

## Fundamentals about project design and management

How can I design and present my project idea in a clear, exhaustive and attractive way?

| Phase  | Method   | Duration                                  |
|--|--|---|
| Pre-Production   | Practical exercise using a fictive or real project as an example. The participants must decide what are important milestones in this project and set deadlines related to the milestones. With that in mind, the participants come up with a list of the tasks that need to be done: content/programme, production, communication, PR & marketing, finances.   | 6 h                                       |
| <i>Subject</i>   |  | <i>Participants</i>                       |
| Project formulation, Project management  |  | 8 to 15                                   |
| <i>Target groups</i>   |  | <i>Course language(s)</i>                 |
| Artists, Creative and Cultural Professions, Trainers/Coaches   |  | Français, Italiano, English               |
| <i>Sectors</i>   | <i>Objectives</i>  | <i>Past track experience</i>              |
| for all sectors, photography, visual and graphic arts, music, webdesign, dance, media, performing arts   | <ul style="list-style-type: none"> <li>» Capacity to understand, and make understandable to others / to different targets, the main features and strong points of one's project.</li> <li>» Capacity to define target group(s), mission, expected results.</li> <li>» Capacity to plan the tasks and to put them in a correct sequence and in a sustainable time schedule.</li> <li>» Capacity to make a realistic budget forecast.</li> </ul> | since 2013                                |
| <i>Level of experience</i>   |  | <i>Trainer</i>                            |
| for all levels, Beginners, Intermediary, Experienced   |  | Marina Bistolfi                           |
| <i>Prerequisites</i>   |  | <i>Organisation</i>                       |
| Anybody who wants to organise projects or work in projects. It is also useful for participants who start their own business.   |  | Centro di Creazione e Cultura             |
| <i>Description</i>   | <i>Results</i>   | <i>Contact</i>                            |
| The key to a successful project is the planning. Creating a project planning is the first thing one should do when undertaking any kind of project. A good project planning will save you time in the end and will help prevent problems during the project. During this training, participants will be introduced to the main operational and methodological issues, also with respect to the composition of the project in a properly structured form. | Participants should be able to create a good and sustainable project planning.   | Marina Bistolfi                           |
| <i>Content</i>   | <i>Resources</i>   | <i>Tested</i>                             |
| <ul style="list-style-type: none"> <li>» Why and for whom? Motivations, context analysis, target.</li> <li>» How? Objectives - process - results</li> <li>» Where and with whom? Locations, equipment, collaborators</li> <li>» Elements for a budget forecast</li> <li>» Documenting and promoting</li> <li>» Monitoring and reporting</li> </ul>   | <ul style="list-style-type: none"> <li>» Slide show, flipchart, internet connection, laptop, video projector.</li> <li>» Participants are welcome (and encouraged) to bring personal laptop computers with them.</li> </ul>  | under the project<br>Routes to Employment |
|  | <i>Evaluations</i>   |   |
|  | Questionnaire to be filled out by the participants (given and collected at the end of the session)   |   |
|  | <i>Support material</i>  |   |
|  | Slide show, flipchart, internet connection, laptop, video projector. Participants are welcome (and encouraged) to bring personal laptop computers with them.   |   |
|  | <i>Other related recommended resources</i>   |   |
|  | evaluation available   |   |