

Skills for working in (EU) projects

DIGIGRAD online workshop

Thursday 6th November, 11am-1pm CET

Co-ordinated by:



OBREAL
Global

Partners



Internationalisation and Digitalisation
of Graduate Training and Research for
the Attainment of African Regional
and Global Development Goals



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5 features of successful EU-projects

SUCCESS BLUEPRINT



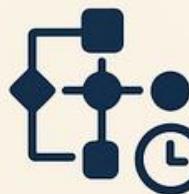
CLEAR AND RELEVANT OBJECTIVES

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



5 features of successful EU-projects

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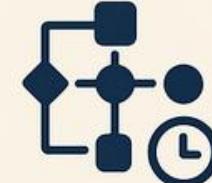
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Leadership – Two Layers

SMALL/LOCAL PROJECTS	LARGE/EU PROJECTS
Roles light Flexible and light, people may take on multiple responsibilities	Explicit Roles Explicitly defined; responsibilities and accountabilities clearly documented
Rhythm Informal, fast-paced, adaptable meetings and workflows	Alignment Requires structured coordination across work packages, partners, and institutions
Visibility Limited to immediate team; communication is mostly direct and personal	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

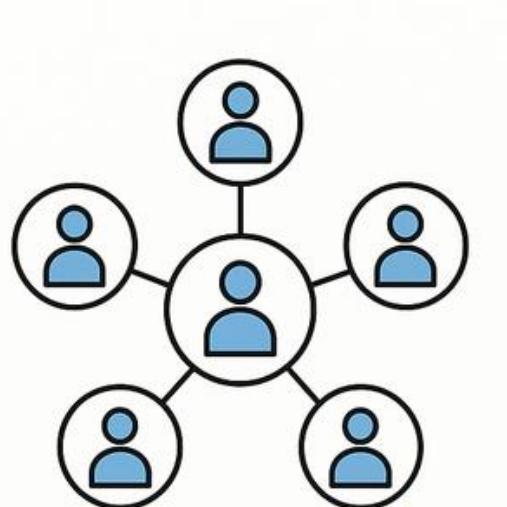


- Represent the consortium externally

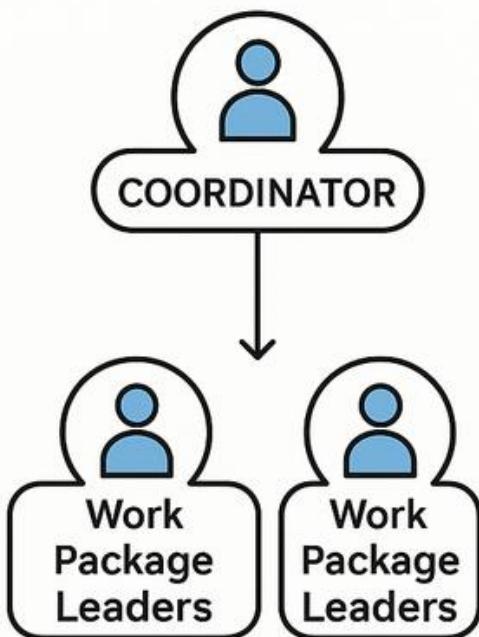
Practical leadership behaviours

- ✓ 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

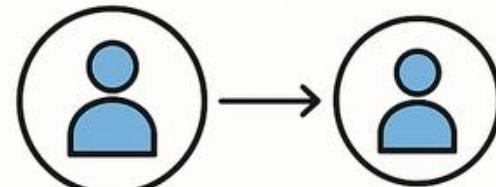
Communication models in projects



Coordinator to
Everybody



To Work Package
Leaders



One-on-One

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

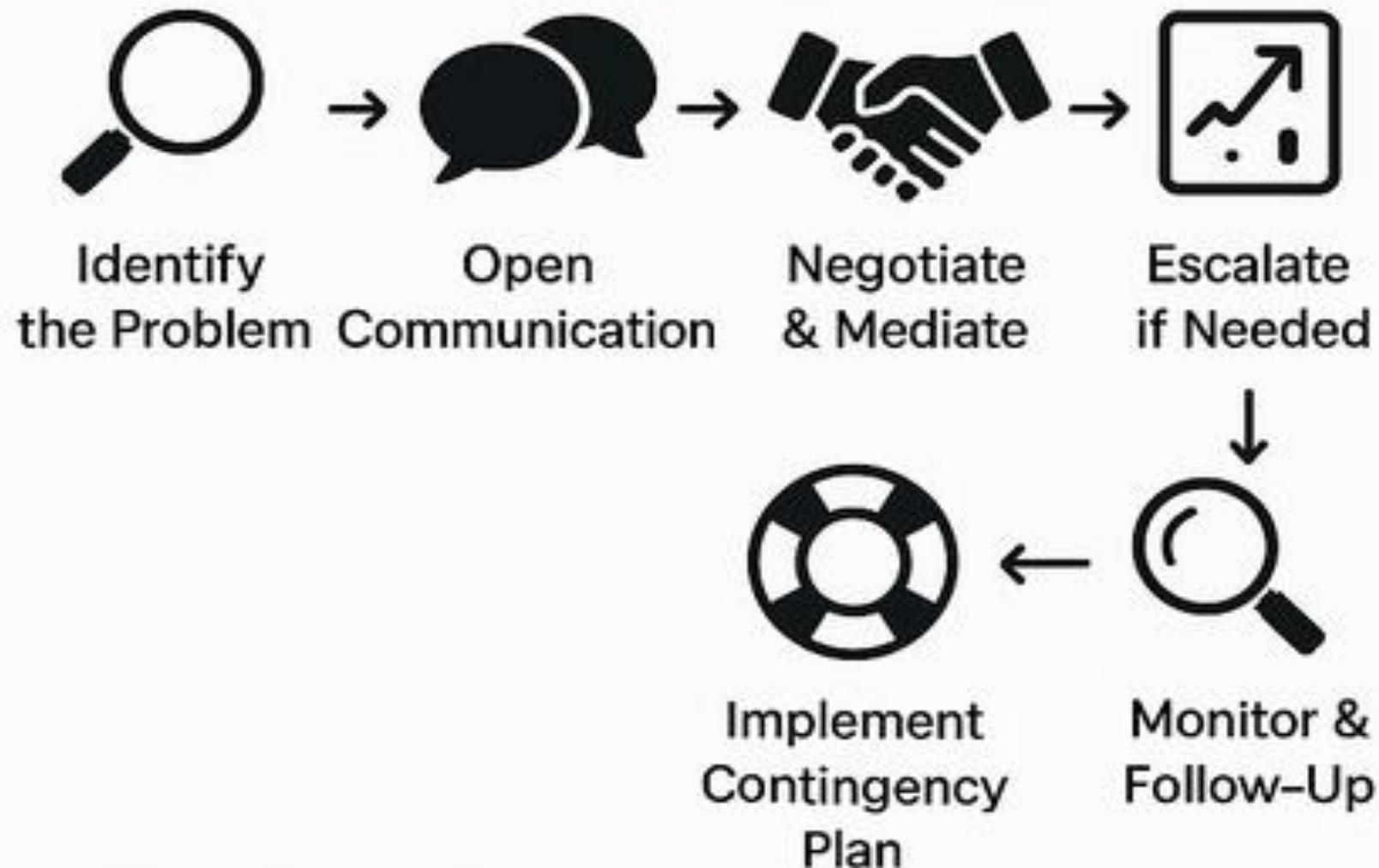
Problem solving – examples

- 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

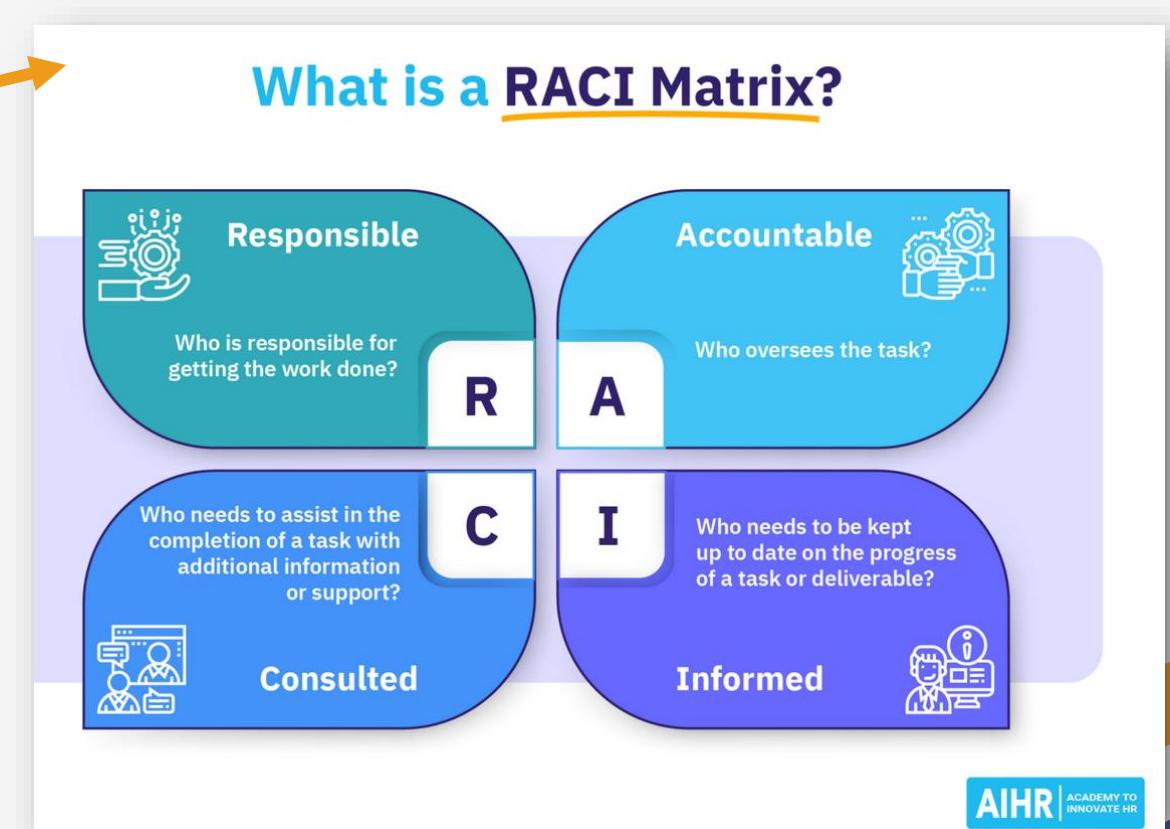
- **Open Communication:** Schedule structured meetings to clarify expectations, bi-lateral, subgroup
- **Document Agreements:** Use clear task ownership, deadlines, and responsibilities.
- **Escalation Paths:** Define how to involve project coordinators or steering committees.
- **Mediation & Negotiation:** 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



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)

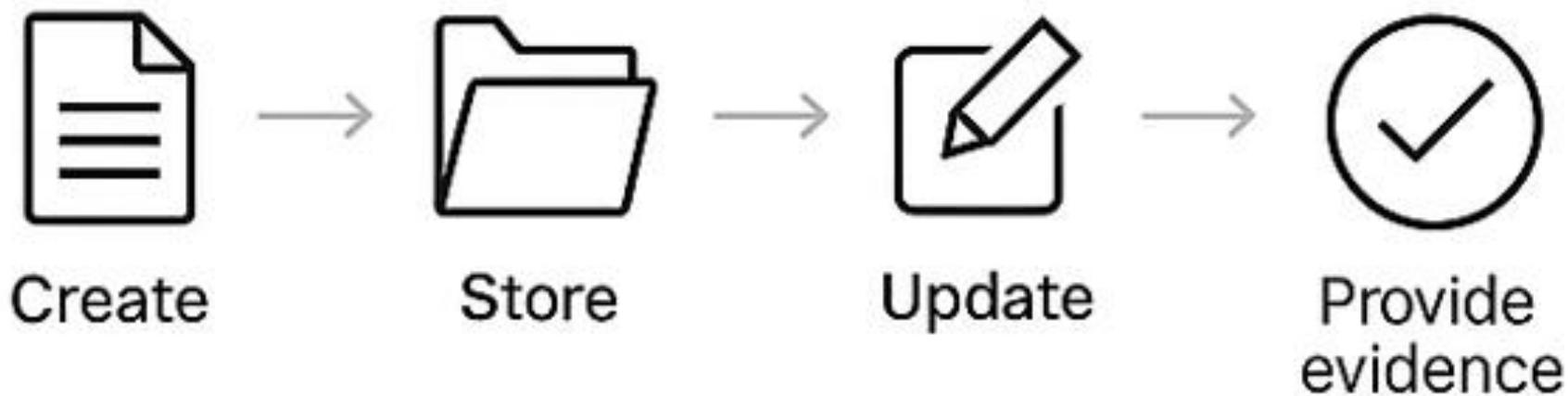
If a partner under-delivers

- 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

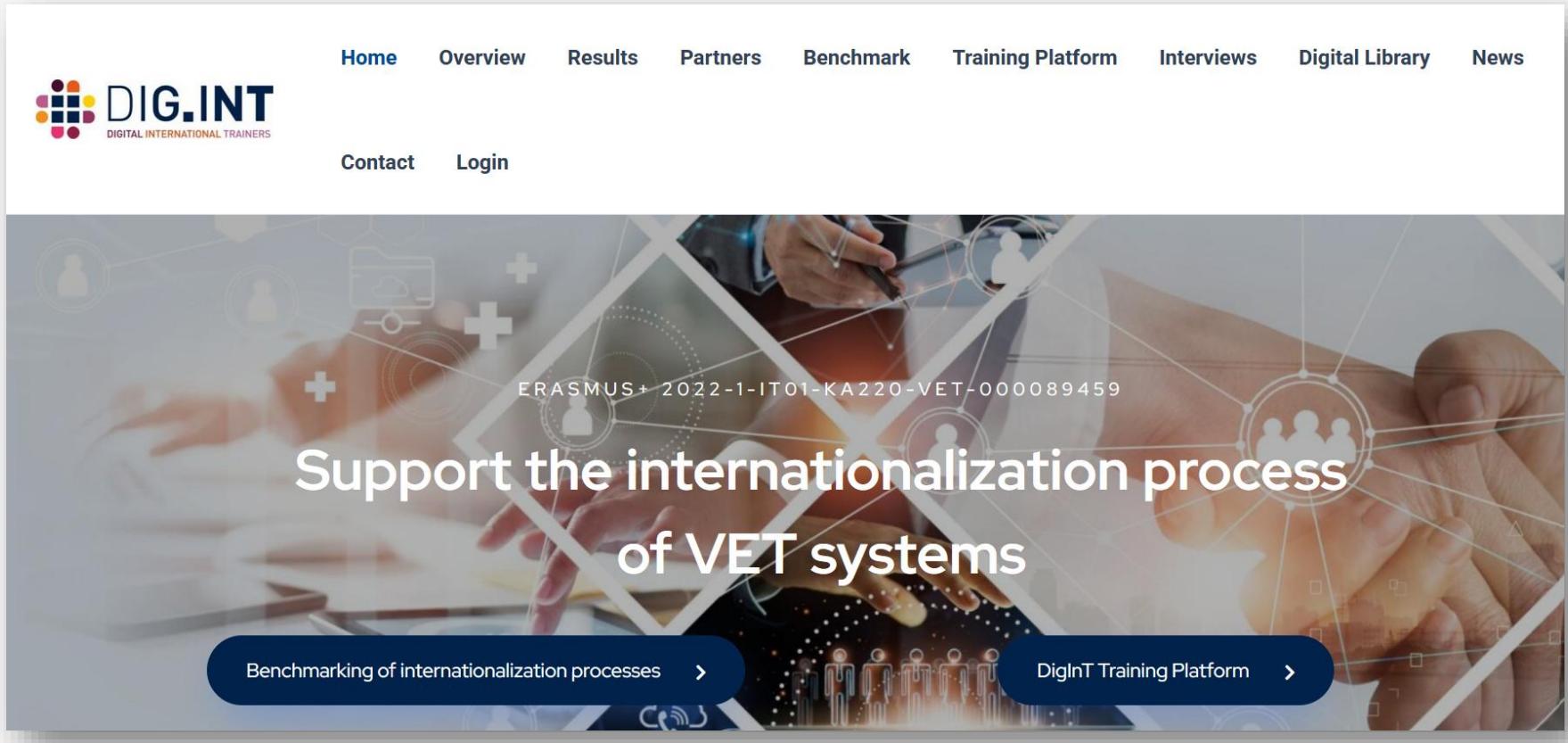
Documenting the project (process)



Takeaways

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

Example 1



The screenshot shows the homepage of the DIG.INT website. The header features the DIG.INT logo (a stylized 'D' made of colored dots) and the text 'DIGITAL INTERNATIONAL TRAINERS'. The navigation menu includes links for Home, Overview, Results, Partners, Benchmark, Training Platform, Interviews, Digital Library, and News. Below the menu are links for Contact and Login. The main banner has a background image of hands interacting with a digital interface and the text 'ERASMUS+ 2022-1-IT01-KA220-VET-000089459'. The central message reads 'Support the internationalization process of VET systems'. At the bottom, there are two buttons: 'Benchmarking of internationalization processes' and 'DigInT Training Platform'.

www.digintrainers.eu

Example 2

P4ELECS
Platform for
Electrification Skills
& Competences

About News Deliverables Catalogue Partners Community Contact

**Empowering Skills of Engineers and
Technicians for the Energy Transition**

<https://p4elecs.com/>

<https://p4elecs.com/>

Project management II



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