

Project Management of Youth Exchanges

- 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

Icebreaker



YLAB Training recap

What have you learnt so far?

What is Project Management?



The discipline of initiating, planning, executing, controlling and closing the work of a team to achieve specific goals and to meet specific success criteria

What's your Definition?



Vision

Actions

Resources

Financial
Plan

Key Components of Project Management



Key Components



Vision

- What it is you want to achieve?

Actions

- What are the steps you need to get there?

Resources

- What are the resources you need to achieve each step?
- Resources = equipment, people, money etc.

Financial
Plan

- How will you find and manage the money to achieve the vision?



So let's have a go...



Here's the Vision...

“Get this Frisbee from A-B”

Your Task...

In small groups, what are your

Actions and Resources?

- Did you achieve the vision?
- Did you adapt the vision?
- What went well?
- What would you do differently next time?
- We achieved the vision in different ways – how does this feel?

So, what's your vision?

In small groups, come up with
your own vision with an
international theme...

- What do you want to achieve?
- What will be the impact of the project?
- How will you demonstrate/ promote what actually has been achieved?

Let's share the visions...



How will we get there?



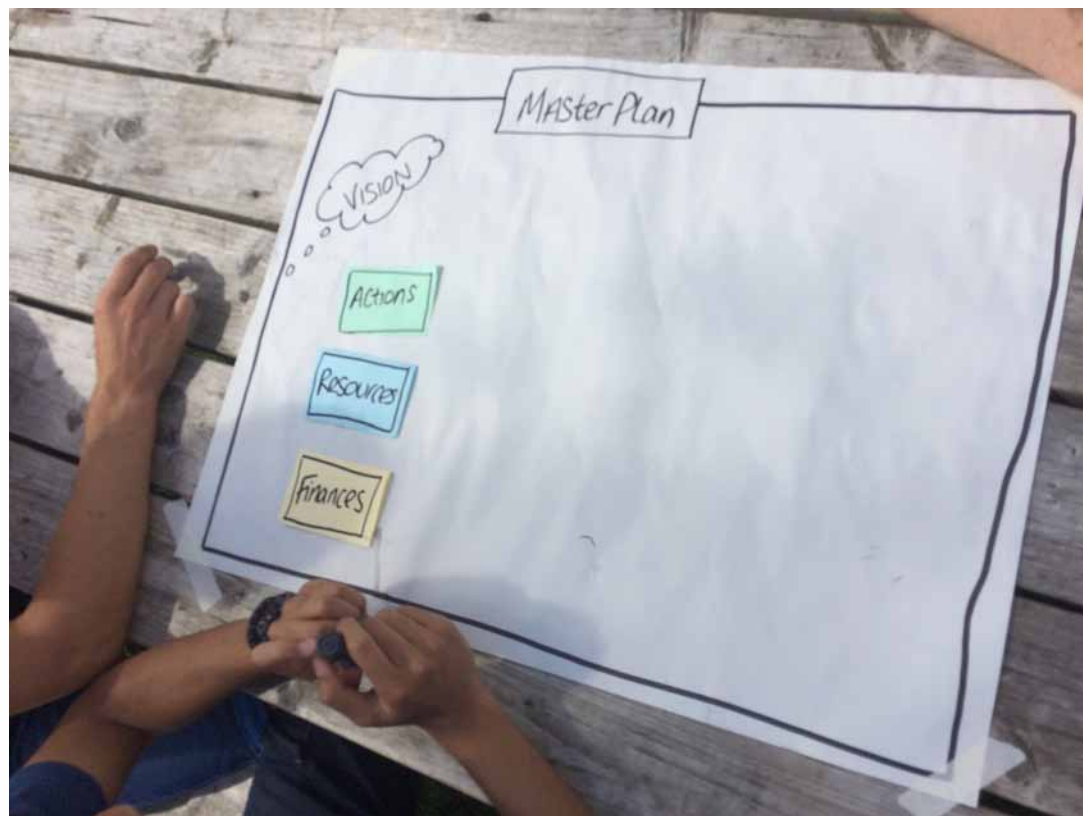
What does 'resource' mean?

Resources are the things needed to carry out the project tasks. They can be people, equipment, facilities, funding, or anything else you think is needed to complete the project.

Include anything that you think not having would mean you couldn't complete the project.



Still in your
groups,
add the Actions
and Resources
to your plan



Now let's think about finances...

- Estimate your costs for each action/resource and add it to your plan
- Don't worry if you don't know exact costs yet, you can start thinking about where to find out!
- Also think about what income is guaranteed and non-guaranteed – i.e. what fundraising will you need to do?

- What funding is needed?
- Where will you get it from?
- What is essential/ what is a 'nice to have'?
- Which income is guaranteed and what needs contingency (a back up plan)?



You have 3 minutes to make you project pitch to the rest of the 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?

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On the flipchart, tell the trainers

What Went Well?

Even Better If?



Keep in touch on social media...



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