



Master of Science in European Project and Public Management

## Course Syllabus

### Title of the Course

#### VU - Management for European Projects

1<sup>st</sup> Semester of the programme

### ECTS and Contact Hours

ECTS: 5

Course units total: 37,5

Presence Units: 25

E-Learning Units: 12,5

Workload estimate based on ECTS = 125 hours

[1 ECTS = approx. 25 hrs of student work, that includes course work, e-learning, self-study, homework, assignments, research, writing papers, learning for exams, etc.]

### Lecturer

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### Short Description of the Course

Effective management of EU projects from the project idea to the application writing, till the management and execution of granted projects to finally the reporting and documentation is crucial to an efficient integration of EU project activities in the portfolio of an organization. To reduce the burden and cost of administration and management of an EU project is key to the financial success but effective planning, management and monitoring tools are also crucial for successful outcomes of projects. EU project management involves tools, techniques and methods of international project management in a specific manner. This course provides students with an introduction to EU project management and the hands on approaches to effectively plan and execute an EU project. It lays the foundations for the advanced project management courses later in the programme (specifically the 3<sup>rd</sup> semester) and provides a comprehensive overview on call documents, project application structures and contents, as well as how to organize EU projects within an organization. Further it develops student's competences to align a project idea with a specific funding programme and call, creating a match with EU strategies, funding programme priorities and specific call objectives. The course will integrate E-Learning and face to face coursework in a blended learning approach and requires self-study by the course participants.

### Learning Outcomes

Upon successful completion of this course students will:

- understand theoretical foundations of International project management
- understand the basic structure of the EU funding landscape and its programs
- be aware of the new programming period 2014-2020
- be able to apply standard project management tools and methods in EU project planning, management and execution, as well as administration, documentation and reporting
- understand the structure and contents of specific calls for proposals within funding programmes and be able to conceptualize a project eligible for EU funding
- be aware of administrative and documentary obligations and tasks that need to be performed
- be familiar with project applications' structures and required contents

- be capable of matching a project idea with overall EU-, funding programme-, and call priorities and objectives

## Course Contents

- Introduction to international project management
- EU Project Cycle
- EU Project Specifics
  - o project organizational structures
  - o international consortia
  - o important regulations and rules
  - o administration in EU projects
  - o controlling and monitoring systems (focus on technical aspects)
  - o reporting (focus on technical reporting)
- Project Planning Tools (Structure Plan, Gantt, Netplan, Critical Path analysis, etc.) ,
- The process of project development: From the project idea to the kick-off
- Overview of project applications - different forms, procedures, regulations
- Example applications
- Examples of EU funding programmes and calls (Details building on EU Reg. Policy Course and to be extended later on by the Project Finance and Funding course, from a technical - not financial - perspective) including specific examples for funding opportunities
- Call documents in detail, how to understand and analyse
- How to match an idea to a call
- Call search & analysis

## Teaching Methods

The face to face course will involve presentations of relevant theoretical contents, especially on the EU project cycle, the PM tools and techniques, important aspects in management, administration and documentation etc.

Further, real life cases and examples of calls and applications as well as management tools and documents will be discussed in class and group work will be used to deepen the insight and knowledge of participants on selected topics. In class presentations will be used to share analysis results of group activities.

The course will involve 3 to max 4 E-Learning assignments (in total 12,5 units) designed to develop practical know how in students. Course participants are required in the e-learning assignments to perform individual reading, research, analysis and writing of short reports or text components. A preliminary (can still change) overview of the e-learning assignments:

- Assignment 1 (4 course units): Call research and selection
- Assignment 2 (4 course units): Matching a project idea to call priorities
- Assignment 3 (4,5 course units): Needs analysis and innovative character of a project

## Literature and Relevant Web sources

MURPHY, O. J. (2005). *International project management*. Mason, Ohio, Thomson.

EU: Project Cycle Management Guidelines

[http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101\\_en.htm](http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm)

Survival Kit for Lifelong Learning Multilateral Projects

[http://www.european-project-management.eu/fileadmin/images/downloads/Survival\\_Kit\\_EN.pdf](http://www.european-project-management.eu/fileadmin/images/downloads/Survival_Kit_EN.pdf)

Project Management Podcast

<http://www.project-management-podcast.com/>

For the humorous aspects of project management

<http://www.dilbert.com/>

## Evaluation Criteria

• <b>Classroom Participation</b>	-	<b>10%</b>
• <b>E-Learning Assignments</b>	-	<b>30%</b>
• <b>Presentation</b>	-	<b>20%</b>
• <b>Case work</b>	-	<b>40%</b>
• <b><u>TOTAL</u></b>	-	<b><u>100%</u></b>

## Late Submissions of Assignments, Papers, or other course requirements

Late submission of assignments, papers and other course requirements as stated in the syllabus leads to a deduction of points according to the following calculation scheme:

Per week of delay 5% of the points awarded to the specific course requirement are deducted from the points awarded.

### Example:

Assignment A:  
Maximum Points 100  
Achieved Points 80  
Delay 2 weeks: -10%  
Final points: 72

## The grading scale applied in this course is the following:

(1)	Excellent	100 – 93 %
(2)	Good	92 – 85 %
(3)	Satisfactory	84 – 71 %
(4)	Sufficient	70 – 61 %
(5)	Failed	60 – 0%