

# Youth Phoenix

Project Management Training



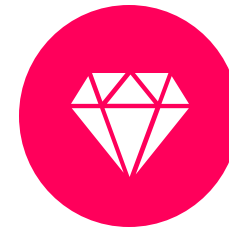
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# Project management

Uniunea Studentilor din Romania



Getting to know  
each others and  
expectations



**CONTENT**



**QUESTIONS AND  
FEEDBACK**



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# WHAT DO YOU WANT TO LEARN TODAY?

Mentimeter YOU CAN USE  
MENTIMETER  
[www.menti.com](http://www.menti.com)



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YOUTH PHOENIX



# WHAT IS PROJECT MANAGEMENT?

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- Management
- Projects vs. Programs
  - Difference at the level of duration/resources:
- Project Writing:
  - Internal
  - External: Funding calls (funding application form) or Sponsors (presentation folder)



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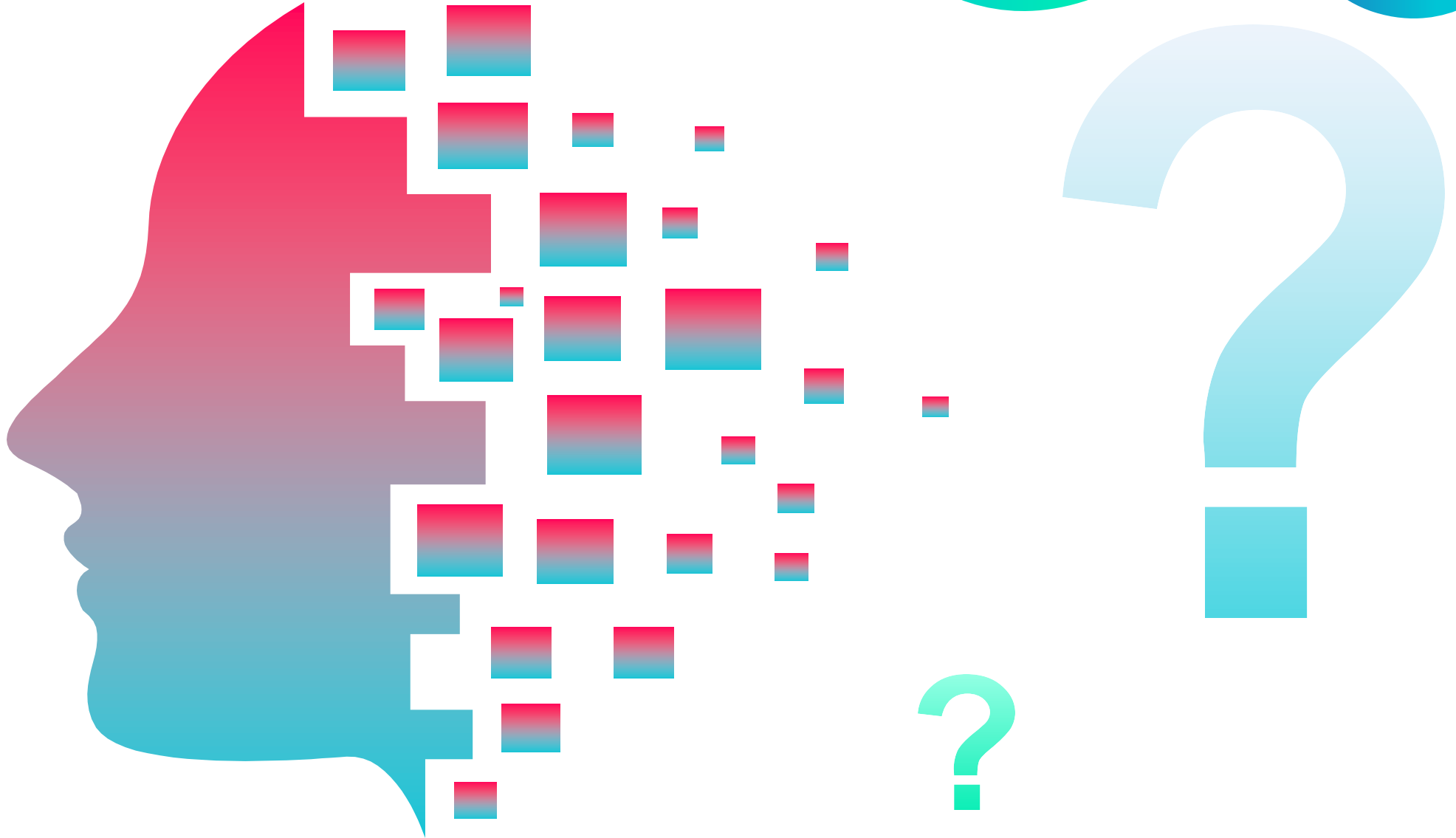
# Fazele managementului de proiect



# NEEDS



- TARGET GROUP
- ANALISES/STUDIES FOR YOUR PROBLEM/NEED
- JUSTIFICATION

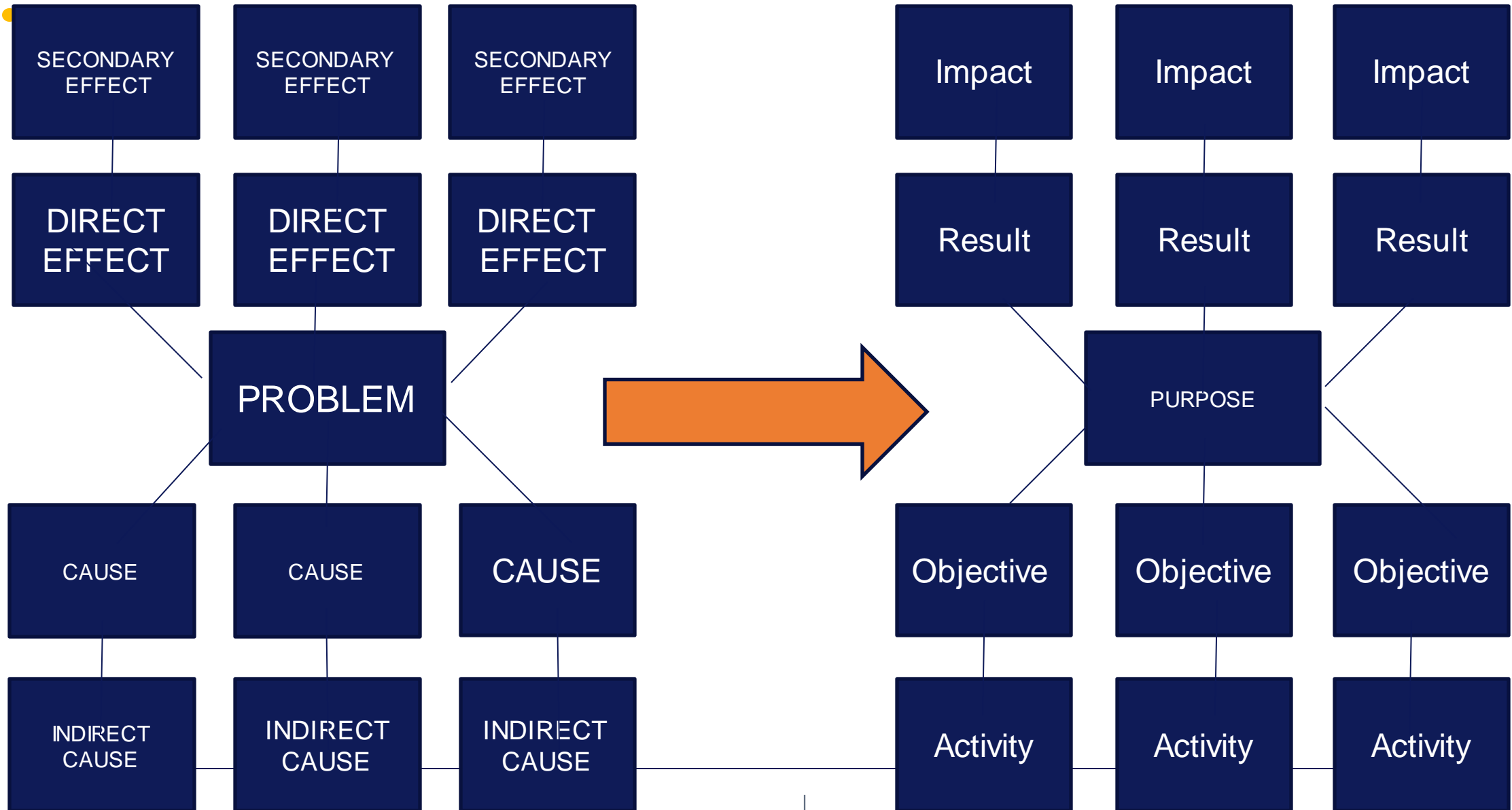


# WHAT NEEDS YOU SEE IN THE COMMUNITY THAT YOU ARE FROM?

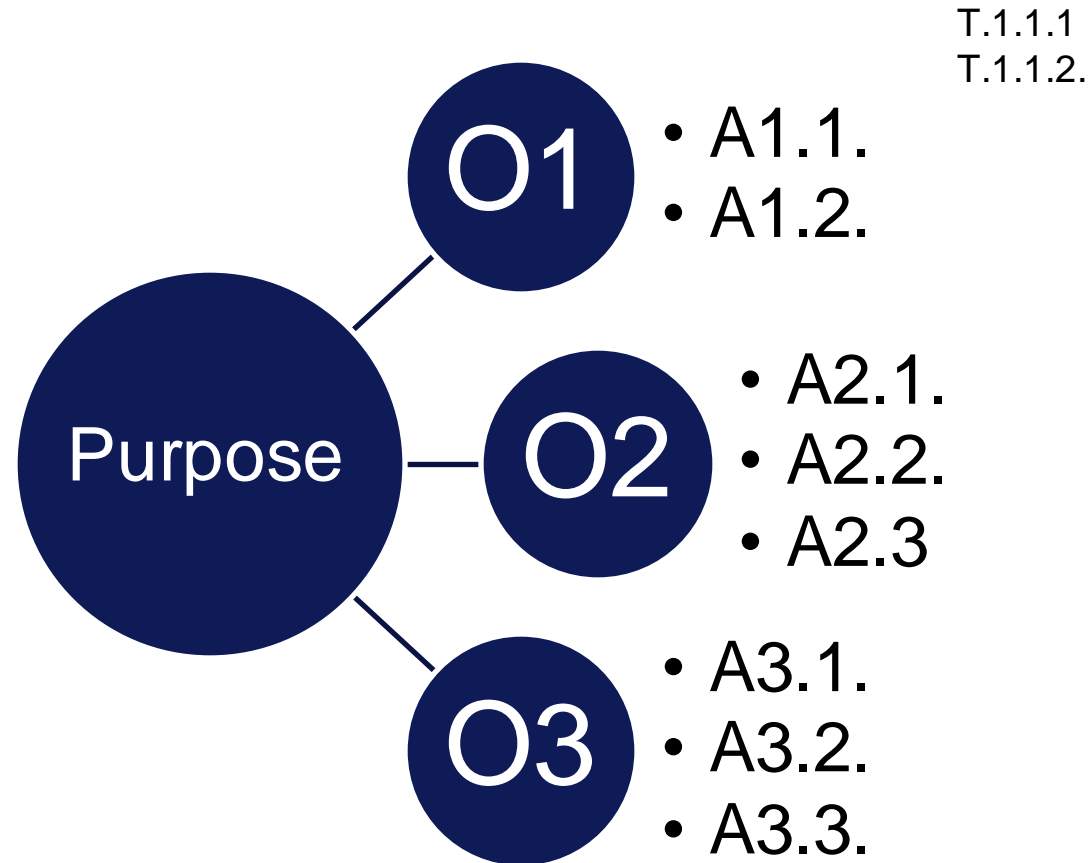


- EXAMPLES WITH YOUNG PEOPLE

# TREE OF PROBLEM AND SOLUTION



# Divization of Project



# SCOPUL



- **SHORT AND STRAIGHT**
- **5-7 WORDS**
- **COMPREHENSIVE**



## GOOD

1. Enhancing collaboration among volunteers.
2. Promoting healthy lifestyle behaviors.
3. Increasing youth engagement in democratic life.

## NOT SO GOOD

1. Enhancing collaboration and training of volunteers **within association X.**
2. **Organizing** a conference on global warming.
3. Increasing youth engagement in democratic life **over a period of 12 months.**

# SMART OBJECTIVES



Specific



Measurable



Achievable



Relevant



Time



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# Objective - exemple



## GOOD

Developing teamwork skills for 20 association volunteers over a period of 2 weeks.

Increasing awareness of a healthy lifestyle among 1000 young people over a period of 2 months.

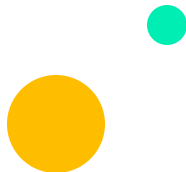
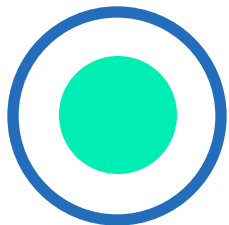
Enhancing communication between local decision-makers and 20 young people over a period of 1 month.

## NOT SO GOOD

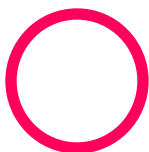
- Developing teamwork skills for 20 association volunteers over a period of 2 weeks **through the organization of 2 training sessions.**
- Increasing awareness of a healthy lifestyle **and** the importance of sports among 1000 young people over a period of 2 months.
- **Conducting** consultations for decision-makers and 20 young people over a period of 1 month.
- - Developing project management skills over a period of 10 days (not measurable).



# APLICATIE



**Lets make an smart objective :)**



# And 3 activities from one objective



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# Diagrama Gantt



Source:  
<https://www.sprintzeal.com/blog/gantt-charts>





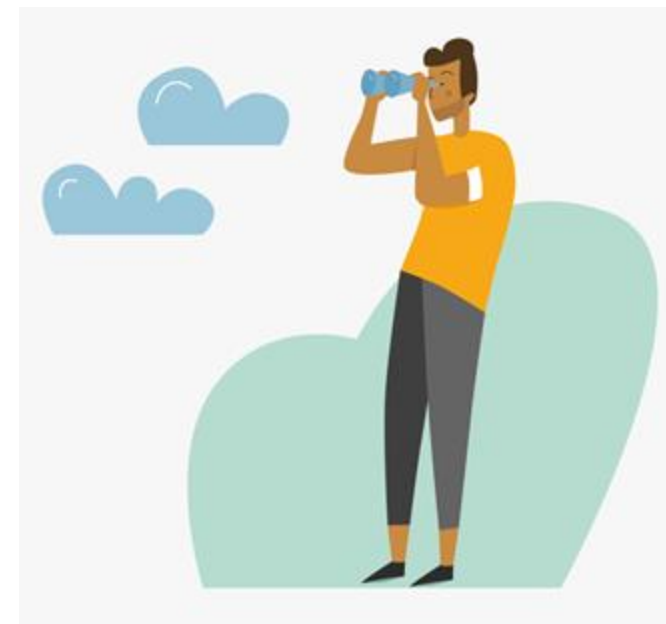
## What is monitoring?



Monitoring is the management activity through which the progress of the project is tracked.

Monitoring is used for:

- Completed tasks
- Responsible parties
- Quality



# TASK PRIORITIZATION



## The Eisenhower Decision Matrix



Five days before the team-building event, the project manager needs to address the following tasks:

1. Purchase train tickets.
2. Prepare the materials required for all activities.
3. Make payments for accommodation and meals.
4. Take some relaxation time by watching a movie.
5. Send the number of participants to the accommodation (already delayed by 2 days).
6. Shop for team-building supplies.

Put each task in one box.

# SWOT Analysis



Internal  
Factors

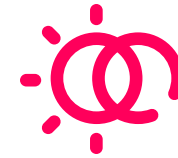


**Strength**

Puncte tari.

**S**

**W**



**Weakness**

Puncte slabe

External  
Factors



**Opportunity**

Oportunitati

**O**

**T**



**Threats**

Amenintari

# Budget



Expense categories:

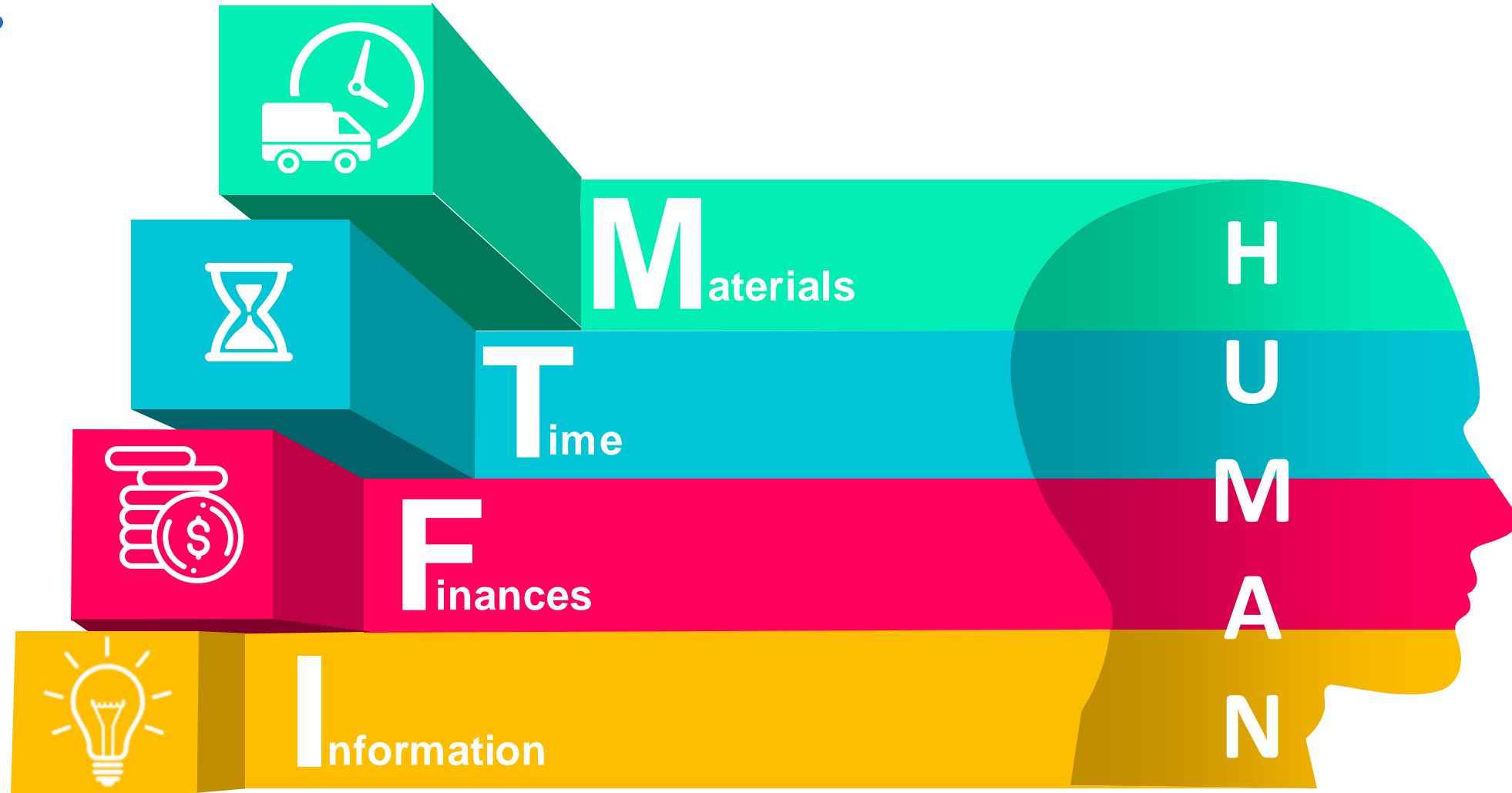
1. Salaries - contracted copyright/employment rights.
2. Accommodation.
3. Meals.
4. Treats.
5. Transportation.
6. Training services.
7. Consumables.
8. Promotional expenses.
9. Rent for rooms/equipment.



NR	TYPE OF EXPENSE	COST UNIT	UNITS	TOTAL
1	Management	500	18	9000
2	TPM 1	575	2	1150
3	TPM 2	575	2	1150
4	TPM+LTT	575	6	3450
5	Research			1260
6	Video editing			400
7	Green Festival (renting equipment/promoti onals)			1740
			<b>Total budget</b>	<b>18150</b>



# Resursele unui proiect



What are the characteristics of the project coordinator?



# PROJECT COORDINATOR



# Echipa de proiect și responsabilitățile sale



Coordinators in a project team and responsibilities:

The Project Manager (+ assistant);

C. Human Resources;

C. Financial;

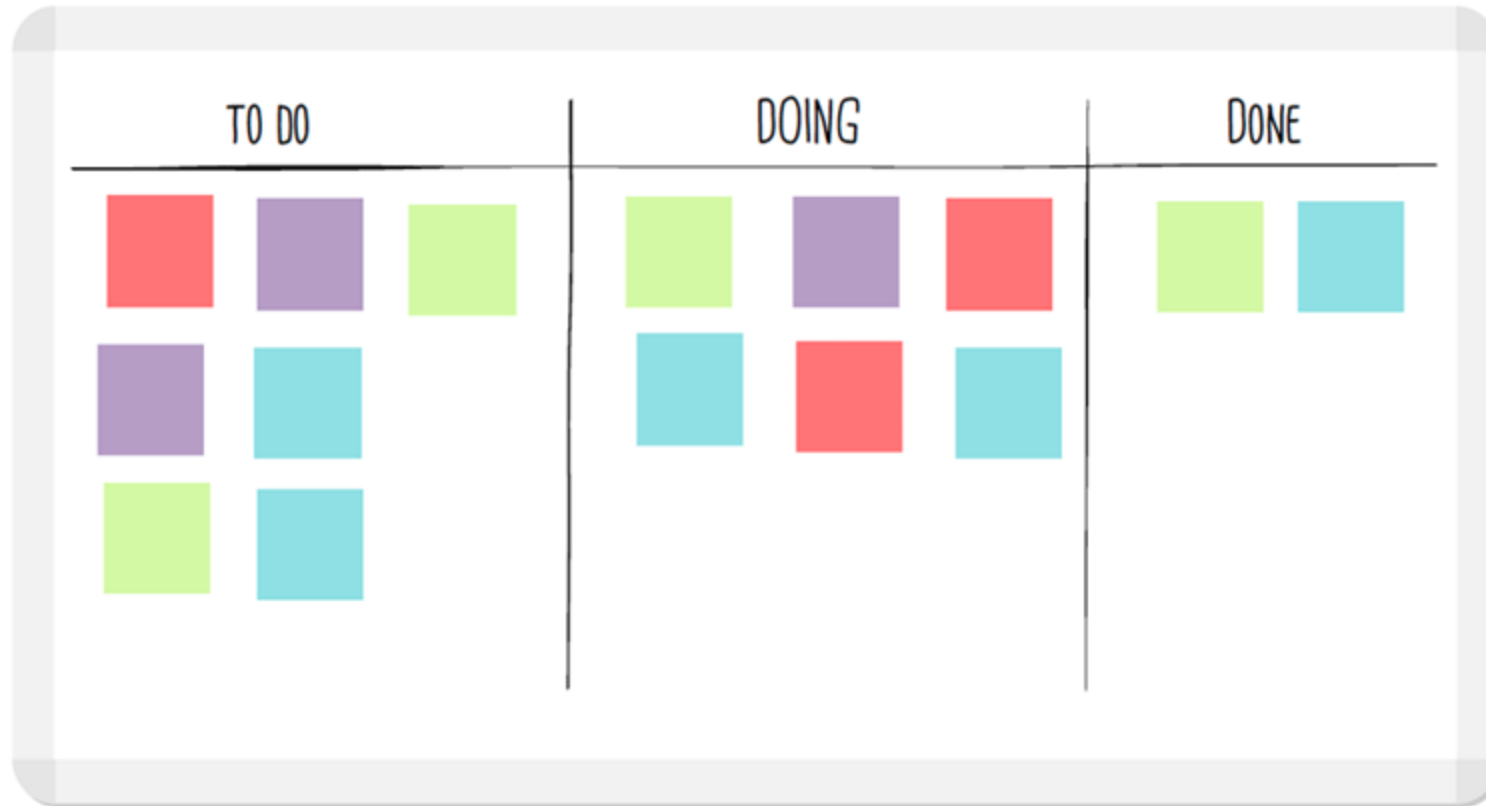
C. PR;

C. Logistics;

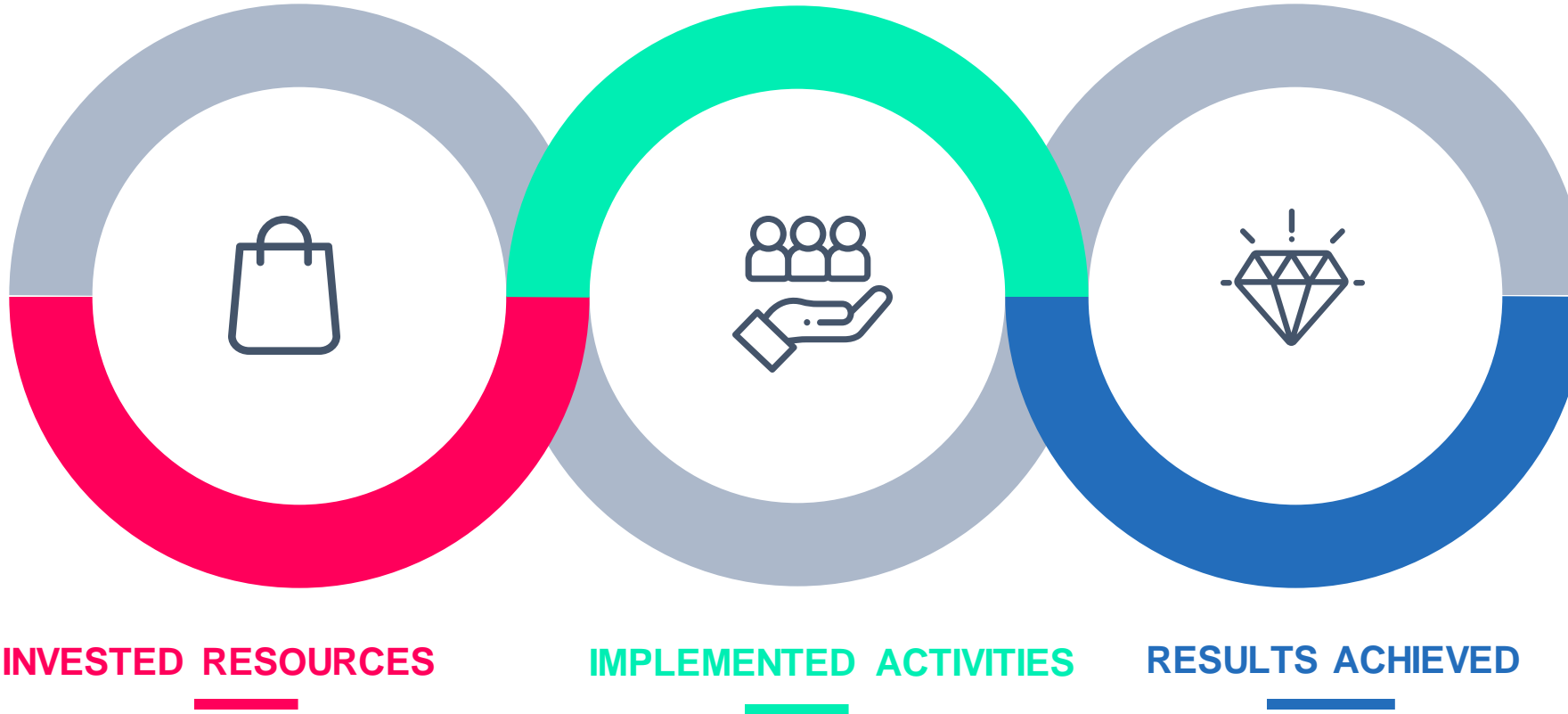
C. Fundraising;



# PROJECT MANAGEMENT TOOLS Kanban board + ONLINE APPLICATIONS (Trello, Slack)



# EVALUATION AND FEEDBACK



To whom do we do the assessment?





THANK YOU!