

bia-net

Netzwerk Bildung im Alter
Network for Later Life Learning

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Content

- Project work
- From an idea to a project
- From a project to a proposal
- Tipps and Tricks
- Time for Questions and Discussion



Project work

What is a project

- Concrete start and end
- Organised planning
- Specific resources
- Teamwork
- Defined and concrete aims



Project work

Managing a European project

- National level ↔ transnational level
- Working in a different language
- Working with people from different cultures, with different approaches
- What is crucial?
 - Teambuilding
 - Communication
 - A clear strategy, clear tasks
 - ...



Project work

Why a European project

- Looking beyond the own horizon
- Getting to know different approaches and solutions
- More cultural competences (for pupils and teacher)
- More motivation to learn foreign languages for pupils
- Better atmosphere at the school
- Getting new friendships
-



From an idea to a project

First there is an idea ...



- How can I develop the content of the project?
- Whom do I need to develop the content?
- How long do I need to develop the content?
- Which topics have chances (call, priorities...)
- Check other projects (i.e. Compendia), there might be the same project already or useful tools, findings and resources
- Get feedback from your National Agency
- Internet research (everything you can find to the topic)

From an idea to a project

Developing the project - starting

- Project structure
- Aims
- Activities
- Timetable
- Target group
- Project partners
- Dissemination
- Quality Assurance



From an idea to a project

*„If you do not exactly know,
where you want to go,
you should not wonder,
if you get to somewhere
else“*



From an idea to a project

Planning the Project - Structure

- **Rationale**
 - The idea behind the project
 - Background
- **Aim/s and Objectives**
 - What situation do I want to achieve?
 - Concrete and clear description
 - There might be more than 1 aim, define all aims separately
 - Maybe there are sub-aims
- **Activities**
 - What action do I have to do to reach my aim/s?
 - Who is doing what, when, using which resources?



From an idea to a project

Project objectives are SMART

- **Specific** Is my aim clearly focused?
- **Measurable** Are the objectives operational?
Are they measurable, how?
- **Achievable** Can it be achieved with our resources?
- **Relevant** Is it necessary?
Do the objectives correspond with the aims of the funding programme?
- **Timed** Does the timetable fit to the project activities, aims ...?



From an idea to a project

Group work

Create a project outline

- Name of the project
- Rationale
- Objective
- Activities
- Target group
- Timetable overview
- Partners



From a project to a proposal

Starting

- Discuss your project with all partners (national and transnational)
- Early enough!!!
- Inform your colleagues
- Create a timetable for the application
- Looking for partners (early enough!)
- Involve your partners into the planning
- Also think about the project finances
- Don't forget that you need time and money for the application



From a project to a proposal

The Proposal



- Use the right form!
- Check if the online application is possible for you
- Check all instructions, manuals and calls exactly
- Consider the formal specifications
- Consider deadlines
- Just answer the questions....
- Consider the Award Criterias
- Include the partners into preparations

From a project to a proposal

The Proposal

- Cross-read
- Make structure and content transparent
- Take time for developing the project and writing the proposal
- Realistic proposal
- Realistic timetable
- Realistic budget



Tipps for Success

- Start early enough with planning and proposal
- Cross-check if the project fits to the call
- Read all necessary documents very carefully
- Consider formal and content requirements
- Really deal with the proposal intensively
- Create a project strategy
- Develop clear and transparent definitions of the activities and aims of your project
- Involve as many people as necessary
- Consider time for providing necessary documents
- Put yourself in the position of the project evaluator



Tipps for Success

- Bring time and patience!
- Don't be put off by bureaucracy
- Have great staying power
- Believe in success
- Have fun and enjoy!



**I wish you success with your
planned projects!!!**

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