

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.

| <i>Phase</i> | <i>Method</i> | <i>Course language(s)</i> |
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| Production | 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 budgeting 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. | Nederlandse, English |
| <i>Subject</i> | | <i>Past track experience</i> |
| Project formulation | | since 2010 |
| <i>Target groups</i> | | <i>Trainer</i> |
| Artists, Creative and Cultural Professions | | Jade Schiff, Ninja Kors or freelance project manager |
| <i>Sectors</i> | | <i>Organisation</i> |
| for all sectors, photography, visual and graphic arts, music, webdesign, dance, media, performing arts | | Stichting ROOTS & ROUTES Netherlands |
| <i>Level of experience</i> | <i>Objectives</i> | <i>Contact</i> |
| for all levels, Beginners, Intermediary, Experienced | 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. | Jade Schiff |
| <i>Prerequisites</i> | | <i>Tested</i> |
| None | <i>Results</i> | under the project Routes to Employment |
| <i>Description</i> | Participants know the basic principles behind setting up a project, from plan to evaluation and everything connected to it. | |
| A good idea is indispensable 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. | <i>Resources</i> | |
| <i>Content</i> | Concentration is required, therefore a quiet (class?)room is necessary with paper, pens and a whiteboard or other presentation equipment. | |
| <ul style="list-style-type: none"> » 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 assessment: determining success factors, scoring your own performance & learning from mistakes | <i>Evaluations</i> | |
| | Personal feedback at the end of the session, as well as evaluation forms. | |
| | <i>Support material</i> | |
| | A handout should be prepared that shows the various stages of a project, from planning to evaluation, to provide an overview of the steps. | |
| | <i>Duration</i> | |
| | 3 h | |
| | <i>Participants</i> | |
| | up to 12 | |