

Syllabus: How to manage the administrative and financial aspects

Module title	<i>How to manage the financial and administrative aspects in Horizon Europe projects</i>
Area	<i>Project Management</i>
Learning format	<i>Seminar</i>
Length of module	<i>1.5h – 2h</i>
Regional	<i>Suggestion to add regional dimension in delivery? No</i>
Topic (short description)	<i>This module will provide insights into develop an efficient way to manage the financials and administrative aspects of such complex projects.</i>
Module description	<p>Objective(s): <i>The primary objective of this module is to understand the complexity of the project and the requirement of smart routines for financial and administrative aspects to track and control progress, early identification of deviation or decision to be undertaken and reporting issues.</i></p> <p>Subject(s): <i>The module seeks to breakdown the different elements to consider and understand their effects (or absence) and to give some tips in other to help to set good routines.</i></p> <p>Tools:</p> <ul style="list-style-type: none"> ● Introductory lectures ● Reference support/helpful web pages
Suggest group exercises during session	<p><i>Include suggested exercises that can be executed during the session.</i></p> <ul style="list-style-type: none"> ● To define a routine for financial and administrative issues for the consortium
Suggested exercises to take home	<p><i>Include suggested exercises that can also be executed by independent learners.</i></p> <ul style="list-style-type: none"> ● To analyse the financial and administrative workflows and conditions and days might take accomplished the different steps of a projects
Relevant Literature / links	<p>The following sources are designated as recommended reading for this module:</p> <ul style="list-style-type: none"> ● The EU-Learning Handbook (http://eu-learning.net/handbook/) ● <i>Horizon Europe Programme Guide.</i> https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/programme-guide_horizon_en.pdf

Syllabus: How to manage the administrative and financial aspects

Relevant Literature / links cont.

- *Horizon Europe reference documents.*
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents;programCode=HORIZON>
- Institute. (2013). The standard for program management (Third edition.).
- Institute. (2017). The PMI Guide to Business Analysis. Project Management Institute.
- Stattler, & Grabel, J. A. (2020). The Master Guide to Controllers' Best Practices. John Wiley & Sons, Incorporated.
- Euresearch Webinar - Horizon Europe in a Nutshell.
- <https://www.youtube.com/watch?v=D3v2IBUYB64>