Unit 5
Main Stages in Project Planning I

EU Grants and Project Management
Jean Monnet Module

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We need to conduct a well-defined literature review/current situation analysis about the problem.

The review should include/refer to:
- Statistical information
- Relevant local/national policies
- If exists socio-economic indicators of the region
- Previous studies
Stages of Project Planning

- Preparation Stage
- Implementation Stage
- Dissemination Stage
- Monitoring/Evaluation
- Sustainability
- Reporting
Establishing the project team,
Preparing the technical and administrative support mechanisms,
Reviewing the tasks and delegation of tasks,
Organizing kick-off meeting etc.

Preparation stage is included in the project time frame!
Recommended: 1-2 months
Implementation

• Activities
• Activity Planning/Time Planning
• Gantt Scheme
• Role of the partners/assigning tasks, activities
Dissemination/Impact

How the project will share its outcomes/results/activities with stakeholders, relevant institutions and organisation?

The impact of the project?

**DISSEMINATION PLAN:**

• To whom? Target group?
• How? The method?
• At which level? Local, regional, national?
• When?
• By whom?
Dissemination/Impact

Some tools:

• Designing a web site
• Posters, Brochures, Flyres
• Reports
• Seminar, conference
• Publications
• Newsletters
• Broadcasts (TV, radio programmes)
• Exhibitions
Aim of the Dissemination

• Raise awareness: The others will be informed about what you are doing
• Engage the relevant stakeholders, get feedbacks
• Promote your outputs
• Increase the impact of your project
• Encourage others
Monitoring and Evaluation

- **Monitoring**: Activity planning, the impact of the project, outputs, budget. It is also registering the implementation phase. You might need to reschedule activities, take precautions. It is a continuous phase.
- Supports the quality aspect of the project
- Risk management? Proposed solutions?

- **Evaluation**: Succeed the project aim?
  - Mid-term reports and final report
  - Internal Evaluation
  - External Evaluation
Sustainability

How you are going to continue to deliver the benefits of the project for an extended period after the grant assistance has been completed?

- Project started
- Project implemented
- Is it over now?
Some Key Points to be Careful!
Watch out!

• There must be a “call for proposal”
• Read the “guide” very carefully
• Follow the application form
• Formulate the project in line with the priorities set in the call
• Indicate your project aim as SMART
• Indicate the innovative aspect of your project clearly
• Are you eligible to submit an application?
• What about your partnership structure? Their expertise and experience, task delegation?
• Deadline to submit the application?
Watch out!

- Proper match of budget, activities and results/outputs?
- How do you sustain the quality aspect of the project?
- Do you have a dissemination plan? Impact analysis
- How do you ensure the sustainability after the project is completed?
- Recommended to ask a third person just to read the project and get feedback
- The budget is prepared in line with the limits and rules indicated in the guide
The most competitive project! Which one will get the project?

Your project
Thank you

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