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CAST Culture trAnSforming communiTies and economies

2nd DRP LP seminar Bucharest, 11. 06. 2025

PROJECT MANAGEMENT

The most important part of all projects is **to ensure effective** implementation!



ORGANISATION STRUCTURE



SO Leaders

Project Partners



Communication Manager (PP12 IDM -Rebecca Thorne)

5



INTERNAL COMMUNICATION

Channels:

• Emails, MS Teams, Zoom, Google Drive

Emails:

- Subject: CAST D.X.X.X.
- Important to add Lead Partner in all communication

Google Drive

- The names of the documents should be clear.
- CAST DX.X.X. Title (V1)
- CAST Kick-off meeting agenda



INTERNAL COMMUNICATION

<u>Content-related issues</u> – with whom do I communicate?





INTERNAL COMMUNICATION

Financial and administrative project management - with whom do I communicate?

Project Partner



Financial Manager

Setting the project's plan

- Internalise the project's objectives and aims
- SO Leaders design the paths
 - Activities
 - Deliverables
 - Objectives

Cooperation is key!



Designing the checklists

- See where it would be useful to use checklists:
 - Workplan?
 - Reporting?
 - Meetings?

Make your life easier!

•		1			LP	PP2	PP3	PP4	PP5	PP6
#	WP/activity	Responsible beneficiary (BF)	Deadline	Status	ISKRIVA	NICE AND Homely	KKZ	τον	URBAN CULT	SMS
SO 1	To increase capacity and empower communities on social inclusion	MOME								
A.1.1	Increasing competencies and capacities of culture, tourism, and	MOME								
D1.1.1	Training pack for CAST Capacity Building Academy on culturebased		PR5							
	Preparation of interview protocol (for interviews)	prepared by MOME, reviewed by All,	PM in June		-	-	-	-	-	-
	Preparation of miro board (for case studies)	prepared by MOME, reviewed by All, finalised by MOME	21 May 2025 (review 14 May)		-	-	-	-	-	-

What is left?

- Follow the plan
- Check the checklists
- Adapt if necessary



We look forward to cooperating with you!

economies

https://interreg-danube.eu/projects/cast

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