

Skills for working in (EU) projects

DIGIGRAD online workshop

Thursday 6th November, 11am-1pm CET

Co-ordinated by:



OBREAL
Global

Partners



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5 features of successful EU-projects

SUCCESS BLUEPRINT



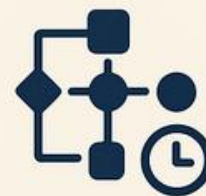
CLEAR AND RELEVANT OBJECTIVES

Innovative solutions and approaches



STRONG CONSORTIUM AND PARTNERSHIPS

Balanced mix of partners



DETAILED AND FEASIBLE WORK PLAN

Structured timeline and tasks



IMPACT AND DISSEMINATION STRATEGY

Benefits and communication of results



INNOVATION AND ADDED VALUE

Innovative solutions and approaches

Working in (EU) Projects: Core Skills

PROJECT MANAGEMENT – PART I (Dima Bou Mosleh)

Logical framework, stakeholders, quality control, monitoring

PROJECT MANAGEMENT – PART II

1. Leadership
2. Communication
3. Problem solving
4. Documentation



Part II – practical tools for running (EU) projects



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Leadership – Two Layers

SMALL/LOCAL PROJECTS

Roles light

Flexible and light, people may take on multiple responsibilities

Rhythm

Informal, fast-paced, adaptable meetings and workflows

Visibility

Limited to immediate team; communication is mostly direct and personal

LARGE/EU PROJECTS

Explicit Roles

Explicitly defined; responsibilities and accountabilities clearly documented

Alignment

Requires structured coordination across work packages, partners, and institutions

Traceable Decisions

All decisions must be documented and traceable for reporting and compliance



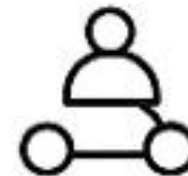
LEADERSHIP

BASIC

- Set clear goals and priorities
- Make decisions and provide direction

STRUCTURED

- Ensure alignment between institutions



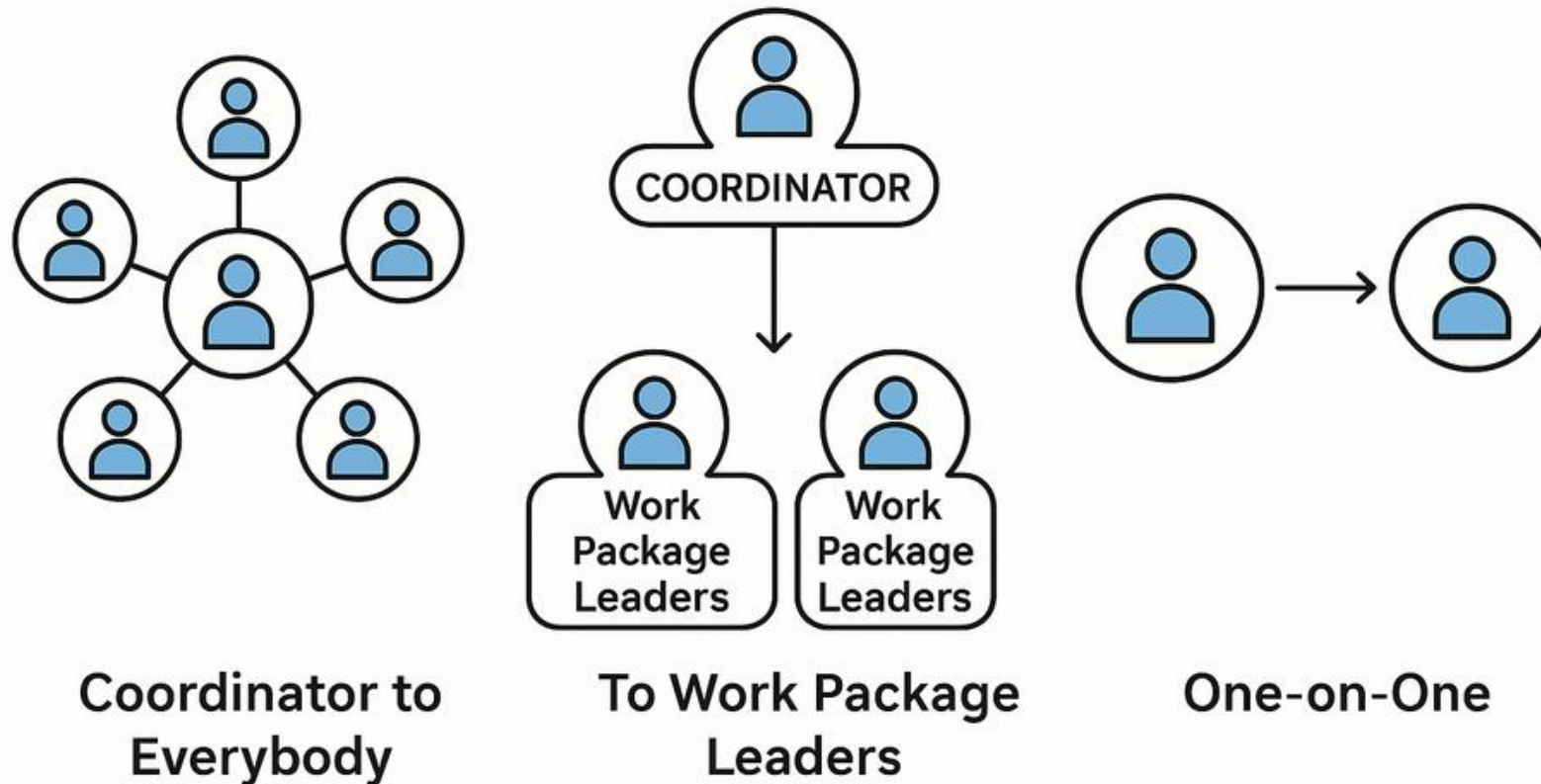
- Represent the consortium externally

Practical leadership behaviours

- ✓ Lead from role, not hierarchy
- ✓ Make expectations explicit (who/what/when), repeat, make visible
- ✓ Take decisions in a timely way and don't come back to them
- ✓ Regular micro check-ins (status/risks) e.g. with leaders of work packages



Communication models in projects



Communication in EU projects

- Slow down to go fast → check alignment
- Mind cultural differences (tone/pace)
- Use visual summaries (1-pagers)
- One central platform







Practical communication tools

- Weekly/monthly update (progress, blockers, next)
- Capture decisions in writing
- Check-back = restate agreement
- Shared docs + version control



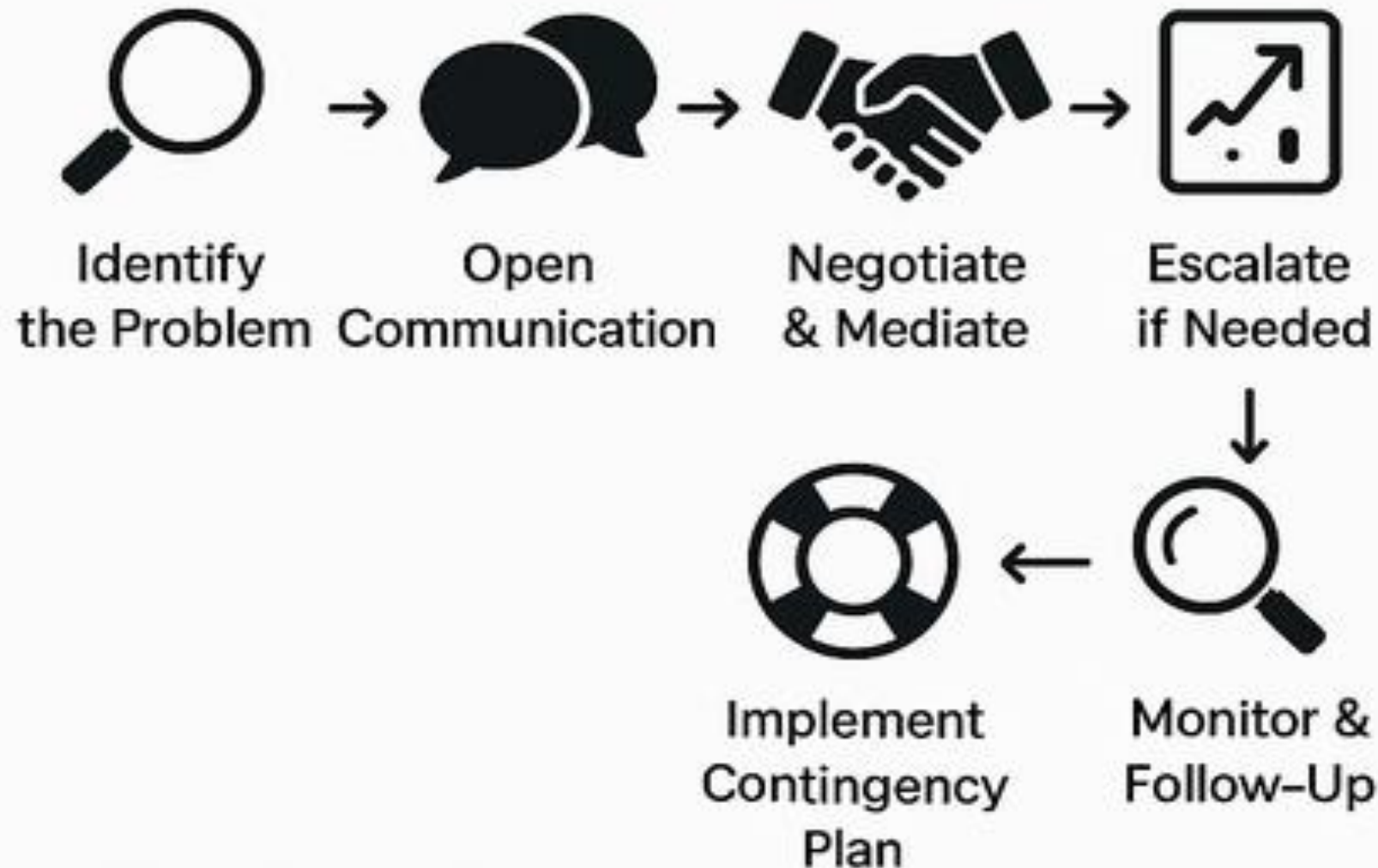
Problem solving – examples

- Partners missing deadlines or not delivering outputs 
- Conflicting visions or disagreements on deliverables 
- Communication gaps between partners 
- Limited resources or unclear responsibilities 
- Cultural or organizational differences affecting decision-making

Problem solving

- **Open Communication:** Schedule structured meetings to clarify expectations, bi-lateral, subgroup
- **Document Agreements:** Use clear task ownership, deadlines, and responsibilities.
- **Escalation Paths:** Define how to involve project coordinators or steering committees.
- **Mediation & Negotiation:** Find compromises when partners disagree on deliverables. “We will deliver this: what do you need to come along”
- **Contingency Planning:** Prepare alternatives for critical tasks to avoid project delays.

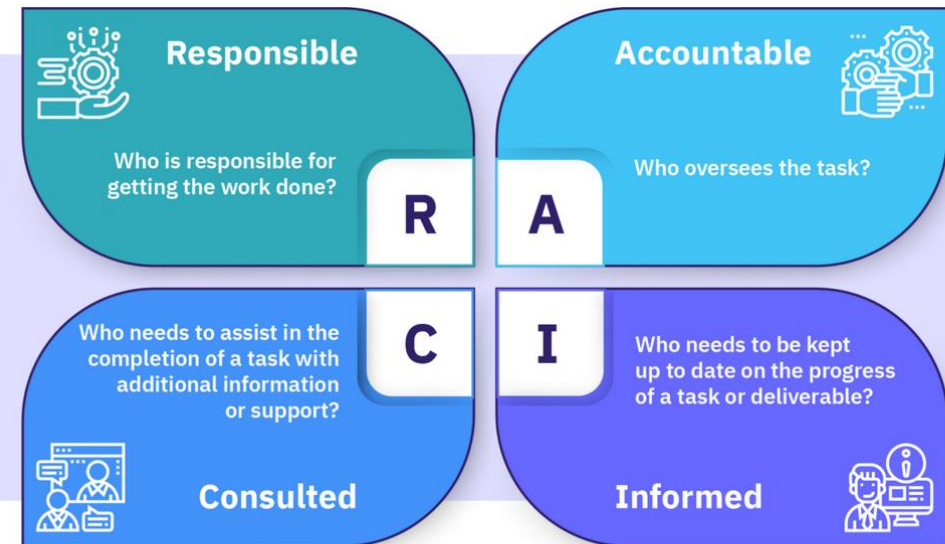
Resolving Collaboration Issues



Typical project frictions

- Role fuzziness → **RACI**/task card
- Delay → small milestones + visible follow-up
- Conflict → name what works + friction point
- Low energy → highlight impact/success

What is a **RACI** Matrix?



Documentation – what works

- Document for future use (not admin burden)
- Short & usable beats long
- Templates for reports/updates
- Label: version + date



Documentation routines

- Short sprint notes
- Living 'lessons learned'
- Status board
- Clear folder logic + naming convention



Meeting micro-checklist

- Goal → status → obstacles → actions → agreements
- Notes in 5 minutes (bullets)
- Share within 24 hours



Communication model (4 layers)

- 1) Coordinator ↔ all partners (strategic)
- 2) Coordinator ↔ WP leads (coordination)
- 3) WP leads ↔ teams (delivery)
- 4) 1-to-1 for sensitive/blocked issues

Monthly mini-newsletter → status & look-ahead (every working area/WP)



If a partner under-delivers

- 1) 1-to-1 conversation: clarify cause + offer support
- 2) Mini-deadline + written next step
- 3) Confirm in writing (e-mail) & follow-up
- 4) Escalate to steering committee if needed
- 5) Activate fallback (reallocate)

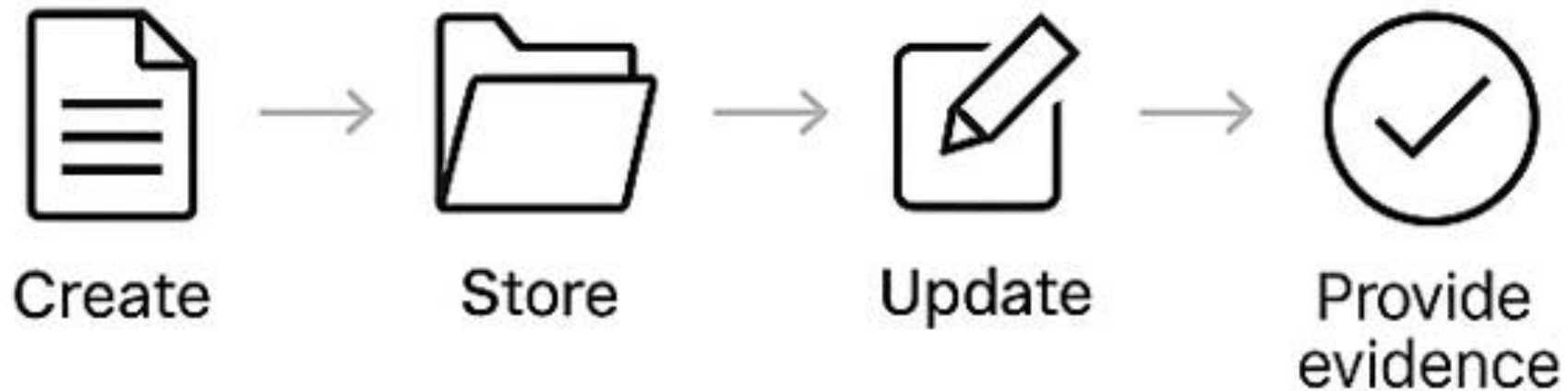


Partner follow-up template

- Task + goal
- Expected output & date
- Progress so far
- Support needed
- Next step + mini-deadline



Documenting the project (process)

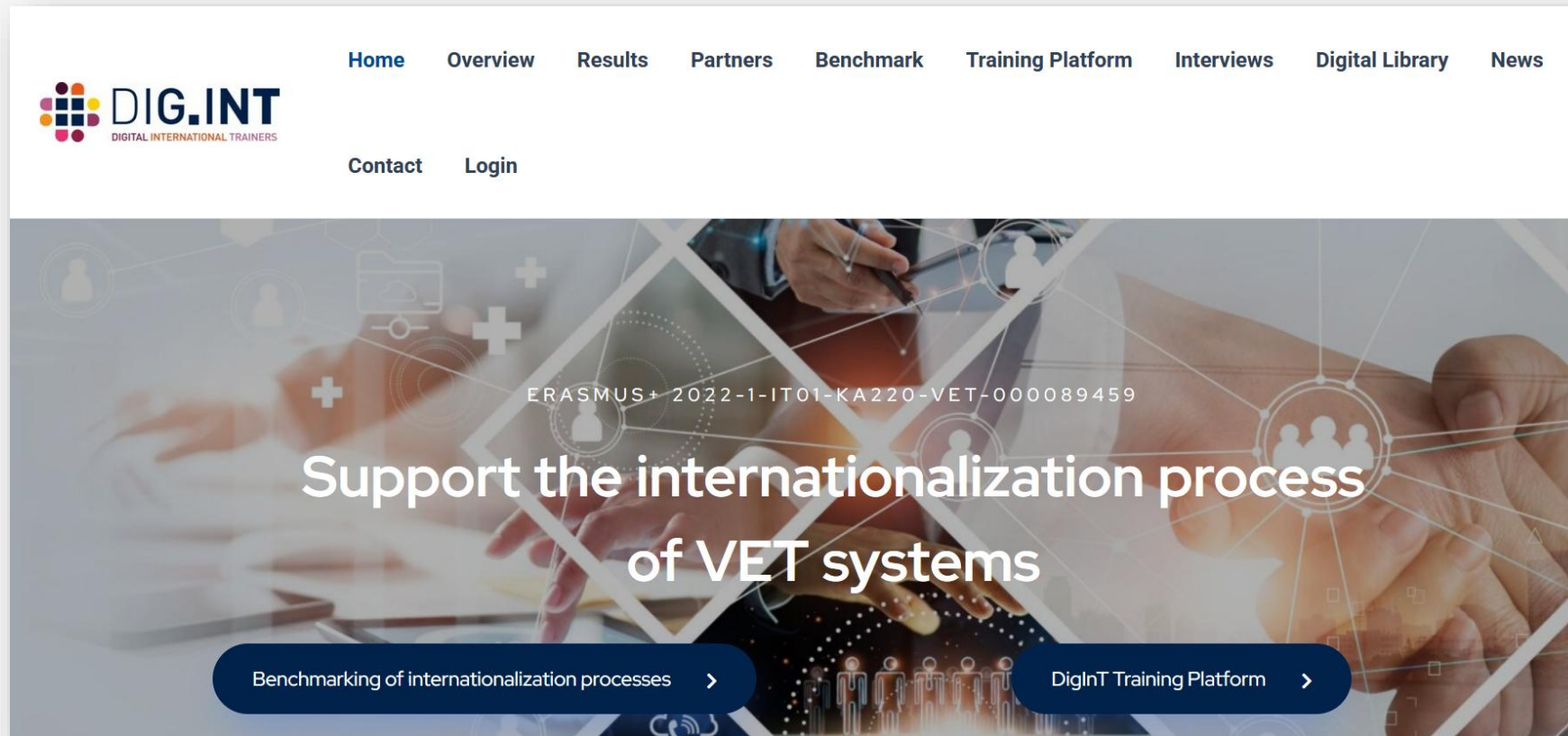


Takeaways

- Leadership = clarity + follow-up
- Communication works in layers
- Small deadlines prevent big problems
- Documentation = continuity

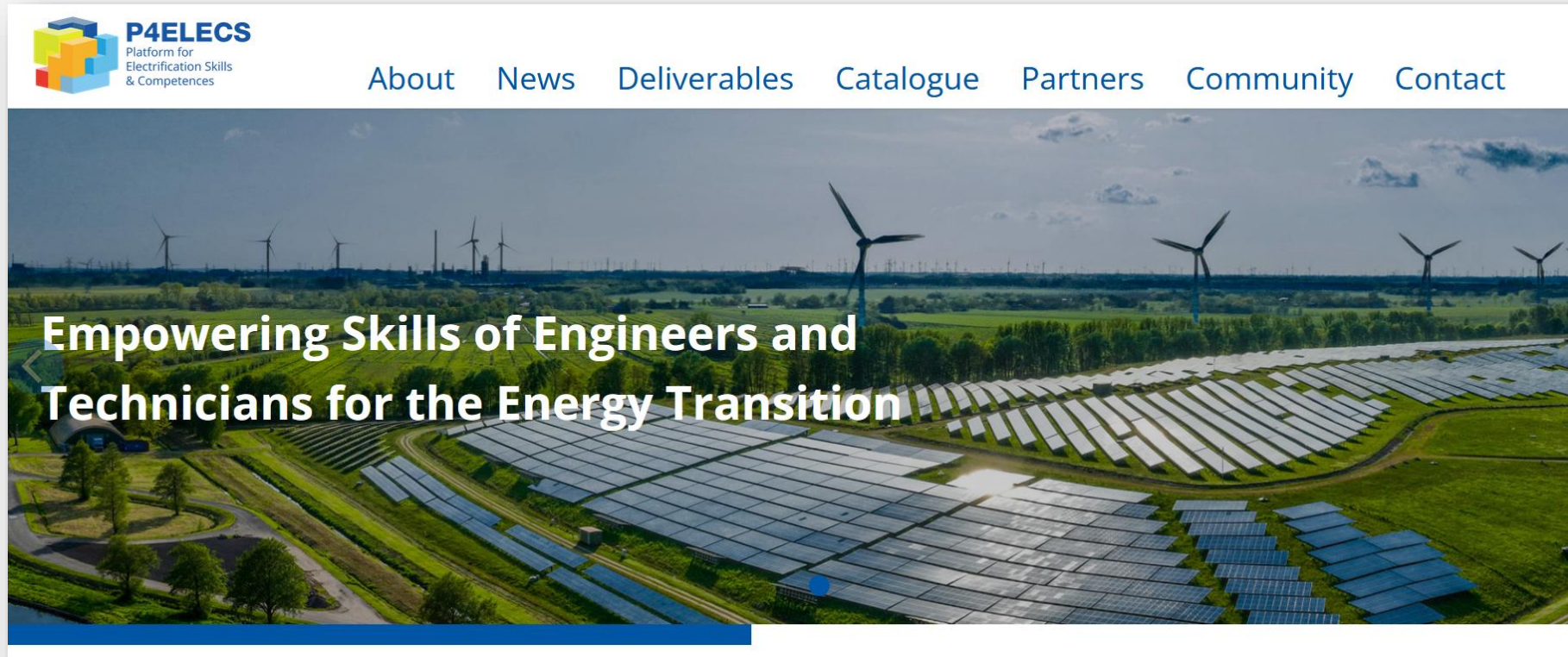


Example 1



www.digintrainers.eu

Example 2



<https://p4elecs.com/>

Project management II



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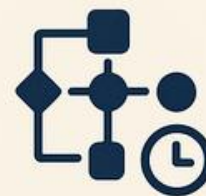
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