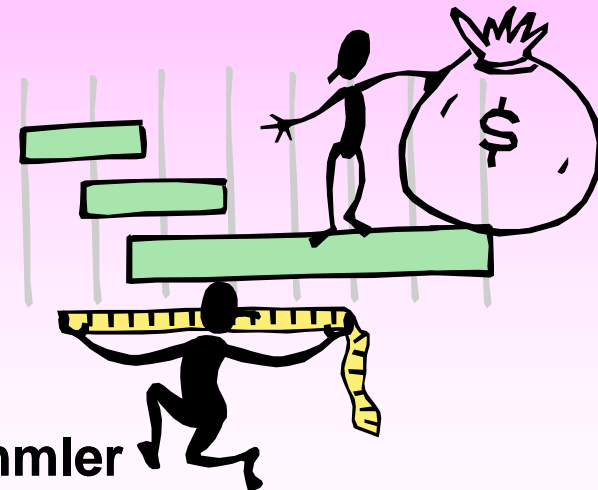


BaltActHaz

Kick-off Meeting

„Project management”

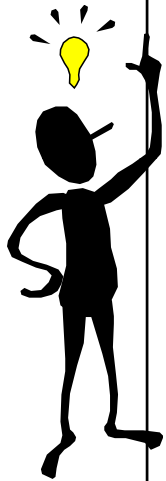
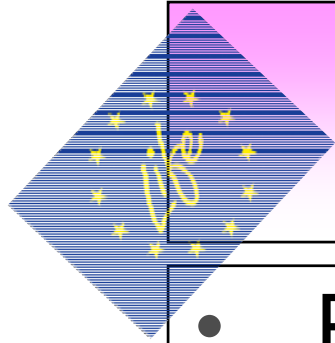


Heidrun Fammler
Baltic Environmental Forum Group
4 February, 2009



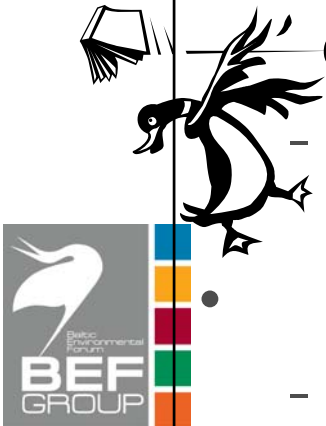
What is a project?

- Projects are complex tasks, which are
 - new and unique
- and have to be fulfilled
 - in a specified time-frame,
 - in a interdisciplinary team consisting of different hierarchic levels,
 - with limited resources and
 - with an own organisational structure



This means?

- Projects are not meant to be a part of day-to-day work, but should have an added value and specific results
 - Of course, we need to learn to define parts of our day-to-day work as “specific project” and define special results
- “Specified time-frame” relates to project start and end
 - Activities outside defined dates are “not eligible” for the defined funding and cannot be counted for project report
- Results are measured in monetary terms
 - Funds are awarded in exchange to good performance



More explanations...

The project team must consist of all skills you need for its implementation:

- managerial staff, experts, junior staff, technical staff, financial staff
- The hierarchy must be defined and can differ from the organization's hierarchy! (difference between position in the organization and skills in the project!)

Limited resources:

- The project budget shall be estimated as detailed as possible because usually it cannot be exceeded

Tasks must fit to available budget and not vice-versa!

- It is important to be detailed in budget planning, but as well to be smart in leaving flexibility to change later purpose of certain funds





Project management structure

☐ limited time-frame

☐ defined goals

☐ complex

☐ new

☐ specific organisation

☐ limited resources

☐ well-defined

☐ high risk

Project Management

☐ challenge of leadership

-plan

-steer

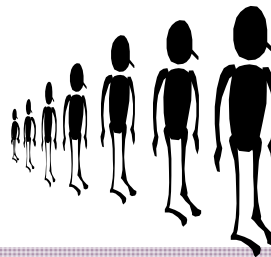
-decide

-control

-motivate

☐ Institution, Role which performs these tasks

☐ Methods and instruments in this field

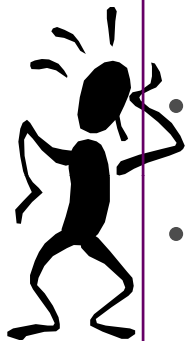


Management levels at BaltAct Haz

1. Contracting level: bilateral:
 1. EC - BEF EE,
 2. **BEF EE - partners**
2. Country coordination: BEF's as defined lead
3. Action level: multinational groups, lead defined
4. Donor level: country based, partly triangular contracts
5. At each partner: coordinator and team
 1. ***Are all our roles clear for us?***



Basic Elements of project design



- | | |
|-----------------------|--|
| • Overall goal | What do I want to achieve in general? |
| • Detailed objectives | What do I want to achieve in more detailed, concrete form? |
| • Target group | Whom do I address with my project, who benefits from it? |
| • Activities | What will be done, which single steps are needed, which methods applied? |
| • Expected results | What will be the outcome of the project, what will have changed? |
| • Deliverables | What shall be the concrete products? |
| • Project team | Who shall do which tasks |
| • Time schedule | Which action shall happen when: schedule, milestones, detailed plan |
| • Budget | How much it shall costs: by budget positions, by actions |





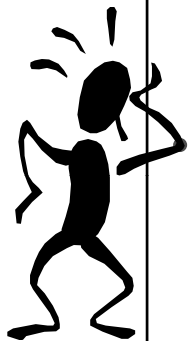
Time management in a project

- Actions and involved partners (C Forms)
 - General start, end, duration of the activity, roles & outputs
- Milestone setting for deliverables (C Forms)
 - Reports, events, publications
 - Preparatory actions - sequential implementation actions
- Detailed action planning (to do here)
 - leader and involved partners: agreements on deliverables
- Detailed personal work planning (to do at home)
 - me and my actions
- Resource planning (detailed budget & checking!)
 - Budget by actions: time allocation per activity





And in reality?



- Leaders: Be aware: results from all involved partners never appear in time
 - plan progress feed backing rounds and keep contact!
- Actors: there is always room for negotiation
 - But: we need early warning if you cannot manage
 - The results of the actions depend on all actors, think in team!
- We are measured by fulfilling the indicated table of deliverables in the LIFE Forms
 - Reasons why to start earlier or later or why some action has not finished must be well justified
 - There is NO EXCUSE for web site delays – they check!!!!
- Resource constraints: negotiation among action leaders and new agreement on priorities

