

**Interreg
Danube Region**



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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

Project Management Team



Project Manager
(LP Iskriva – Urška
Dolinar)



Financial Manager
(LP Iskriva – Petra
Klanšek)



Communication
Manager
(PP12 IDM –
Rebecca Thorne)

SO Leaders

Project Partners

INTERNAL COMMUNICATION

Channels:

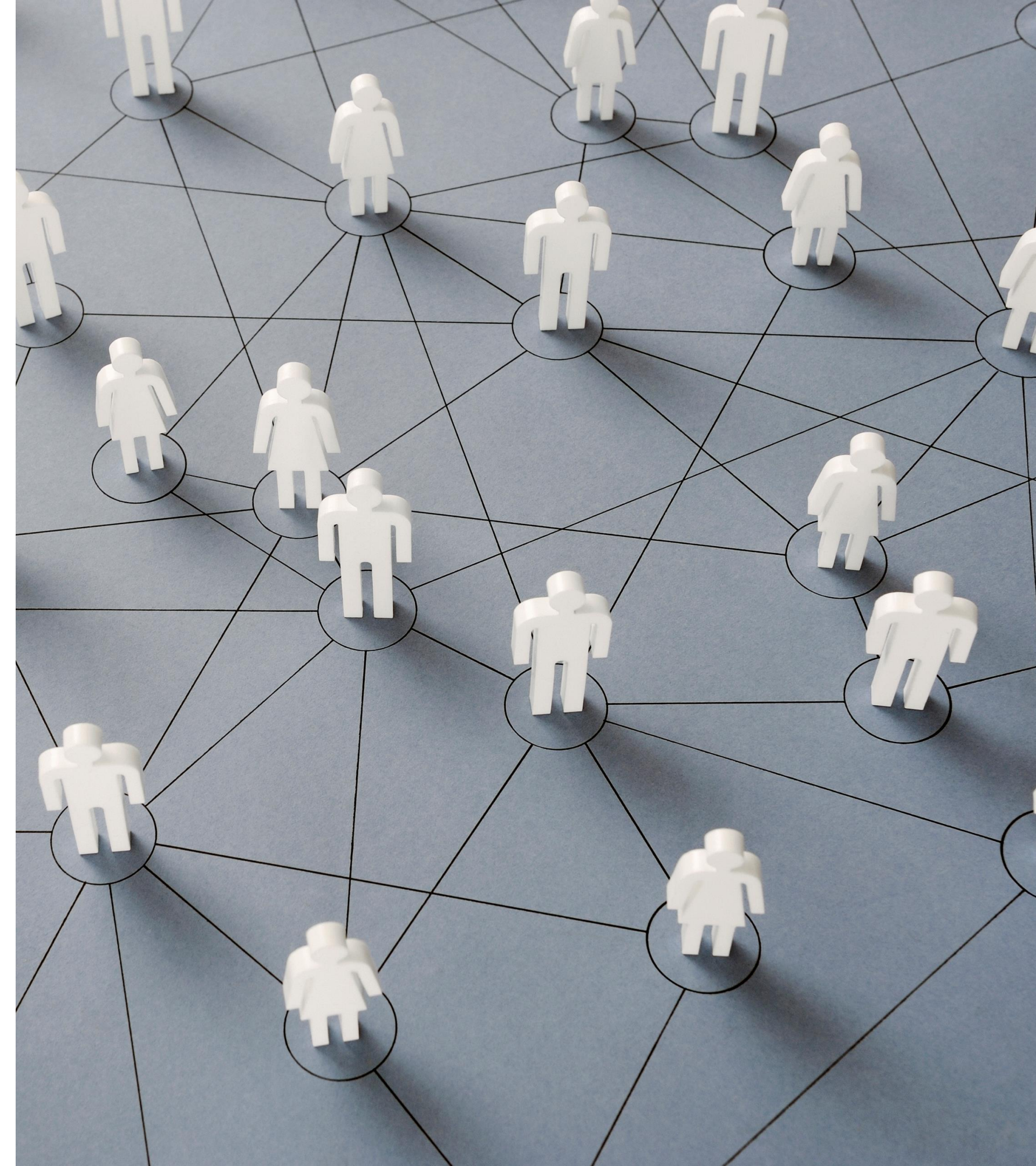
- Emails, MS Teams, Zoom, Google Drive

Emails:

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

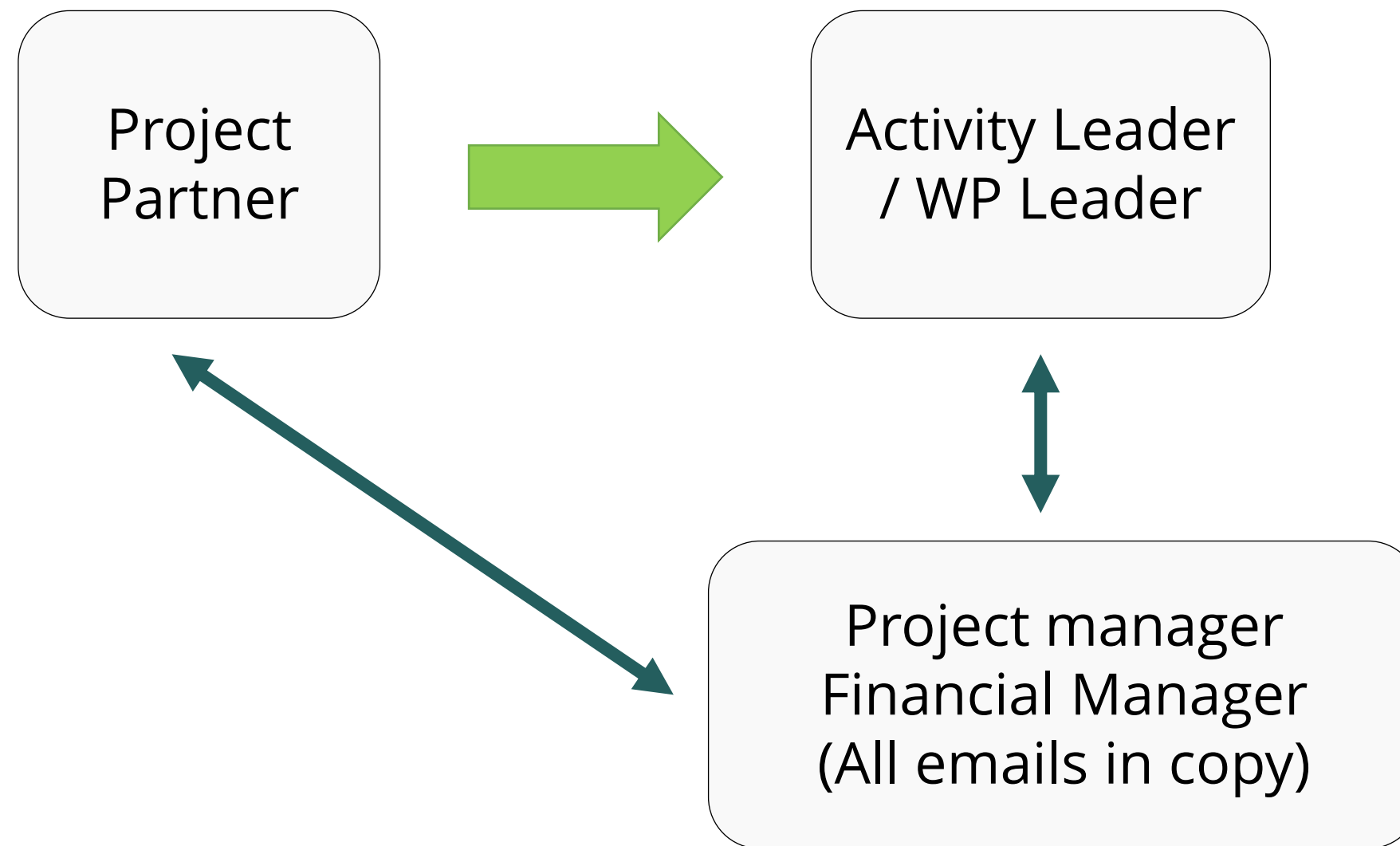
Google Drive

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



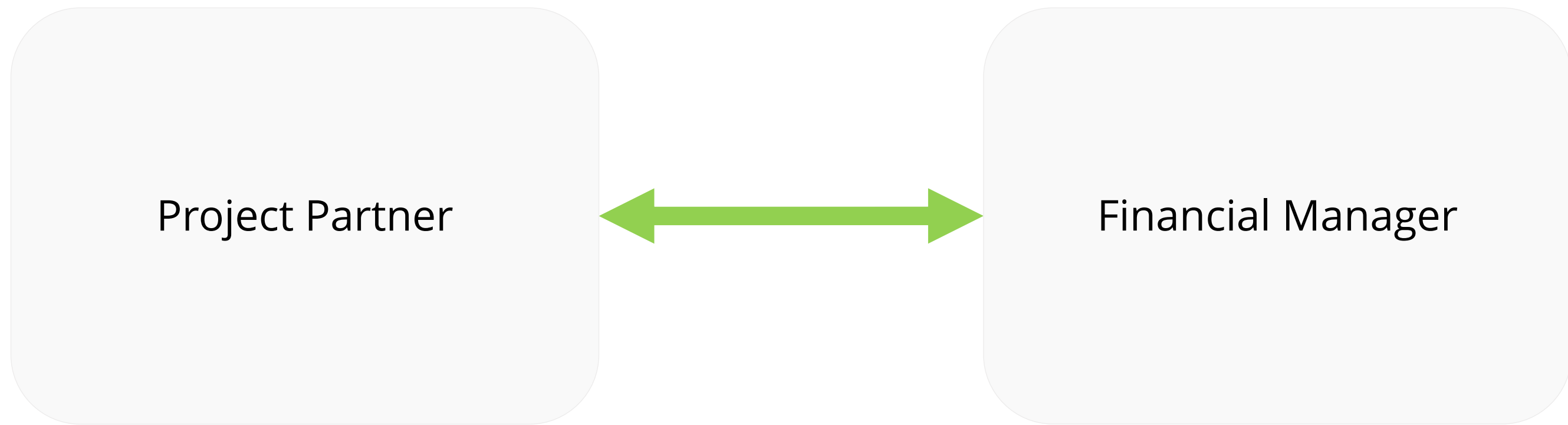
INTERNAL COMMUNICATION

Content-related issues – with whom do I communicate?



INTERNAL COMMUNICATION

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



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!

[illegible]

What is left?

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

**We look forward to
cooperating with
you!**

CAST – Culture trAnSforming communiTies and economies

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

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