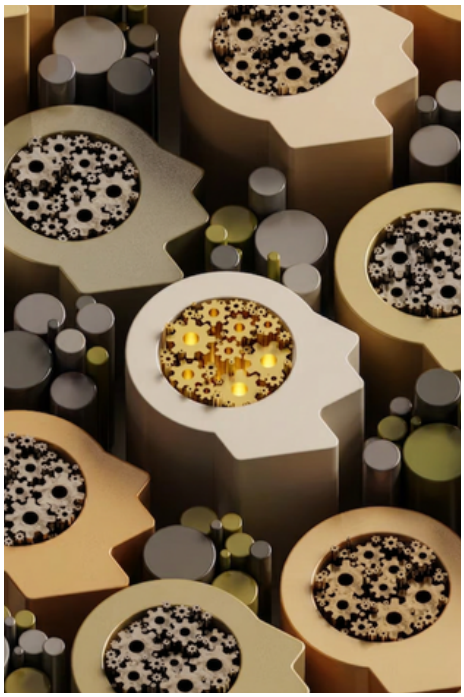
EUROPEAN GaNoM
Education, Research & Innovation

ACTIVITY SHEET

TROUBLESHOOTING SESSIONS ON PROJECT DESIGN AND PROJECT MANAGEMENT



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1. FORMAT AND OBJECTIVES

A troubleshooting session takes on a **problem-based workshop format**. The objective is to collectively analyse and resolve problems on specific topics related to an EU-funded project.

It enables peers to **share experiences and best practices to solve problems, risks or challenges** in an interactive and dynamic setting.



The trainer identifies a **number of problems or challenges** related to EU project design or management.

These problems or challenges should encourage innovative thinking based on the exchange of practices and comparison of ideas.

The participants will discuss in small groups (5 maximum) for **several short rounds of discussions**.

Average duration of the workshop : 35- 40 minutes

1 trainer

Ideal to close up a workshop day

Short and dynamic format

Foster exchanges of practices

2. METHODOLOGY

01 Before the activity



The trainer:

- Identifies some project-related problems, risks and challenges
- Set up a **presentation on an interactive platform** which will allow display of problems to discuss

02 Introduction

5 minutes



- The trainer **introduces the activity** (format, objectives, expectations)
- Participants are then asked to form groups *(5 max. per group)*
- The trainer displays, on the board, the **presentation**

03 Implementation

Discussion

- The trainer launches the **first slide of the interactive presentation**, to display the first problem
- Participants discuss the problem

4 minutes





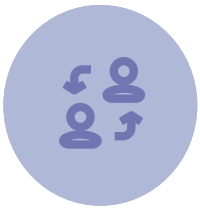
Synthesis

1 moderator per group **fills in the wooclap event** with the best ideas shared during the discussion

2 minutes

04 Repeat

For 4 other topics



The trainer **changes the slides** of the interactive presentation to change the problem to discuss

6 minutes per topic *(4 min. for discussion and 2 min. for synthesis)*

3. MATERIALS AND TOOLS

Preparation tasks for the trainer :

- Prepare a time scenario on an EXCEL sheet
- Prepare a list of topics (see examples on page 5)
- Prepare a **interactive presentation** with a **timer**, to arrange each topic brainstorming round

TIPS

To prepare the interactive presentation, you can use plateforms such as **slido or wooclap**.

Preparation tasks for the host organisation :

- Arrange one large room
- Prepare one videoprojector
- Prepare a set of tables and chairs for each group

In the toolkit, you will find :

- **Time scenario template (EXCEL)**
- **Wooclap scenario template**

4. ACTIVITY TRANSCRIPT



After the activity, it is recommended to write a report with the inputs discussed for each topic.

Using an interactive presentation platform enables **the recording of responses** given by participants for each problem discussed.

5. EXAMPLES OF TOPICS

After the project start, it is learnt there is no budget allocated to an activity which is essential for the project. How can the consortium fund this activity?

Partner organisations are not involved in the production of deliverables, as planned in the application

One partner organisation used its grant for ineligible expenses

There are too many deliverables promised in the proposal to implement in reality

The EU project officer does not respond when support is needed

A partner organisation has just received its interim payment. A week later it goes into liquidation. How to distribute the workload between the partners?

The distribution of the budget during the proposal preparation has been well designed. Partners have the same lumpsum but will not share equally the workload

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