

Project Management 'Best practices' Catalogue



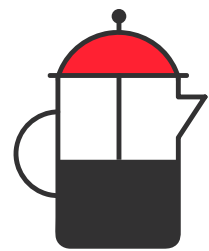
Get Ready: a co-designed Training program on career guidance (2021-2-RO01-KA210-YOU-000051498) is the first project co-financed by the European Commission, through ERasmus+ programme, that EvoCariera has coordinated.

During the project implementation, we have documented our experience as an Erasmus+ beginner NGO, accompanied on this journey by experienced partners, thus gathering a series of best practices, as part of our wish to support other peer organizations undergoing similar experiences.

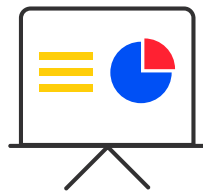
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Cuprins



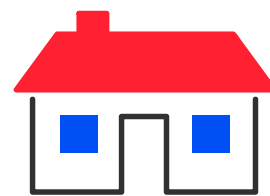
Choosing the
partners



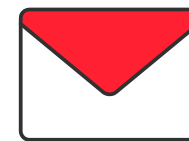
Activities planning
and Financial
planning



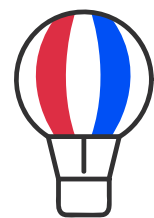
Human Resources
Management



Risk
Management



Monitoring and
Evaluation



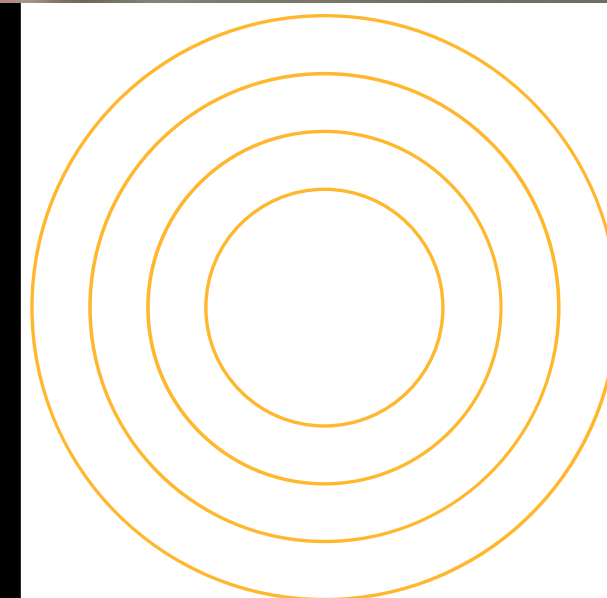
Conclusions
and
Recommendations



Find your tribe!

CHOOSING THE PARTNERS

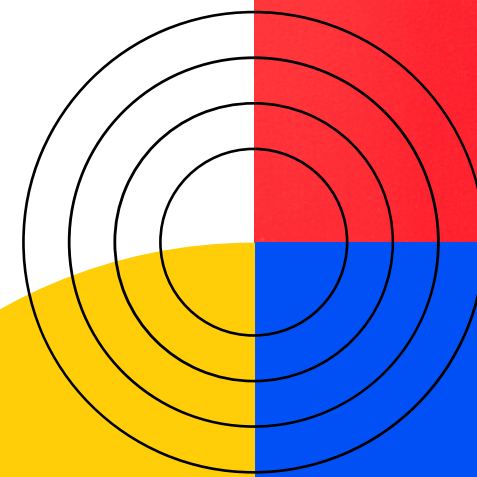
- Identify relevant criteria for choosing partners (e.g. shared values, compatible expertise, previously implemented projects, etc.);
- Get in touch with friendly organisations with more experience in implementing Erasmus+ projects who know your organisation and can recommend partners;
- Use the platforms provided by the European Commission to identify partners (e.g. Epale):
- Set up an online get-to-know-you meeting with several potential partners where you assess the degree of compatibility before choosing your "tribe".



Plan & spend wisely!

ACTIVITIES & FINANCIAL PLANNING

- Write the project together with the partners and make sure that the proposed activities are clear, logical and necessary for all partners for a smooth running of the project
- Carefully calculate the budget for each activity, taking into account human resource costs, materials needed and other costs (e.g. material design, printing, translation, etc.).
- Make sure you have a person responsible for budgeting and updating who liaises with the organisation's accountant
- Clarify with the National Agency any questions you have about budgeting after carefully reading the Erasmus+ guide



Take care of your people!

HUMAN RESOURCES MANAGEMENT

- Identify and set up from the outset the roles needed in the project and a list of responsibilities for each (e.g. project manager, financial officer, communication officer, etc.).
- Clarify the team's expectations of how we work (what we communicate, how often and how)
- Normalise giving and receiving feedback, focuses on finding solutions and not on finding a "scapegoat" when errors occur
- Stay close to people, appreciating their work, celebrating every step taken together and openly discussing possible grievances





Understant, manage & minimize the risks!

RISK MANAGEMENT

- Analyse at the outset all possible risks of the activities identified in the project in order to calculate additional time, budget and resources
- Following the analysis, sets up a set of procedures and best practices validated with partners in order to avoid them
- Find out from the resources made available by the National Agency about possible risks and ways to address them
- Discuss with friendly, experienced organisations about possible risk areas and ways to manage them



Start, stop, continue!

MONITORING AND EVALUATION

- No matter how well you have planned your activities, they will undergo changes and adjustments, so monitoring status is essential for good adaptation
- Set regular follow-up actions based on the plan in the application and keep a project meeting minute noting all commitments (actions taken, responsible and deadlines)
- Avoids postponing the monitoring of results and only carries them out during the periods announced by the National Agency
- Carries out results monitoring with partners and constantly communicates with them on their status and needs in order to meet the objectives

Conclusions and recommendations

EXPERTS & COLLABORATION

Look for expertise, shared and compatible values when choosing partners for a project idea

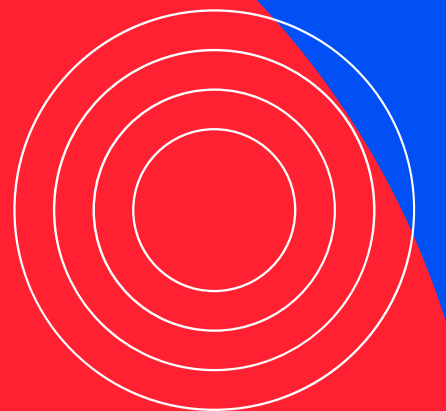
PLAN, ORGANIZE, COMMUNICATE

Plan actions, human resources, budget and time based on previous experience and the scope of the objectives set; organise constant working meetings and communication; communicate the status of the whole project team

RESULTS - ORIENTED

Always keep in mind the project objectives and expected outcomes so that you can adjust the plan to achieve them.

To keep a close eye on the project results, use the project management document templates we offer you, [here](#).



A big thank you to our partners, CVCN & EDUQ, you have set a high standard for future project partners! We have learnt valuable lessons and we feel privileged for having had the chance to work together!

To our beneficiaries, we hope that the results of this project will be a real support in your work with the youth community, helping you to accompany them in making their career or academic choices.

To the National Agency, thank you for all the support and feedback during the project phases; this collaboration gave us the courage to apply with new initiatives!



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