

# EU GRANTS AND PROJECT MANAGEMENT

## Jean Monnet Module

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## Stakeholder Analysis

# Stakeholder Analysis



- **Who are stakeholders?** The ones (people, institutions) who will be affected by the project results directly or indirectly, positively or negatively.
- **Why to make stakeholder analysis?** The solution/s of a problem requires the participation/ views of every actor being affected from this problem. Opinions of each stakeholder develops the feasible and real solution(s)



# Stakeholder Analysis

**A – Project Coordinator:** Prepares the project in cooperation with the partners

**B – Project Partners**

**C – Target group(s):** will be affected by the project directly and positively. You realize the project mainly for this group.

**D – Stakeholders/Beneficiaries:** Groups that will be affected by the project positively and negatively

# COORDINATOR and CO-APPLICANTS/ PARTNERS?



# COORDINATOR and CO-APPLICANTS?

## COORDINATOR

- Prepares the project
- Responsible to coordinate the proper implementation and reporting
- Submits the grant application/project
- Main contractor

## PARTNER/CO-APPLICANT

- Contributes in preparing the project
- Has tasks/responsibilities of specific activities acc.to its expertise area
- Benefits from the grant

# Practice: Team work





## Strategy Analysis





# Strategy Analysis

- Deciding about our capacity (infrastructure, expertise, human resource)
- Being aware of our SWOT
- **Determines the feasibility of the project**

# Key points in deciding about your strategy

- Costs
- Stakeholders
- Time table
- Existing resources
- Potential and capacity
- Political feasibility
- Efficiency and impact
- Social acceptance
- Urgency

# Activity and Activity Planning

**Activity:** “All the works/tasks/operations to be realized in order to achieve the project’s aim and the proposed expected results/outputs”

**Activity Planning:** the planning of the works/tasks that are proposed to achieve the project aim.

It aims to succeed the project aim by managing the main and sub-activities, specifying the needed means and resources (staff, technical equipment etc.), and contributes to determine the project budget

# The skeleton of the project

- How you are going to succeed the project aim? Through which activities?
- **Do not confuse “activities” and “project aim”**

To organize Erasmus information seminars to the students in order to increase awareness on international mobility?

AIM or ACTIVITY?





**AIM: To increase the number of international mobility**

To train the staff at Project Office

To organize information seminars

To increase cooperation agreements



**MAIN ACTIVITY**  
To give training

Determination of  
the trainers

Selection of  
Participants

Preparation of  
training  
materials

SUB-ACTIVITIES

# Formulate your activities as SMART

**S : Specific**

**M : Measurable**

**A : Achievable**

**R : Realistic**

**T : Time-related**



# Activities

**What** is the activity? Define it

**Where** the activity will take place?

**How** the activity will be realized?

**When** the activity will take place?

**Who** will be implementing the activity?



# Main Stages of Activity Planning

1. Determine the main activities
2. Determine the sub-activities
3. Order the activities
4. Determine the start and end dates of the activities
5. Determine the total time for all activities and determine the critical activities
6. Determine who is going to be responsible from each activity

# Ordering the Activities

## MAIN ACTIVITY

Activity 1.1.....

Activity 1.2.....

Activity 1.3.....

Activity 1.4.....

Activity 1.5.....

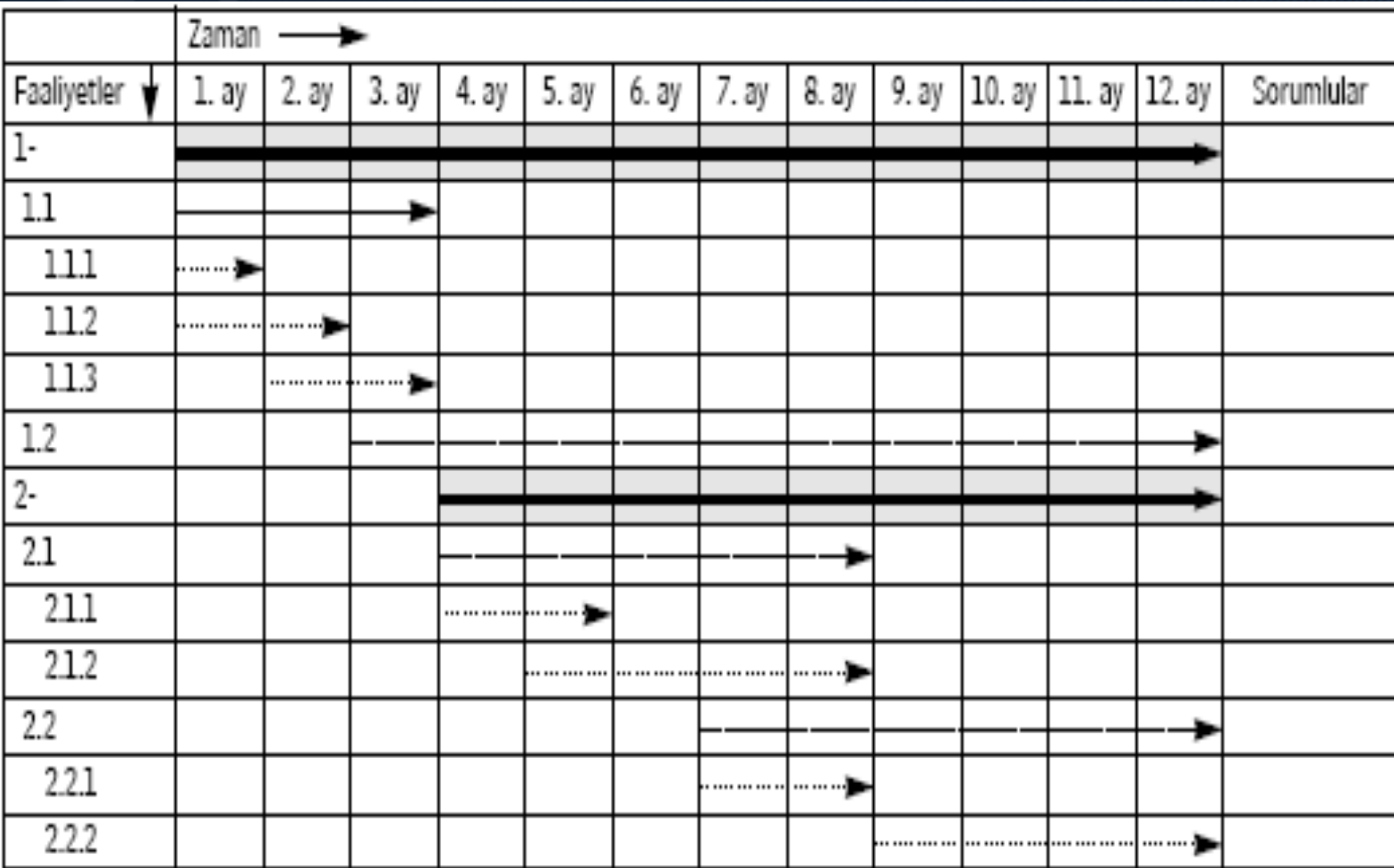
Activity 1.6.....

Activity 1.7.....

Activity 1.8.....

Activity 1.9.....

# Gantt Scheme





# Work Package

- WP 1 : Preparation of Training Materials
- WP 2: Organizing Information Seminar
- WP 3 : Preparing Dissemination Materials



# Example

## **5. Organization of Information Seminar**

5.1. Preparation of information brochures

5.2. Announcement of the seminar

5.3. Conducting questionnaires at the end of the seminar



# Find the mistakes

## **2. To give training to the staff at International Office**

2.1. Selection of participants

2.2. Preparation of training material

2.3. Preparation of Information Brochures for students

2.4. Design of the web site



# Find the mistakes

## 2. To give training to the staff at International Office

2.1. Selection of participants

2.2. Preparation of training material

2.3. Preparation of Information Brochures for students

2.4. Design of the web site

# Cost of each WP

## 2.To give training

### Sub-Activities?

2.1. Determination of trainers

2.2. Preparation and publication of training material

- To calculate the cost of each activity (Needs Analysis)
    - 4 Trainer (20 working day\* 50 Euros\* 4) =4000 Euros
    - 50 set of Training Material ( 50 Euros/per set\*50)=2500 Euros
    - Technical Equipment (Computer, Projector)= 1800 Euros
- Estimated cost of the activity= 8300 Euros





# Main Activities

## **1. Preparation**

- Sub-activities

## **2. Implementation**

- Sub-activities

## **3. Dissemination**

- Sub-activities

## **4. Monitoring and Evaluation**

- Sub-activities

## **5. Visibility**

- Sub-activities



# Watch Out!

- Activities are relevant and serve to realize my objectives?
- Check your problem analysis tree to find out activities
- Sequence of activities, who is responsible from which activity?
- Stakeholder analysis – Partners' expertise area
- Budget and activities are properly matched?

# Activity Planning Practice: Team Work

1. List the main activities
2. List the sub-activities
3. Put them in order
4. Determine the start and end date of each activity
5. Determine the responsible partner for each partner





**Verifiable Indicators of Achievement**



# Performance Indicators

- Performance indicators shows how we measure the aim, activities and outputs we proposed in the project
- It refers to qualitative and quantitative aspects in defining these activities, aim and outputs
- Indicators also helps for monitoring and evaluation of the project.
- Each indicator (if possible) should include quantity, qualification, place or time.

# How to formulate performance indicators?

## **Project Aim:**

To give entrepreneurship training to the students

### 1. Add quantity:

To give entrepreneurship training to 150 students

### 2. Add quality:

To give entrepreneurship training to 150 students of X school who are at their last year for graduation

### 3. Add time:

To give 3 months entrepreneurship training to 150 students of X school who are at their last year for graduation.



## Means of Verification

# Means of Verification

- Means of Verification consists of all documents, reports and other sources to control the achievement of performance indicators.
- These can be regular reports, progress reports, statistical reports, project documents etc.





# Practice: Team Work

