Idea to realisation: project management a-z

Turn a good idea into reality by setting up a working project plan and taking it from start to finish for best results.

Phase

Production

Subject

Project formulation

Target groups

Artists, Creative and Cultural Professions

Sectors

for all sectors, photography, visual and graphic arts, music, webdesign, dance, media, performing arts

Level of experience

for all levels, Beginners, Intermediary, Experienced

Prerequisites

None

Description

A good idea is indispensible for making money as an artist, but so are things like planning, feedback, activity plans and sound financial management. This module handles the basics of setting up and managing a project.

Content

» Setting up a project plan, various stages of project management;
» Planning a project: estimating time investments and effort;
» Resources: money, time, personnel, materials, etc. including target groups & how to involve them;
» Legal and administrative issues: incorporating them into the plan;
» Execution of the project plan: following the steps and troubleshooting;
» Evaluation and assessement: determining success factors, scoring your own performance & learning from mistakes

Method

The artistic ideas and concepts of the participants will be used as the starting point for this module, so as to work from their practice as much as possible. The participants are taken through the stages of project management (from planning and budgetting to setting up collaborations, a working plan, monitoring progress and finally evaluation) by using their own ideas to question the steps along the way. Ideally, this module is revisited a few times throughout the coaching of the participants.

Objectives

Participants learn how to handle the realisation of their ideas and concepts into reality. They are able to set up a project plan and have an idea of how to handle the execution thereof.

Results

Participants know the basic principles behind setting up a project, from plan to evaluation and everything connected to it.

Resources

Concentration is required, therefore a quiet (class?)room is necessary with paper, pens and a whiteboard or other presentation equipment.

Evaluations

Personal feedback at the end of the session, as well as evaluation forms.

Support material

A handout should be prepared that shows the various stages of a project, from planning to evaluation, to provide an overview of the steps.

Duration

3 h

Participants

up to 12

Course language(s)

Nederlandse, English

Past track experience

since 2010

Trainer

Jade Schiff, Ninja Kors or freelance project manager

Organisation

Stichting ROOTS & ROUTES Netherlands

Contact

Jade Schiff

Tested

under the project
Routes to Employment