

## H2020 Project Management (1 day)

**Description:** Advanced course on how to manage an H2020 project: Roles and responsibilities within the Consortium, IPR and risk management, cost statements, periodic and final reports.

**Target:** Project managers and Coordinators, administrative personnel involved in research projects.

**Benefits:** Understanding the administrative and management tasks in H2020: scheme and schedule of the project reports, the main steps during the project lifetime, the internal relationships between the partners and the coordinator.

Time	Item
09,30	<i>Scheme of the course. Overview of a project Consortium: role and responsibilities of the Coordinator, Partners, Sub-Contractors and Third Parties</i>
10,00	<i>Analysis of the Grant Agreement and its Annexes, overview of the Financial Guidelines</i>
11,00	<i>Compulsory Consortium Agreement, analysis of the DESCAs model. Background and foreground: principles of IPR management</i>
11:30	<i>Coffee break</i>
12,00	<i>Steering Committee, Coordinator, Quality Manager, Risk Manager, WP Leaders and Task leaders: roles and responsibilities.</i>
12,30	<i>Management instruments: Gantt Chart, Milestones, Project Quality Plan. Deliverables and Internal review</i>
13,00	<i>Lunch break</i>
14,30	<i>Risk management and contingency Plan</i>
15,00	<i>Budget Control, Internal reporting and eligibility of the expenses</i>
15,30	<i>Detailed cost statement in the Web procedure, resume of the costs in form C, certificate on the financial statements</i>
16,30	<i>Periodic reports, project review, deviation from the DoW, final report and report on the distribution of the EU Grant</i>
17:30	<i>Closing of the course</i>

**Cost:** €350,00 +TVA 21%

**Included:** Training material, coffee break, sandwich lunch

**Not Included:** Travel to Brussels, Accommodation