



## EU Funded My Project – What's Next?

### TRAINING AGENDA

#### Day 1: From approval to action – Setting up your project for real-world delivery

##### Session 1: Your project got the green light. Now let's talk SyGMA, GAP & DoA (09:00–10:30)

This session introduces the initial steps in the Grant Agreement Preparation (GAP) phase, guiding participants through the transition from a successful proposal to a fully operational Horizon Europe project. Emphasis is placed on administrative alignment, partner role assignment, and the configuration of institutional settings in the Funding & Tenders Portal. Participants will gain hands-on experience with SyGMA and learn how to avoid typical early-stage pitfalls.

Workshop: SyGMA Simulation: DoA and GAP Setup

**Coffee break (10:30–11:00)**

##### Session 2: Laying the digital foundations: tools, access & documentation flow (11:00–12:30)

In this session, participants will learn how to set up the foundational collaboration and data management systems that support smooth project implementation. Beyond selecting digital tools, the focus is on aligning internal institutional processes with EU requirements—especially regarding documentation, access management, and reporting alignment. The session also addresses common traps, such as poor naming conventions or reliance on private drives, which can lead to inefficiencies or audit risks.

Workshop: Design your team's workspace and folder structure using a template

**Lunch break (12:30–13:30)**

##### Session 3: Operational governance: Making project management plans work (13:30–15:00)

This session helps participants move from static documents to dynamic project governance. It focuses on how to create a Project Management Plan (PMP) that actually supports day-to-day coordination, decision-making, and conflict resolution across diverse partners. In addition to covering PMP structure and standard templates, the session explores the practical dynamics of managing distributed responsibility, behavioral risks, and escalation pathways in EU-funded consortia.

Workshop: Role Mapping and escalation in action

**Coffee break (15:00–15:30)**

##### Session 4: Quality that scales – Managing deliverables, processes, and partner accountability (15:30–17:00)

This session focuses on building a practical and collaborative quality management system for Horizon Europe projects. Rather than treating quality as a one-time coordinator responsibility, participants will learn how to embed shared accountability, standardize deliverable acceptance, and ensure peer-review mechanisms are in place. We will explore how to manage both the quality of outputs (deliverables) and the quality of project processes, distinguishing between quality assurance (QA), quality control (QC), monitoring, and evaluation. Key tools and document templates will be reviewed, including what must be prepared upfront and what can be tailored during implementation.

Workshop: End-to-end quality assurance for a deliverable

**End of Day 1**

*From A to Z: Executive Training in Project Implementation and Strategic Coordination of EU-Funded Initiatives*

LEAD EXPERT

### Dr Danijela Ćirić Lalić

Dr. Danijela Ćirić Lalić is the Chief Project Officer at the European Academy and Assistant Professor of Project Management at the University of Novi Sad, Faculty of Technical Sciences. She currently coordinates five EU-funded projects under various instruments—including Horizon Europe, Erasmus+, and Creative Europe—covering themes such as digital transformation, sustainable development, education innovation, and capacity building.

As the designer and lead trainer of this course, she brings a distinctive blend of academic insight and real-world execution. Her sessions translate complex compliance requirements into clear, actionable steps—backed by templates, simulations, and real project data. Participants benefit from her deep understanding of how EU-funded projects truly work beyond the paperwork.

Whether it's about turning a Grant Agreement into an implementation plan, managing high-stakes reporting, or building consortiums that deliver results, Dr. Ćirić Lalić equips professionals with the mindset and tools to lead with confidence and purpose.

## OTHER COURSES

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## TRAINING AGENDA

### Day 2: From coordination to impact – Driving partner performance and strategic visibility

Session 5: Strategic foundations for Dissemination, Exploitation & Communication (DEC) (09:00–10:30)

This session provides the strategic setup for managing Dissemination, Exploitation, and Communication (DEC) in Horizon Europe projects. Participants will learn how to design a robust, audit-ready DEC system that moves beyond checkbox obligations. Emphasis is placed on aligning stakeholder engagement, message tailoring, partner roles, and reporting formats with SyGMA templates and the EC's multi-actor approach. Tools, objectives, and indicators will be unpacked to help participants plan and manage impact from the start.

Workshop: Building a DEC system that works

Coffee break (10:30–11:00)

Session 6: Activating visibility & exploitation through Powerful DEC implementation (11:00–12:30)

Building on the strategic foundations set in Session 5, this session focuses on activating your DEC strategy: designing impactful content, maintaining project visibility, and building a credible exploitation pathway.

Workshop: Exploitation-driven visibility in action

Lunch break (12:30–13:30)

Session 7: Coordination that clicks – Meetings, people & partner communication (13:30–14:30)

This session delves into the heartbeat of EU project delivery: internal coordination and communication. While meetings are the main vessel for progress tracking and collective decision-making, successful coordination also hinges on the ability to manage interpersonal dynamics, document decisions, and handle non-responsiveness with balance.

Workshop: "What Would You Do If...?" – A coordination scenarios challenge.

Coffee break (15:00–15:30)

Session 8: Navigating Reporting & Communication in EU-Funded Projects (15:30–17:30)

This final session helps participants master internal and external reporting duties in EU-funded projects—especially under different funding models (lump sum vs. action-based). It emphasizes coordination-focused reporting: what's needed, what's excessive, and how to avoid "intellectual waste."

Workshop: 100-Day Coordination Roadmap + Reporting Scenarios

Final Wrap-up: Lessons Learned and Readiness Check

Individual reflection: identify three actions to apply in your project  
Readiness self-assessment (1–5 scale) on coordination and reporting confidence  
Interactive Q&A: Ask Me Anything – real-life scenarios and challenges

End of Day 2

Please note - This agenda should be considered as a backbone, the exact content and flow may vary to better accommodate the needs of each training group individually.  
The full format on the agenda is available in the Course's page