesheets					
Infopack					
Travel monitoring					
Proof of payment					

7. From 1(very unsatisfied) to 5 (very satisfied) how satisfied are you with the TC?

1 2 3 4 5

8. Which of the next instruments will you use for managing and reporting your projects?

	I will use	I will not use	If no, why not?
Project monitoring	<input type="checkbox"/>	<input type="checkbox"/>	
Risk monitoring	<input type="checkbox"/>	<input type="checkbox"/>	
Budget monitoring	<input type="checkbox"/>	<input type="checkbox"/>	
Timesheets	<input type="checkbox"/>	<input type="checkbox"/>	
Infopack	<input type="checkbox"/>	<input type="checkbox"/>	
Travel monitoring	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of payment	<input type="checkbox"/>	<input type="checkbox"/>	

9. Do you feel that the meeting contributed to the acquiring/development of knowledge/ competence/ abilities regarding any of the next:

	1 ☹ very little	2	3	4	5 ☺ very much
Reflection and analysis;					
Communication;					
Team work;					
Project Cycle Management;					
New working instruments;					
Cooperation and planning;					
Cultural learning;					
Other:					
Other:					
Other:					

10. What was most valuable for you in the meeting?

11. Please describe how the use of the PIE+ instruments and the knowledge gathered in the TC will impact your organization

Thank you for your answers! ☺