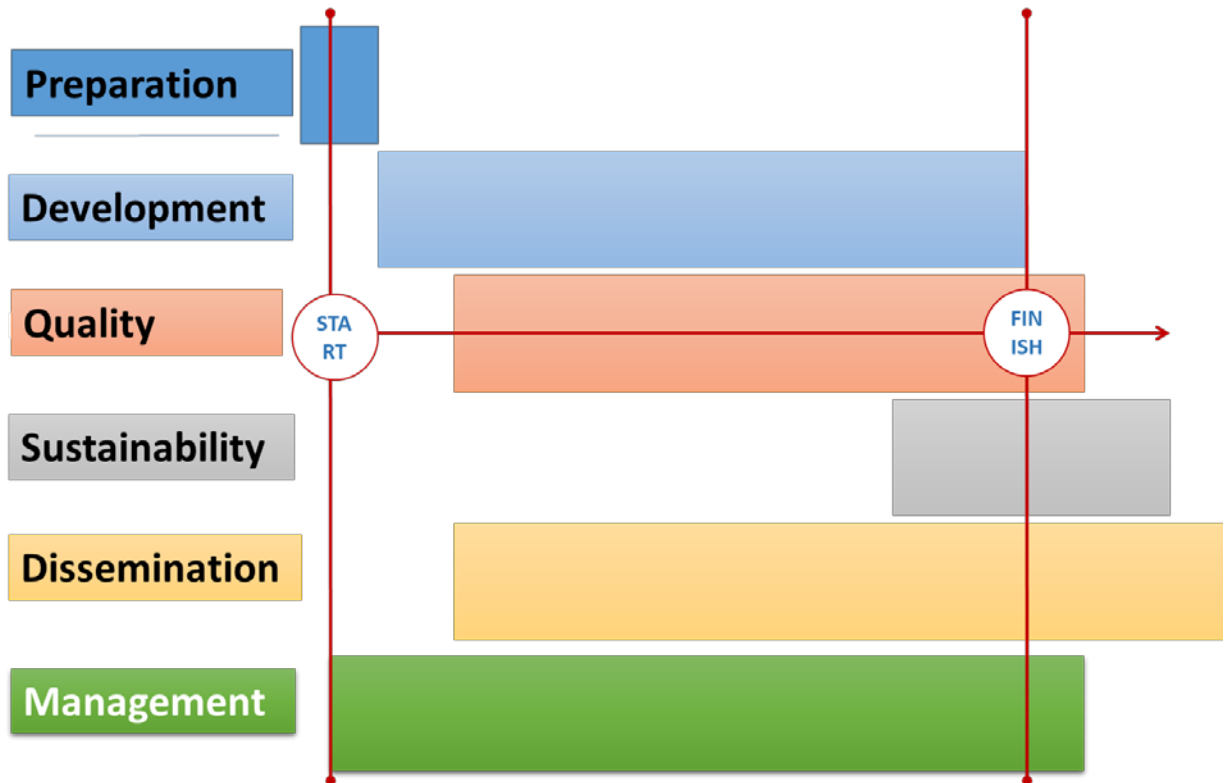


# Handouts #6

## Workshop “Work plan / Project activities”

### Typology of Project activities vs Project Life Cycle

Project activities grouped in Work Packages based on their nature



#### Preparation

- Creation of Project team
- Conclusion of the grant agreement with the donor
- Conclusion of a partnership agreement with the project coordinator, partners (“multi-beneficiary” projects)
- Measures to comply with national legislation: project/ grant approval and registration

## Development

- Data collection & analysis (desk research vs site visit, questioning, interview, study visits abroad, foreign experts / consultants site-visits, study of business processes, etc.)
- Writing reports, strategies, implementation plans, etc.
- Development of educational programs, teaching materials, e-tutorials, guides & manuals, etc.
- Development of regulatory documents (regulations, procedures, instructions, etc.)
- Creation / development of infrastructure
- Public discussions, seminars, workshops
- Testing & piloting products & services created
- Implementation & operationalization of achieved results

## Quality

- Development of a quality assessment strategy
- Evaluation of the quality of the results
- Data analysis and compilation, report preparation
- Elaboration of suggestions for improvement

## Dissemination

- Visualization strategy/project Brand book
- Social Networks
- Web-site
- Mass Media campaigns
- PR campaigns
- Development of printed information and advertising materials
- Screens, banners, posters

## Sustainability

- Establishing strong relationships with stakeholders, target groups
- Conclusion of agreements with partners
- Getting support from management, higher organizations
- Search for additional funding

## Management

- Holding coordination meetings
- Setting and distribution of tasks
- Planning of activities, monitoring and controlling implementation
- Keeping Records on implemented and planned activities
- Keeping Records available / spent resources
- Interaction with partners/ members of the working group
- Financial management (accounting book-keeping, calculation of own contribution to the project, payments on current accounts, etc.))
- Final report / audit report / balance payment negotiation