

Start Your Project Challenge B2

I can plan and implement my project with a team.

Core Entrepreneurial Education



Start your Project



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Erasmus+ Programme
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KIRCHLICHE
PADAGOGISCHE
HOCHSCHULE
WIEN/KREMS



Overview of all Phases of a Project 1 / 2

Planning Phase



Step 1:
Idea + Goals

Step 2:
Team

Step 3:
Environment

Step 4:
Logical framework

Step 5:
Work packages

Step 6:
Dates

Step 7:
Costs



Proposal



Assignment

Overview of all Phases of a Project 2/2

Execution Phase



Step 8:
Project start

Step 10:
Monitoring

Step 9:
Project manual

Step 11:
Project marketing

Closing Phase

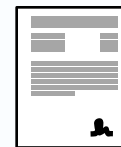


Step 12:
**Close-out
Dissemination
Reflection**



Progress Reporting

Completion

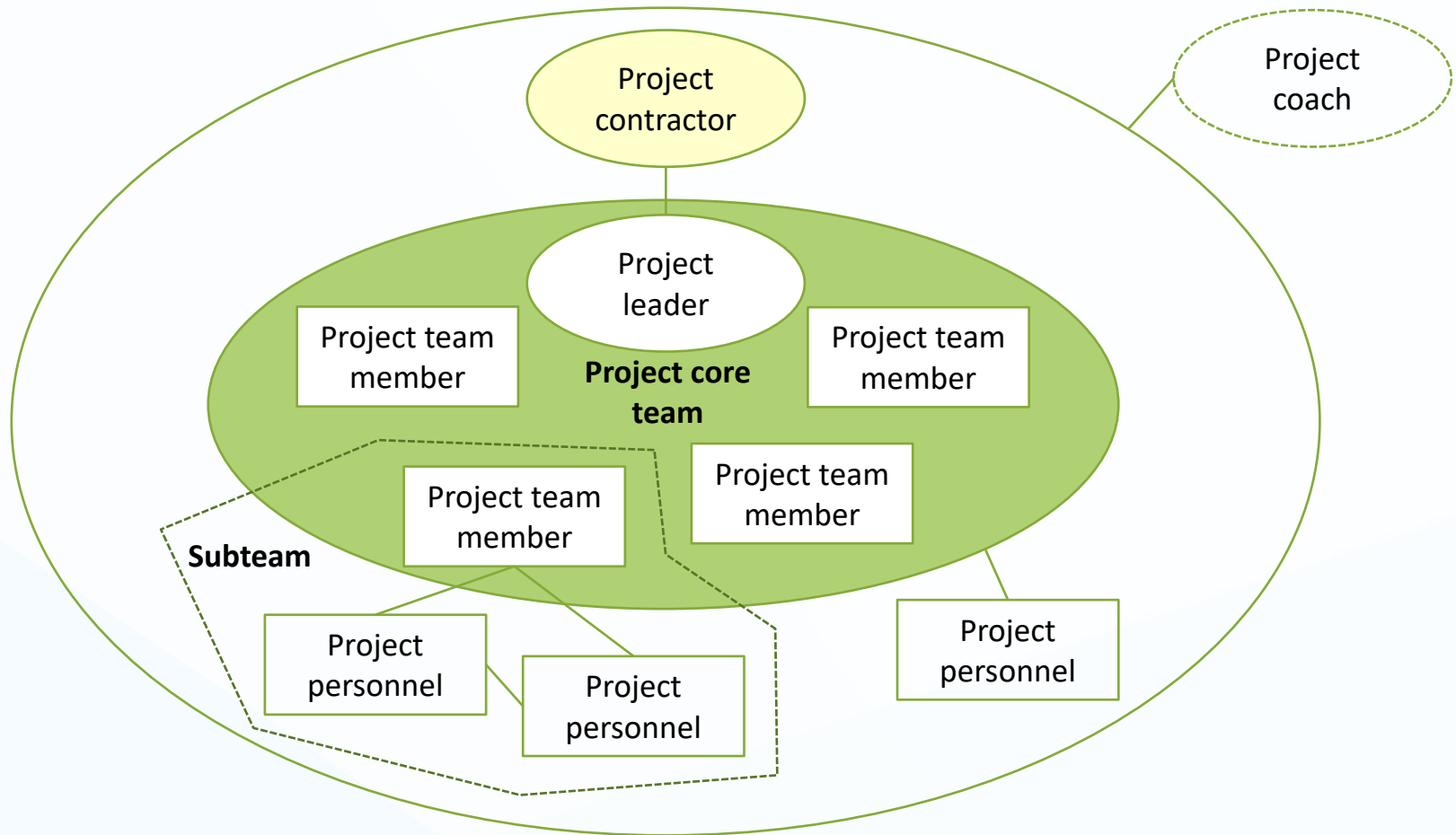


Acceptance

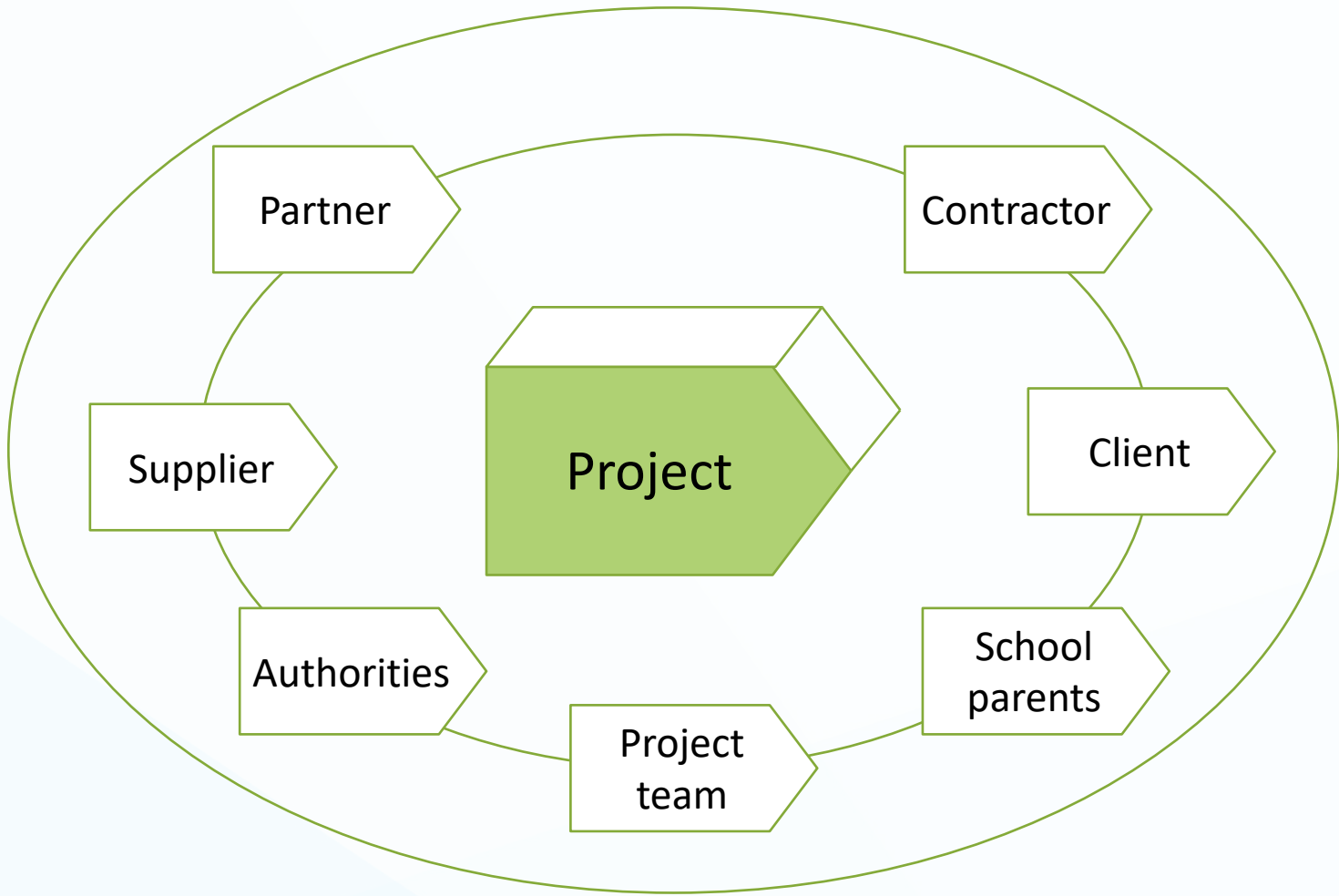
Step 1: Project Idea and Goals

	Meaning	Description
S	Specific 	Goals must be clearly defined (not vaguely, but as precise as possible).
M	Measurable 	Goals must be measurable (i.e. you need concrete criteria for measuring the progress).
A	Accepted 	Goals must be agreed on by all recipients (also stands for: appropriate, attractive, achievable or ambitious).
R	Realistic 	Goals must be attainable (reachable).
T	Timely 	Every goal needs a clear time limit, specifying by when it has to be reached.

Step 2: Team building and Roles in a Project



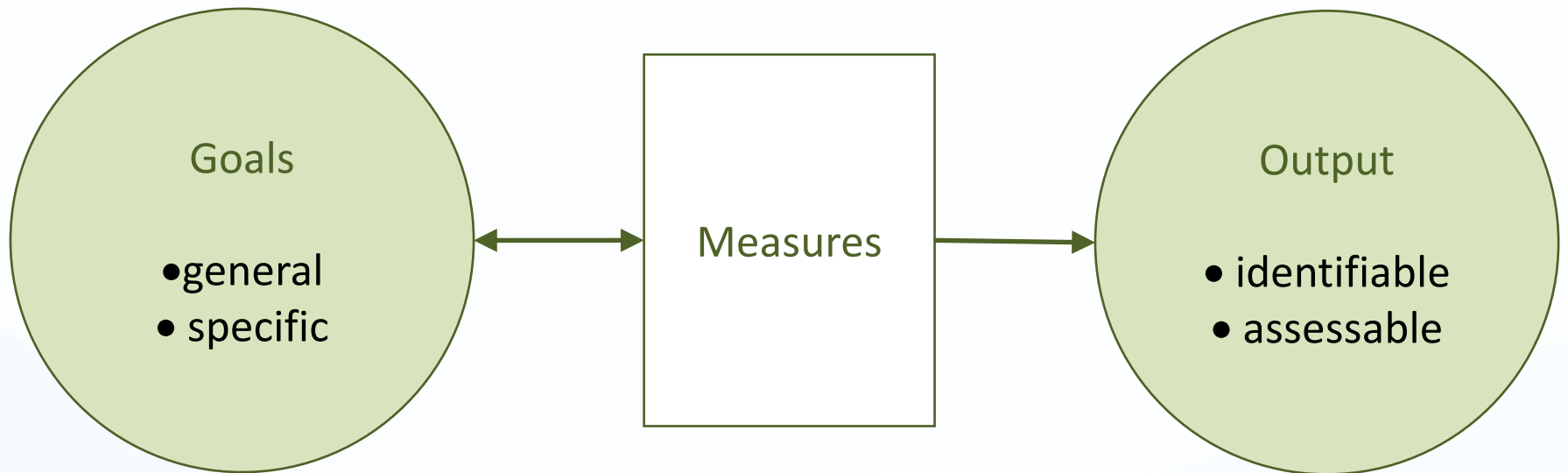
Step 3: Project Environment and Stakeholders



Step 3: Project Environment and Stakeholders

Action plan project: "..... 20.."				
Stakeholders	Problems/Positive results	Consequence	Measure	Who
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Step 4: Logical Framework



Step 5: Work Packages

Put down the following information for each work package (WP):

- Name of the work package
- Number of work package (WBS Code)
- Start (from)
- End (to)
- Responsible parties
- Description of the activities to be carried out
- Any prerequisites for the implementation
- Outcome/products

Step 6: Dates – Project Progression

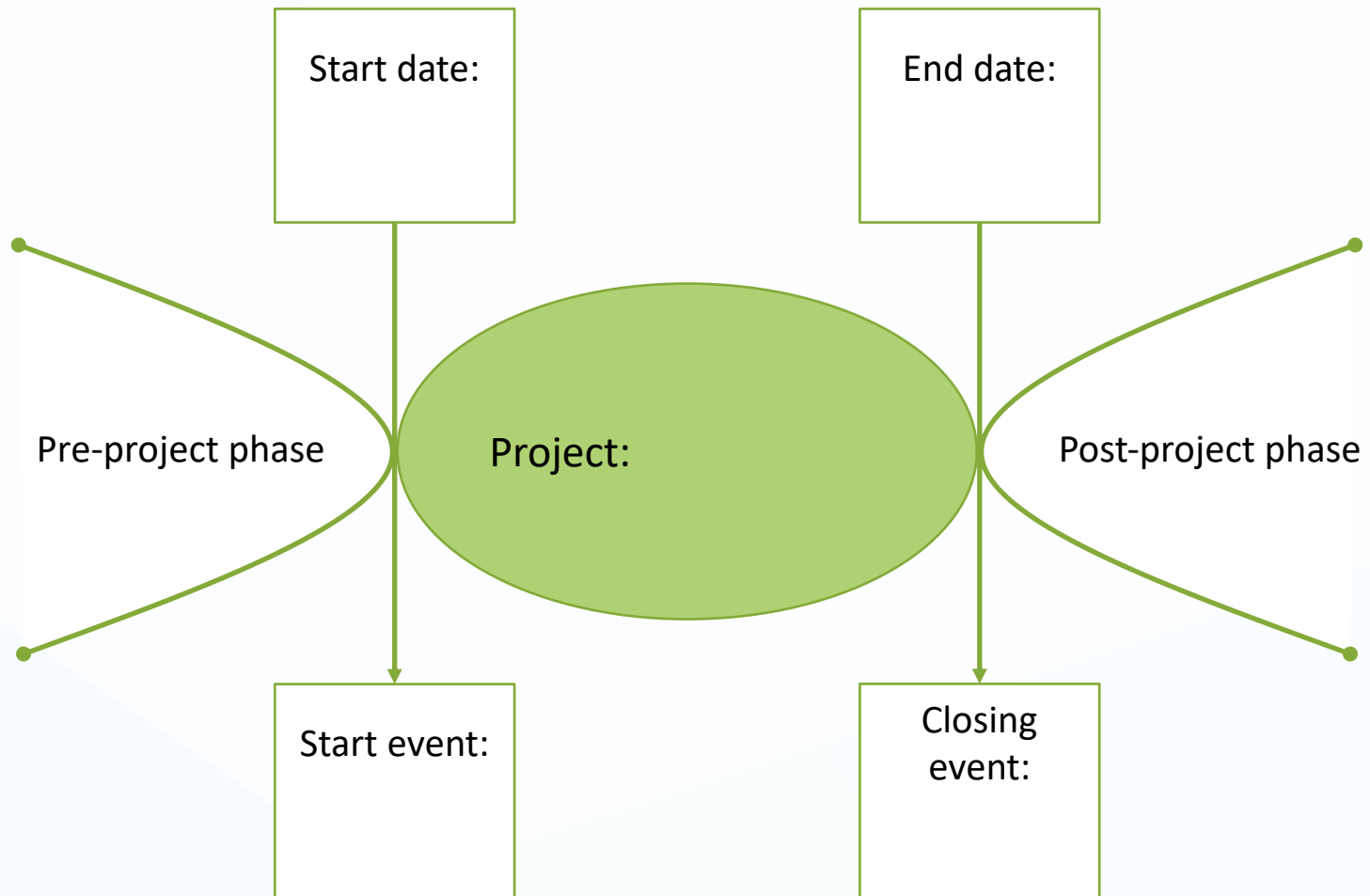
When?

Who?

What
deliverables?

Time
→

Step 6: Dates – Project Progression (Time Structure)



Step 7: Resource Plan and Cost Budget

Resource Plan/Cost Budget Project: "..... 20.."						
Phase/Work Package		Resource requirements			Costs in €	
WP - No .	Name	Resources needed	Unit	Quantity	Price per Unit	Total costs
1.1						
1.2						
1.3						
1.4						
1.5						
1.6						
Total						
Actual total expenditures						
Actual total expenditures for the school						
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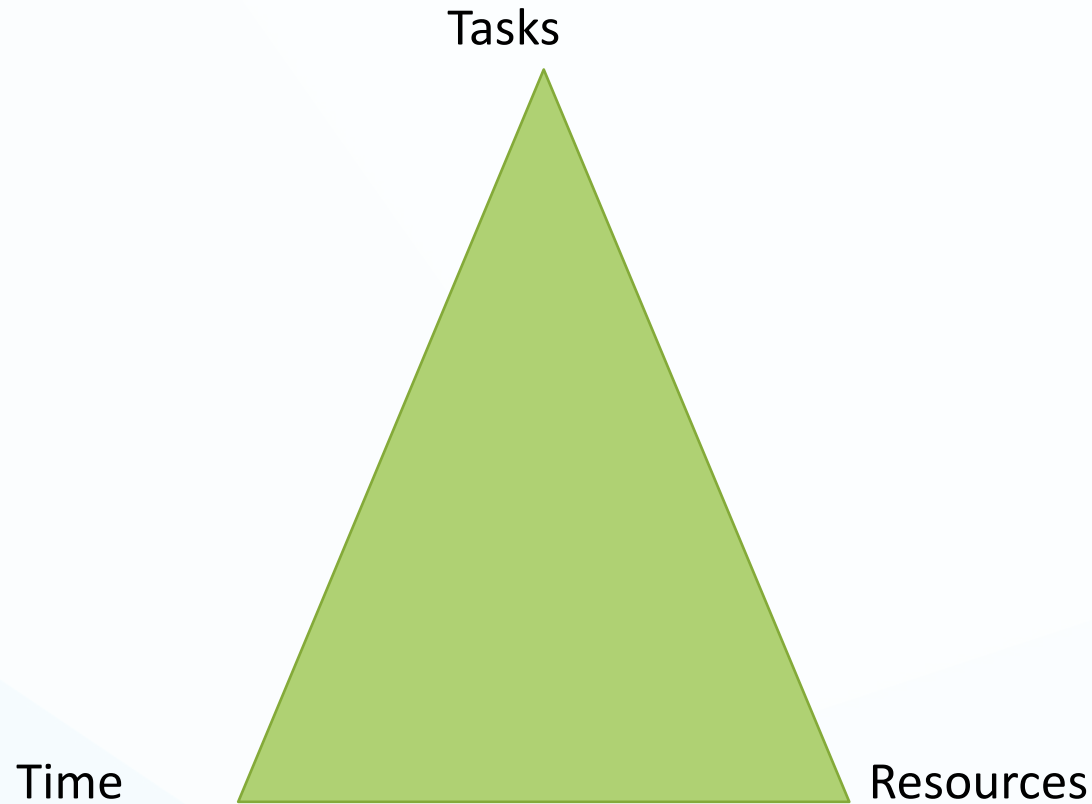
Step 8: Project Initiation



Step 9: Project Definition and Project Manual

Project Definition		
Project Name:		
Project contractor and Project partner:		Project management:
Start event: Closing event:		Start date: End date:
Pre-project phase:		Post-project phase:
Goals:		Non-Goals:
Project phases/main tasks:		Necessary resources/costs:
Link to strategies, projects, and other activities (offered by the school):		
Project team members:		Project personnel:
Date:	Project contractor:	Project manager:

Step 10: Execution and Project Monitoring



Step 11: Project Marketing

Which media can you use?

- Folder
- Newsletter
- Information sheets/leaflets/handouts
- Websites



These are particularly suitable channels to serve the purpose of project marketing.



Step 12: Project Completion and Reflection 1 / 2

PROJECT COMPLETION REPORT	
Overall impression:	Reflection: Achievement of objectives
Reflection: Tasks/Deadlines	
Reflection: Resources/Costs	
Reflection: Internal organisation/environmental relationships	

Step 12: Project Completion and Reflection 2/2

Performance evaluation (Project contractor, Project manager, Project personnel)		Lessons learned (summing up experiences and suggestions for improvement)	
Planning post-project phase, remaining tasks			
To-do		Responsible party	Deadline
Project acceptance			
(Project contractor)		(Project leader)	
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