



Co-funded by the
Erasmus+ Programme
of the European Union



Erasmus+




YLAB Training Trainer Notes

Project Management – Module 6






Module Learning Outcomes:



- Know the key components of effective project management
- Understand what impacts on the different components of project management and how to plan for them
- Build a live plan for an event you would like to organise

Timing (Total 3 hours, 180 minutes)	Outcome/ Topic	Content	Delivery/Activities	Resources
10 mins	Module introduction	Welcome, introduction, outline and icebreaker	<ul style="list-style-type: none"> • Tutor(s) to welcome the group and introduce themselves. • Tutor(s) to explain the outline of this module and display the learning outcomes • Icebreaker game of tutor's choice – from the toolkit 	PP Slide 1-3   • Know the key components of effective project management • Understand what impacts on the different components of project management and how to plan for them • Build a live plan for an event you would like to organise 
5 mins	Course Recap	Tutor to ask group to recap on what other modules they have covered so far; Module 1 – Why I am an international Youth Leader Module 2 – How to Lead an intercultural group Module 3 – Encouraging Active Lifestyles Module 4 – Engaging Women and Girls Module 5 – Intercultural Awareness	<ul style="list-style-type: none"> • Tutor to ask the group what they have covered in the other modules so far – group contributions <p>Note: Only relevant if learners are taking part in other YLAB Training modules. Remove slide if delivering as a stand-alone module.</p>	PP Slide 4 

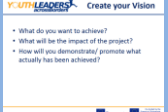






Timing (Total 3 hours, 180 minutes)	Outcome/ Topic	Content	Delivery/Activities	Resources
10 min	Introduction	<p>Introduction to what Project Management is.</p> <p>Definition: Project management is the discipline of initiating, planning, executing, controlling and closing work to achieve specific goals and to meet success criteria in a set timeframe and budget.</p>	<p>Trainer to show slides and discuss with the group. Explain the definition and the key components of project management</p> <p>For example: every sporting event is a project. Be it a sports camp for children, FIFA WORLD CUP or even the Olympic Games.</p>	<p>PP Slide 5-6</p> 
10 min	Definition and Key Components	<p>Discussing and agreeing definition</p> <p>Key Components</p>	<p><i>Form groups – if intercultural group form groups in countries</i></p> <p>Each group finds a definition in their own language about project management means to them. Each group to translate into simple English and present back to the group Trainer to display all definitions on the wall for remainder of the session</p> <p>Key Components: Trainer to show the slides and talk through the stages with the participants</p> <p>Note: <i>There are detailed crib sheets provided for trainers to use that give in depth detail of each component. Trainers may wish to use these are hand outs to learners to help ensure learning.</i></p>	<p>PP Slide 7</p>  <p>Paper Pens</p> <p>PP Slide 8-10</p> 

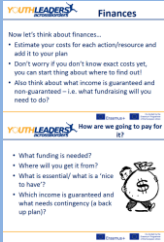



Timing (Total 3 hours, 180 minutes)	Outcome/ Topic	Content	Delivery/Activities	Resources
45 min	Let's Have a Go!	<p>Planning actions and resources for an agreed vision</p> <p>Practical Activity</p>	<p><i>Divide the participants in smaller groups.</i></p> <p>Trainer gives the group the vision – Get this Frisbee from A-B</p> <p>In groups participants need to:</p> <ul style="list-style-type: none"> -Agree actions -Agree resources <p>Groups then carry out their actions to see if they achieved the vision.</p> <p>Group review – key questions:</p> <p>Did you achieve the vision?</p> <p>Did you adapt the vision?</p> <p>What went well?</p> <p>What would you do differently next time?</p> <p>We achieved the vision in different ways – how does this feel?</p> <p><i>Note: There are template sheets provided that trainers may wish to use to help learners capture their actions and resources</i></p>	<p>PP Slide 11-13</p>  <p>Frisbees Pens Paper</p>
20 min	Create a clear vision	<p>Group discussion</p> <p>Communicate in clear language what you are going to do/achieve</p> <p>Be clear about that a vision/goal is not what are you planning TO DO but rather what are you plan to ACHIEVE.</p>	<p>Split the group into smaller groups – these groups will remain the same for the remainder of the session.</p> <p>Each group to create their own vision with an international theme/ outcome.</p> <p>Each group presents their vision to the rest of the group</p> <p><i>Supplementary questions if possible:</i></p>	<p>PP Slide 14-16</p> 



Timing (Total 3 hours, 180 minutes)	Outcome/ Topic	Content	Delivery/Activities	Resources
		<p>In other words, to better explain this: Vision is about the POINT of destination and not the means of transportation that shall get you there.</p>	<p><i>What will be the impact of the project? How will you demonstrate/ promote what actually has been achieved?</i></p> <p>Note: <i>There are template sheets provided that trainers may wish to use to help learners capture their vision</i></p>	 
<p>30 min</p>	<p>Action and Resource Allocation</p>	<p>Adding to the vision, agreeing actions and resources needed to achieve the vision.</p>	<p>Back into the same groups that created the visions.</p> <p>Groups now need to write their actions and Resources needed to achieve their vision. Encourage groups to colour code their work i.e all the actions written on green paper, and all the resources on blue paper.</p> <p>Actions and resources should form a timeline which can be displayed clearly (e.g. paperclip to ribbon, or write in a table or grid)</p> <p>Trainer to move around the groups to ensure that the actions and resources make sense and everyone is clear</p> <p>Note: <i>There are template sheets provided that trainers may wish to use to help learners capture their actions and resources</i></p>	<p>PP Slide 17-19</p>   





Timing (Total 3 hours, 180 minutes)	Outcome/ Topic	Content	Delivery/Activities	Resources
15 min	Share progress	Groups to share their actions and resources with one other group. Encourage the groups to ask questions and constructively challenge, to make sure everything has been included.	Two groups now meet together to help make sure everything is included in the plans so far. Key questions: What are the major steps along the way? Have you left enough time in between actions to do them? What are the outside factors to consider? What is the minimum time required to deliver this project?	
20 min	Financial Plan	Estimating the costs of the project activities and tasks.	Back into planning groups Use third colour paper to estimate the costs for each of the action and resource cards produced. Income will be made up of guaranteed income and non-guaranteed income (income you plan to raise) <i>Note: There are template sheets provided that trainers may wish to use to help learners capture their financial plans</i>	<p>PP Slide 20-21</p> 
10 min	The Pitch!	Groups now pitch their entire plan to the whole group	Trainer to organise groups into an order Each group given 3 minutes to pitch their idea to the whole group Trainer to ensure that each member of the group has a role in the pitch and that everyone is included.	<p>PP Slide 22</p> 



Co-funded by the
Erasmus+ Programme
of the European Union



Erasmus+

Timing (Total 3 hours, 180 minutes)	Outcome/ Topic	Content	Delivery/Activities	Resources
20 min	Next Steps	Review of the project plans and discussion on what to do next	Discussion in whole group: Can we all take the first steps on our plan? What actions could happen this week/ soon? What help would you like to make this happen? Who wants to work on this...	PP Slide 23 
5 mins	Recap and close	Recap over the module outcomes, thank learners and reiterate the module toolkit	Suggested delivery method – tutor led discussion <ul style="list-style-type: none"> Tutor to show the module outcome slide Go over the activities that the group did to achieve each outcome Reiterate the learner resources for this module Reiterate the pledge card Trainer to encourage the learners to reflect on the session and record of the What Went Well and Even Better If flipchart Trainer to encourage learners to share their thoughts and reflections with the group, and also on social media Twitter - @YLABProject Instagram - @ylab_project Facebook - @YLABProject <ul style="list-style-type: none"> Group photo/selfie for social media post 	PP Slide 24-26  Camera

Things to Think About:

- Trainers need to factor breaks into the delivery to ensure learners remain focused and engaged
- Trainers need to consider the experience levels of the group – you may have learners who have vast project management experience, it is important to help them share these experiences, whilst also helping those who are less experienced to gain knowledge and understanding
- Detailed crib sheets and templates are provided, but feel free to deliver in your own style and one that engages the group fully