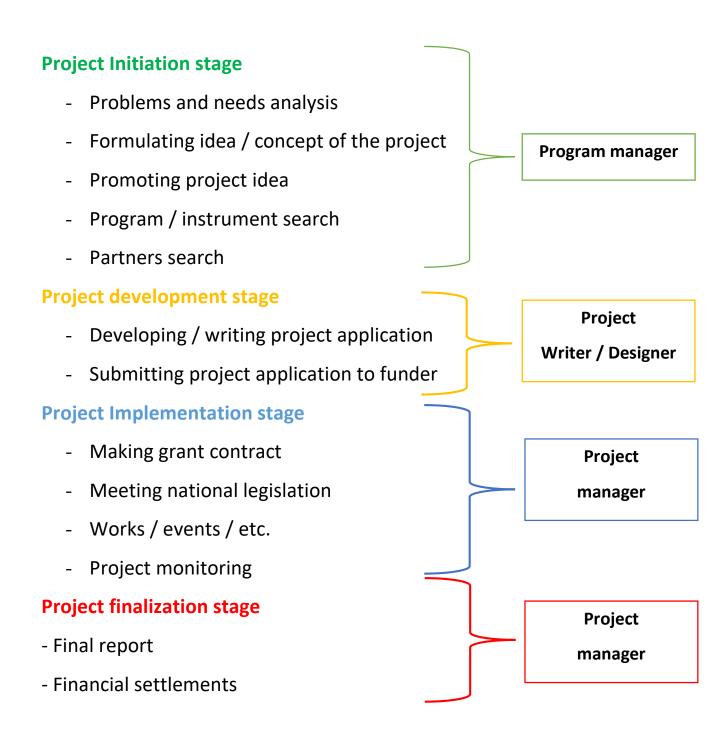
Handouts #3

Workshop "Organization of international project activities at university"

Project Life Cycle vs Functions of Projects Office Staff



Programs manager's Functions

- Analyses existing problems and needs
- Analyses existing opportunities
- Collects Programs / instruments info
- Tracks project calls
- Advises on application rules and procedures
- Prepares necessary documents
- Promotes project ideas
- Conducts partner search
- Keeps records of project applications submitted
- Tracks the results of project calls

Project Writer / Designer

- Develops projects logics and content
- Writes texts based on "project language"

Project manager

- Assists in following national legal procedures
- Provides project-related documentary support
- Monitors project progress
- Evaluates project results and impact
- Conducts / Controls reporting
- Manages projects database