THE PROJECT – GENERAL INFORMATION

Project definition

The project is an idea of a state improvement.

The project is an investment of resources, performed in a given period, in order to achieve a goal or a set of goals.

The project is a document that describes the problem and how to solve it, justifies the need for investment, assesses the resources necessary for the implementation of the solution (time, financial, human and material resources, etc.) and … convinces the effectiveness and efficiency of the investment.

Fundamental principles

Any project, regardless of which domain it is addressed, it must be faithful to some general principles:

The principle of commitment. The applicant should be aware that the project, once launched, it turns from a dream - a desire, into a commitment for its involvement, in fact responsible for the realization of the project.

The principle of pre-defined success. The applicant must ensure, before the launch of the project , the chance of being a success. The mere existence of a general idea is sufficient for success.

The principle of efficiency / internal consistency / interdependence. The proposed project must fit into a system, possibly in a series of actions aimed for a goal. A single idea, an unintegrated project has no chances of success. Small steps achievements, coherently and logically related, can lead to success safer than revolutionary leaps.

Strategy principle. Therefore the applicant must have good general objectives outlined in the strategies. The project can be a "step" in a strategy.

Control principle. Any activity related to the project should be subject to review (and self-control). The Application Form contains several control keys, which those who develop the draft need to know in order to be able to match them. The project team (who will be responsible for the project) should be involved in developing the project, the ability to self-assess the accomplishment (implementation) of it. The control of the project in order to meet deadlines, respectively, in consumption of resources, returns both the project team (self control) and the contracting authority (funding).

The principle of single channel of communication. Single channel of communication is a management principle, and therefore a principle of project management. The project Team Manager is the main source of information in both inputs and outputs.

Stimulating work environment principle. Every project is developed into a particular environment, which can be favorable or unfavorable for the work, making the project management more accessible or rather more difficult. The project can succeed more as much as the environment is more favorable and even stimulating.

The idea of funding source precedes the project. Very often those who receive a grant make the mistake of seeking funding source firstly and then looking for a project idea.

In other words, the applicant incorrectly puts the problem, in this order:

- Is there a funding line opened ?
- What project should I submit in order to get money ?

The project idea must always precede the search for a source of funding, so the applicant should consider in order:

- What would be the organization's needs ?
- Which is the best solution for solving the fulfillment of these needs?
- How / where I could get funding to implement this solution?

Only if you raise the problem in this way the project is consistent, within an overall, a system, and relevant to the proposed target.

FUNDAMENTALS ON HOW TO BUILD PROJECTS

Mission, vision, values and strategy of the organization

What starts a project?

First of all, with **a reference point** - who we are, **a vision** - where we want to get, as an organization, institution or company and the establishment of the framework that will integrate project.

This framework is **the development strategy**, the strategic plan of the organization.

Many organizations face the changes, that the future may bring, unprepared. In an economically competitive and rapidly changing environment, the key to success is the clear strategic thinking of an organization.

It is essential for an organization (school or company) to understand the type of activities they carry out and the position that she wants to occupy at some point the future (strategic planning), and how can it achieve these goals, which are the responsibility of operational planning and decision-making. The strategy is intended to describe the image that the organization wants to have in the future and is geared toward what she wants to do and not to how she wants to act. Strategic planning is a rational process that can (and should) be used by managers in all types of organizations.

When beginning the process of strategic planning, managers must establish the foundation on which will be held other management processes. The main foundation is to establish the vision, direction that will guide the organization.

Endpoints of the organization must be clearly expressed and contained in a mission statement, which must take into account both leadership values and needs of employees, partners (clients or customers).

The first step of the strategic planning process is to identify and generate the organization's mission. The identity of an organization is more important than the strategic plan as an effective strategy depends on the commitment to the essential forces arising from the ID.

Mission Statement should be the long term vision of what the organization is trying to become on the social segment / market which seeks to address and the needs they aim to satisfy. It exists in order to focus energies to give a sense of direction, meaning and purpose, is a source of legitimate power in difficult situations, prevent wastage in activities unrelated to the reason for the existence of the organization and acts for each

member of the organization - in the extent that it is internalized - a court which indicates the values and principles under which she wants to act in any situation.

A mission statement is effective if it is feasible, instructive, accurate, reflects the values and culture of the organization and is geared towards customers (clients).

Here are some useful questions in the effort to draw up the declaration of mission:

- What is our purpose, essentially our reason to exist?
- What we represent? Why do we exist?
- What is our value, which are our unique skills?
- What are our values?
- What are the most important things for our organization?
- What is the significance of what we do?
- How can we make our contribution?
- What we want to be and do (in 5-10 years, for example)?

Mission, vision, values and strategic plan represent not only the foundation upon which the project can be developed, but important elements of what is called **eligibility**, which the financier evaluates on the decision-making process for the requested grant. Because, in order to obtain funding, an organization must firstly be **eligible**.

The **eligibility conditions** are the terms of reference. In general they include:

- The activity of the applicant
- Age of the organization - its time setting
- Experience in the field of the proposed project
- Previous experience on project management funding
- The ability of the project management team to ensure successful project completion
- The capacity the organization: facilities, human resources, etc.
- Financial situation of the organization (as a guarantee that the organization can bear its own financial contribution to the project).

If the organization does not have experience in financing project management or in the specific area of the project, programs generally support partners. The existence of one or even two to three partners, in a project, is often a good point, but partners should have a clear input, a substantiated integration. It is recommended that partners may have been, in the previous period, in the collaboration with the applicant and, if the relationship established by the the project to continue after the project and possibly the relationship established by the project to continue and after the project.