

## **CURRICULUM**

### **Initiation, application and management of the projects**

#### **1. Sciences**

Management and administration

#### **2. Principles for curriculum design**

Curriculum is based on IPMA (International Project Management Association) level C

#### **3. Total volume of the course (in academic lessons) including auditory, practical and independent work**

Credit hours of the course: 16 academic hours

#### **4. Target group**

The course is aimed at persons dealing with project applications and management in cultural organisations or intend to do this; especially for culture volunteers in sparsely populated areas.

#### **5. Pre-conditions for starting the course**

Prerequisites: secondary or vocational secondary education

#### **6. The aim of the training course**

The aim of the course is to provide practical knowledge of the structure, budget and formalizing of the project. During the course, overview of different funding opportunities will be given. The course will provide practical knowledge of project management from planning to successful implementation.

The overall aim of the training course is to develop new learning opportunities for culture volunteers in sparsely populated areas with focus on how they as volunteers can provide new cross-culture opportunities for the local communities with an added value for civic participation, community bonding and local identity. Knowledge about project management is required on this way.

#### **7. Learning outcomes**

Upon completing this course, the successful participant will be able to:

- Define the problems and project objectives
- Decompose work packages into activities and estimate the quantities and costs of resources required to perform project activities
- Form an effective team and lead teamwork

- Recognize the components of a project's appearance evaluation, documentation principles of project implementation, reports and results.

### **8. Description of the learning process, learning content teaching methods**

The training takes place 3 days 10.00 - 15.30.

Content:

The nature of the project and project management  
 The funding opportunities of the project in Estonia and in the European Union  
 Initiating the project, defining the problem  
 Phases of the project: Planning and formalizing the application, decision of the implementation, conducting, completion and follow-up actions  
 Risk assessment  
 Planning activities and resources of the projects. Identifying priorities. Distribution of sub-projects. Budgeting.  
 Execution of the project: Organizing activities and control, compliance with budgetary, implementing changes.  
 Performance analysis of the project. Sustainability.

Teaching methods: active lecture, group work, case study, individual work.

### **9. Teaching resources**

Trainer's handouts, web-based materials (provided by trainers)

### **10. Graduation requirements, assessment and document issued**

Participation 75%.

Assessment - formalization of the project application individually or team work: activities, resources, schedule, budget, etc.

Assessment criteria - prepared project application (individually or group work)

Course participants will be issued a course graduation certificate when all learning outcomes have been achieved and evaluated.

In case learning outcomes cannot be evaluated or they have not been achieved, participants will be issued an attendance certificate.

### **11. Learning environment**

Our classrooms are designed for adult learning and have all the necessary technical and supporting equipment for training.

### **12. Expertise of trainers**

The trainers have higher education in Economics and they have been dealing with project-based activities and business planning more than 10 years. The lecturers have at least 5-years' experience of conducting trainings for adults and preferably they are adult educator professionals.