

Course Syllabus

Title of the Course

VU - Project Development and Project Management
2nd Semester of the programme

ECTS and Contact Hours

ECTS: 6

Course units total: 45

Presence Units: 30

E-Learning Units: 15

Workload estimate based on ECTS = 150 hours

[1 ECTS = approx. 25 hrs of student work, that includes course work, e-learning, self-study, homework, assignments, research, writing papers, learning for exams, etc.]

Lecturer

Name: Thomas Schmalzer (Main contact person for the course) & Martin Neubauer

Address: Eggenberger Allee 11, A-8020 Graz

E-Mail: thomas.schmalzer@fh-joanneum.at, martin_neubauer@gmx.net

Phone: +43 (0)316-5453 6811

Short Description of the Course

Project Development and successful proposal writing depends on the drafting of high quality proposal texts in various categories of the application form. This course is designed to go in depth on selected parts of EU project applications and provide the knowledge, skills and abilities for students to know how to establish required text parts, to distinguish good from bad quality proposals and to be able to improve and fine tune application texts to match evaluator's expectations and stay ahead of the competition.

In detail the course will cover the following selected parts common to many project proposals:

- Logical Framework
- Needs Analysis and Justification
- Work Plan and Work Package description
- Dissemination Plan
- Consortium/Partner, Team and Role Description

Every submitted proposal will be evaluated on various stages. On one hand it deals with taking into account formal criteria, which have to be fulfilled according to the given requirements. If they are not fully met, the submitted proposal will not undergo a content evaluation. Furthermore the content of an application has to be positively evaluated by independent experts to become funded. Students will learn how the evaluation of a proposal is executed (its procedures, structures, regulations, and criteria). During this module students will learn how a proposal is evaluated and what implications have to be derived for the writing of an application.

Learning Outcomes

Upon successful completion of this course students will:

- understand what is required information in each of the selected parts of project applications
- understand how to translate the project development documents (short summary, Work plan overview, etc.) into proposal text
- be able to write their own proposal text parts according to high quality standards

- understand the evaluation procedure and the implication for proposal writing
- put project management tools and basics covered in earlier semesters to practical use
- learn to see a proposal from the point of view of an evaluator
- be able to evaluate other proposals and provide feedback for improvement

Course Contents

- Reflection round of current status of student's proposal development
- Introduction to proposal structures and selected components
- Learning groups on examples of
 - o Logical Framework
 - o Needs Analysis and Justification
 - o Work Plan and Work Package description
 - o Dissemination Plan
 - o Consortium/Partner, Team and Role Description
- Practical trial development of selected application parts
- Introduction to Evaluation
- Understanding the Evaluation process
- Develop a neutral and critical view on a self written content
- Various Evaluation Criteria and Implication for Proposal Writing
- Evaluation hands on experience

Teaching Methods

The face to face course will involve presentations of relevant theoretical contents, especially on the proposal structure. It will further provide real world examples of selected proposal parts which will be analyzed and compared in depth by students in the form of small learning groups. In class discussion will be used to gather group results and round up the workshop. Through presentation and group discussion students will get an insight in the evaluation process. By using examples distributed by the lecturer students will develop an independent view on a proposal and learn what factors are important throughout the evaluation process. During the online phase students will analyze the proposals of their fellow students and learn how to increase the value of a proposal to better meet the expectations of independent experts.

The course will involve 3 E-Learning assignments (in total 15 units) designed to develop practical know how in students. Course participants are required in the e-learning assignments to perform individual reading, research, analysis and writing of short reports or text components. A preliminary (can still change) overview of the e-learning assignments:

- Assignment 1 (4 course units): Logical Framework Development
- Assignment 2 (4 course units): Work Package Description – Project Management
- Assignment 3 (7 course units): Evaluation of and recommendations for a proposal draft of a student colleague

Literature and Relevant Web sources

Guide to Research project writing (for a specific programme, but some general recommendations are definitely to be found useful for all sorts of funding programmes)

http://www.czelo.cz/dokums_raw/1.pdf

Guide to writing proposals for NGOs

<http://documents.rec.org/publications/ProposalWriting.pdf>

Guide to writing FP7 REGPOT Proposal

http://www.focus-balkans.org/res/files/upload/file/Training5_SQuarrie_Feb2011.pdf

YouTube lecture on Excellence in Proposal Writing (Some already known aspects but also some new interesting contents. Definitely worthwhile watching as it also acts as a revision of previous courses)

<http://www.youtube.com/watch?v=6n6V-Utoa1E>

Evaluation Criteria

• Classroom Participation (Discussions, Presentations)	–	30%
• E-Learning Assignments	–	30%
• In class assignments	–	40%
• TOTAL	–	100%

Late Submissions of Assignments, Papers, or other course requirements

Late submission of assignments, papers and other course requirements as stated in the syllabus leads to a deduction of points according to the following calculation scheme:

Per week of delay 5% of the points awarded to the specific course requirement are deducted from the points awarded.

Example:

Assignment A:
Maximum Points 100
Achieved Points 80
Delay 2 weeks: -10%
Final points: 72

The grading scale applied in this course is the following:

(1)	Excellent	100 – 93 %
(2)	Good	92 – 85 %
(3)	Satisfactory	84 – 71 %
(4)	Sufficient	70 – 61 %
(5)	Failed	60 – 0%