

# Handouts #3

## Workshop "Organization of international project activities at university"

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### Project Life Cycle vs Functions of Projects Office Staff

#### Project Initiation stage

- Problems and needs analysis
- Formulating idea / concept of the project
- Promoting project idea
- Program / instrument search
- Partners search

Program manager

#### Project development stage

- Developing / writing project application
- Submitting project application to funder

Project  
Writer / Designer

#### Project Implementation stage

- Making grant contract
- Meeting national legislation
- Works / events / etc.
- Project monitoring

Project  
manager

#### Project finalization stage

- Final report
- Financial settlements

Project  
manager

## **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