Appendix 1: Glossary of terms

Depending on the professional area or environment in which the project is managed, the terminology may change. Here are some of the terms used in this publication. Most of them are defined in more detail in chapter 3.

- **Emergence, genesis of the project**: the initial idea, generally in response to the identification of a specific problem or need. This idea is the starting point for the design and drawing up of the project.

- **Implementation**: this is the "doing" part of the project, involving all the practical aspects: material and technical arrangements, organising human and financial resources, preparing the persons who will be conducting the project, ensuring the right material conditions for the smooth running of activities and so on.

- **Assessment**: final phase of the project. The assessment makes it possible to measure its impact on the environment, what has been achieved and how, and to plan any follow-up. The results of the assessment are generally documented and contribute to the project report.

- **Intermediate assessment**: a certain number of intermediate assessments are carried out to make sure that the project continues to reflect its environment, its target group and the objectives set. Intermediate assessments help to keep projects in line with reality and as such form part of the monitoring process.

- **Consolidation**: final project activities, publicising and exploiting the results, recognising and securing recognition for the value of the project, thanking the partners and celebrating.

- **Context**: social and geographical environment in which the project will take place. The context is one of the main parameters in drawing up the project.

- **Aims**: the final goal of the project. Aims are defined according to an analysis of needs or the identification of a set of problems in a particular environment.

- **Objectives**: these are a project's goal or goals put into operational form. Projects always have several objectives which must be practical, measurable, limited in time, realistic and flexible. A distinction may be drawn between:
  - social/general objectives, which lead to social changes;
  - educational objectives, which have a didactic element and refer to changes in people;
  - measurable practical objectives, which are more intermediate activities to be undertaken.

- **Objectives** are in turn broken down into activities.

- **Activities**: the different stages associated with a specific objective which help to achieve the aim.

- **Action plan**: plan of the various activities that make up the project, with a precise indication of what those activities are, their location and timing and the resources involved. Such plans need to be modified to take account of the situation on the ground and the intermediate assessments.
• **Monitoring:** this takes place throughout the project’s life and consists of checking whether the action plan still reflects reality and whether the planned activities, objectives and aims are still consistent with the needs, context, target group and available resources, with a view to modifying them where necessary.

• **Partners:** the persons or institutions collaborating in the project. They may offer financial, material, technical or political support.
  • *Project members:* all those involved in carrying out the project.
  • *Project carrier:* the individual(s) or organisation initiating the project.
  • *Project manager:* person(s) responsible for managing the material and human resources involved in the project.
  • *Project sponsors:* individuals, institutions or companies financing the project.

• **Resources:** all the available and necessary means for completing the project (equipment, finance, staffing and so on).
Appendix 2

**Project Management T-Kit Evaluation form**

We hope you have found this first version of the Project Management T-kit helpful and useful. This is the first time that such a publication has been produced within the Partnership Programme and we would welcome your feedback and suggestions for future editions. Your answers will also be used to analyse the impact of this publication. Thank you for completing this questionnaire, your comments will be read with great attention.

How far did this T-kit help you to find theoretical foundations and practical advice to run your project(s)?

From 0% .......................................................... to 100%

You are...
(You may tick more than one option)

- □ A project manager
  - ○ Local level
  - ○ National level
  - ○ International level
  - ○ Other

Did you use the T-kit help in structuring your project? 

- Yes □ No □

If yes...

In what context or situation? ..........................................................
..........................................................................................
..........................................................................................
..........................................................................................

Which parts helped you the most? ..................................................
..........................................................................................
..........................................................................................
..........................................................................................

Which parts did you find least useful? ..........................................
..........................................................................................
..........................................................................................
..........................................................................................

- □ A Trainer
  - ○ Local level
  - ○ National level
  - ○ International level
  - ○ Other

Did you use the T-kit for any of your training activities? 

- Yes □ No □

If yes...

In what context or situation? ..........................................................
..........................................................................................
..........................................................................................
..........................................................................................

With which age group(s)? ............................................................
..........................................................................................
..........................................................................................
..........................................................................................
Which ideas did you use or adapt?  
__________________________________________________________________________  
__________________________________________________________________________  
__________________________________________________________________________

Which ideas did you find least useful?  
__________________________________________________________________________  
__________________________________________________________________________  
__________________________________________________________________________  

☐ None of the above – Please specify  
__________________________________________________________________________  
__________________________________________________________________________  
__________________________________________________________________________

What do you think of the overall structure of the T-Kit?  
__________________________________________________________________________  
__________________________________________________________________________  
__________________________________________________________________________

What do you think about the layout of the T-Kit?  
__________________________________________________________________________

Where did you obtain your copy of this Project Management T-kit?  
__________________________________________________________________________

What recommendations or suggestions do you have for future editions?  
__________________________________________________________________________  
__________________________________________________________________________  
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Name:  
__________________________________________________________________________

Title:  
__________________________________________________________________________

Organisation/establishment (if applicable):  
__________________________________________________________________________

Your address:  
__________________________________________________________________________  
__________________________________________________________________________  
__________________________________________________________________________

Phone number:  
__________________________________________________________________________

E-mail:  
__________________________________________________________________________

Please return this questionnaire by surface mail or e-mail to:

Project Management T-kit  
Directorate of Youth & Sport – Council of Europe – F-67075 Strasbourg Cedex  
E-mail: T-Kits@training-youth.net
Appendix 3
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Information, resources, publications. Includes an international section.

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Information in German and English on German charities, hints for donors, links to funding organisations in other countries and to international sites.

Eurodesk – http://www.eurodesk.org/  
Information on European programmes

European Foundation Centre - http://www.efc.be  
Links to other funders’ sites and many corporate funders in Europe.

The Foundation Center - http://fdncenter.org  
Based in the United States. Information on charities and private foundations. Advice on application writing and links to other sites. Includes an online bookstore and possibility of submitting questions to a reference librarian. Also gives information on funding outside the United States.

Concrete practical ideas and resources for fund-raising.

Funders Online - http://www.fundersonline.org/  
A project of the European Foundation Centre and other international partners providing access to a range of European funding and grantmaking resources. The Funders Online Directory gives profiles of foundations and lists corporate funders’ web sites. The Directory is searchable by funder's areas of interest, indexed by subject focus, geographic focus, population focus and types of support.

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