

Interreg Programme: Excellence in Research, Social and Technological Innovation Project Management (ReSTI)

eLearning Guide

ReSTI Module 3: *Project management*

This *ReSTI eLearning Guide* is offered to orient learners to the courses in this module.

Become a ReSTI Project Manager!



Programme Introduction

ReSTI Programme overview:

Click [here](#) to access

Excellence-in-ReSTI stands for Excellence in Research, Social and Technological Innovation Project Management. The *Excellence-in-ReSTI Programme* was developed as an open source platform for project managers and administrators in public and private organisations, and can be used by all people interested in this topic. As such, the *ReSTI Programme* is offered, free of charge, under Creative Commons license.

The intent of the ReSTI Programme is to inspire an innovative and socially responsible Danube region and for participants to hone competences in research, technological, business and social

innovation. Another goal was to co-create a network across the region that learns together and collaborates on various initiatives that lead to EU-funded innovation projects. It goes without saying that the curriculum can also be used by any individual or organisation outside of the Danube region.

The programme offers five modules, each containing several courses that point the learners to EU research opportunities, teach project design and management methods and take learners through the steps of social innovation and innovation for the business context. Courses are directed at three stakeholder groups: research & education, business and civil society. The completion of each module leads to earning a digital badge that participants can place on their online profiles and include in their digital educational portfolios. Completing all modules leads to the *ReSTI Professional* super badge.

Modules and many courses can be completed in any order. However, a course sequence is suggested for all learners who prefer to follow a roadmap.

Usage License: The ReSTI Programme is appropriate for individual learners, and was especially designed for organisations/institutions that use it

as scaffolding for their own educational offers that may include face-to-face engagement. The license allows for organisations or individual consultants to use the ReSTI Programme to charge for their own consulting time or face-to-face engagement with their stakeholders, or their own educational (certification) programme that may be built upon or integrate the ReSTI Programme. The license details¹ can be found on the programme's landing page of the ReSTI.academy site and aligns with



Workload: The work in each ReSTI course aligns with particular ECTS (European Credit Transfer System) credits so that it is easy for the institution/s using the courses to give credit to their participants through their academic affiliations. The ECTS credit equivalence would be helpful when ReSTI courses are integrated into other programmes for which academic accreditation is sought.

Since this programme is open to the public, the library resources (upon which the activities are based) are often composed of open source materials. Some of these resources require registration before they can be accessed. It may happen that - due to the dynamic nature of the open source landscape - certain links will not be functionable at a given study time. Such issues are continuously monitored and corrected by responsible partners but in the meantime it is advised to search by resource titles to find the missing materials elsewhere.

ReSTI 5-Door Approach to eLearning

The *ReSTI Programme Design* accommodates multiple learning styles through the *ReSTI 5-Door Approach to eLearning*. In order to address different learning styles each course offers multiple entry points to the content through five doors: Behind each door, the learner is engaged in the content through a particular learning mode, and participants can either walk through all doors

and solidify their learning through repetition in various formats and/or choose the style that works best for them. At the core of this approach lies self-authorship in meaning-making. Learners choose from a plethora of offerings and compose the meaning that emerges from that choice. They can do a lot of activities, or just a few, or none if they pass the assessment upon entry. The purpose here is to optimize the learning potential and give full control about method, type and depth of learning to the (adult) learner. It is important to realize that the learning includes multiple pathways-some of which will be repetitive. This repetition is intended because not everyone will go through all the activities.

ReSTI 5-Door Approach to eLearning – Click here to watch video



The **Library** contains all content resources for the entire course such as lectures, readings, videos, case studies, articles, models, references, and other research materials, and various templates needed in the course. As is the case for all the doors, the Library also includes a variety of library activities that solidify the learnings. Information intake happens here through thinking, analyzing, and concluding.



The **Café** includes prompts for activities that learners complete through interaction with other people, engaging socially and constructing knowledge in collaboration with others. While the activities behind some other doors can be done in solitude, the Café activities require the learner to invite others into the learning. Information intake happens here through sensing, feeling, and relating.



The **Playground** offers learning opportunities for exploration, such as simulations, trial and error experimentation, or games. Some of these activities can be completed alone but many will also require other players. Information processing happens here through experimenting, doing, and acting.



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The **Forest** provides opportunity for individual reflection upon particular content items and/or activities prompted by instructions but also by various media and activities where the learner takes an observer role. Information processing happens here through watching, reviewing, and reflecting.



The **Assessment** requires the learner to pass an automated test. The tests are randomized from a broader set of questions and tests for acquiring a certain knowledge base, but cannot refer to experiences gained. However, if learners also complete the activities behind various doors, the knowledge base from the library comes alive, gains meaning, and will therefore be remembered better.



The **ReSTI Plaza** serves as an exchange place where learners leave information, reflections and opinions for other learners to access. Some activities include prompts to post in the plaza for others to learn from.

How to Best Move Through the Courses

Step 1: Course Information & Sequence

All materials can be accessed randomly and according to preference. However, the developers do suggest a potential sequence for all those learners who would rather have a complete roadmap, provided in the *Course Information & Sequence* file to be found on the landing page of each course.

Step 2: Introductory Video(s)

To obtain an overview of the course, it's best to begin by entering the Library Door and watch the introductory video(s).

Step 3: Summary of Resources

Next the *Summary of Resources* file provides the lay of the land for all the resources in a course. These are organised in sub-categories. Resources needed for activities are color-coded to distinguish them from all other resources.

Step 4: Access Doors

Thereafter, participants may continue with *Library Activities* and/or by entering any of the other doors to complete activities there.

For further info about the ReSTI 5-Door Approach visit this co-authored article:

Rowland, R., et al. (2018). The 5-Door Approach to eLearning for the Interreg Excellence in Research, Social, and Technological Innovation Project Management. *INTED2018 Proceedings*, 12th International Technology, Education and Development Conference, 5-7 March, Valencia, Spain, pp. 1016–1022, doi: 10.21125/int-ed.2018.1198.

ReSTI Modules & Courses

Module 1 | EU POLICIES

Course 1.1 EU Institutions and Strategy

Course 1.2 EU Policy Goals and Guidelines

Course 1.3 EU Grant Landscape & Funding Structure

Module 2 | PROJECT DESIGN

2.1 Introduction to Grant Application Writing & Impact

2.2 Advanced Project Development and Application Preparation

2.3 Forming a Consortium

2.4 Budget Development

Module 3 | PROJECT MANAGEMENT

3.1 Introduction to Project Management

3.2 Risk Management

3.3 Financial Management & Reporting

3.4 Communication & Dissemination, Capitalisation

3.5 Exploitation & IPR

Module 4 | SOCIAL INNOVATION

4.1 Introduction to Social Innovation

4.2 Social Innovation: Approaches and Methodologies

4.3 Designing and Implementing Social Innovations

Module 5 | INNOVATION IN THE BUSINESS CONTEXT

5.1 Innovation Sandbox

5.2 Introduction to Human-Centred Innovation Practice

5.3 Toward Sustainability: Introduction to Nature-Based Innovation Practice

5.4 Bringing Innovation to Market

5.5 Business Development

Click here to see more about programme structure

For further information, questions, or welcomed feedback, please contact the lead partner of the project, the [Centre for Social Innovation \(ZSI\)](#) in Vienna.

Technical aspects

Process of Excellence-in-ReSTI learning menu registration and course enrolment:

Participants should start at website [ReSTI.academy](#) and after reading the relevant information, click on the "ENTER" button below. This will guide them to the main MOOC website of Charles University in Prague where they can register.

Assessment process:

If confident about the knowledge and skills gained, participants may proceed to the Assessment door where they will find an Assessment quiz. Participants need to answer 6 out of 10 questions correctly in 30 minutes to pass each Assessment quiz. In case of failure, the same assessment can only be attempted after 5 days have passed.

Process of tracking study progress:

Participants can track their study progress through the course completion status block (available top right of the screen), they also have the option to double-check their progress by visiting the list of desired learning outcomes that

can be found within the Course Information & Sequence document.

Process of earning badges:

When learners have successfully completed the Assessment quiz in each course within a module, they will be awarded a virtual badge by the *Excellence-in-ReSTI Partnership*. The badges are small informative pictures with metadata that indicate the accomplishment of successfully completing a whole *Excellence-in-ReSTI Module* - and thus reaching an adequate knowledge level in all module topics. The earned badges can be shared online in various websites and social networks. Participants first have to create a [digital backpack](#) and then upload their badges per each module. Upon completion of all 5 modules, participants will be awarded a so-called *ReSTI Professional* badge.

The badge system - click here to watch video



Participants can see earned badges [here](#).

Introduction of ReSTI Module 3 PROJECT MANAGEMENT

The third Excellence-in-ReSTI module provides the set of courses aimed at developing knowledge and skills required for effective project management. Course 3.1 concerns the key factors for successful project management, which includes understanding the environment of a project, its life cycle, the role of project management and its main methodologies. Course 3.2 will allow students to become familiar with the concepts of risk and unexpected event and the main approaches to risk management and mitigation. Course 3.3 shall introduce students to the main concepts and tools of financial management and reporting, including cost estimation, cost budgeting, cost control, monitoring, and reporting. Course 3.4 provides insight into formulation and implementation of project communication and dissemination strategies,

preparation of communication and dissemination planning and methods applied to ensure successful capitalisation. Course 3.5 covers fundamental aspects of intellectual property rights (IPRs), including copyright laws and related rights, trademarks, patents, as well as fair competition and enforcement of IP rights, etc.

The materials have been developed by experts from the University of Belgrade (Serbia), Charles University (Czech Republic), University of Ljubljana (Slovenia) and Digitalis Jolet (Hungary).

Module 3 Course Outlines

PROJECT MANAGEMENT

Recommended academic credits: 6 ECTS for the online curriculum (~ 180 hrs workload total, see below details for each course in this module)

ReSTI Module 3 Course 3.1

Introduction to Project Management

1 ECTS (~ 25 hrs workload)

Course Description:

Project Management is a profession that has its own rules. Lack of understanding of Project Management and violations of design rules always lead to undesired results. Most often, the project is then left unfinished, and all financial and other contributions are more or less lost. In the course, students will acquire knowledge about the critical Project Management factors for success: understanding the environment of a project, its life cycle, the role of a Project Management and its most used methodologies

Course Objectives:

The main course objectives are

- to enable students to understand the environment of Project Management, i.e. what a project really is, why we need various approaches to Project Management
- to acquaint students with an overview of Project Management as a methodology for the effective realisation of the objectives in the private and public sectors

- to help students become familiar with the conceptual basis of contemporary methods for Project Management both in the social sciences and in other areas, including research and development

Learning Outcomes:

By the end of the course, participants are able to

- know the basics of Project Management and its components
- use their fundamental knowledge of Project Management methods.

ReSTI Module 3 Course 3.2

Risk Management

1.5 ECTS (~ 45 hrs workload)

Course Description:

The course will demonstrate that unlike unexpected problems (that will certainly happen) risks are events that “could” occur and could be mitigated ahead of time, but that the timing of the potential occurrence cannot be known. Students will learn that a risk can be defined as any “unexpected event” that might affect the people, processes, technology, resources and results – in other words project outcomes. Project Risk Management remains a relatively underdeveloped discipline, distinct from the Risk Management that refers to Operational, Financial and Underwriters' Risk Management in Business. If Risk Management is set up as a continuous, disciplined process of problem identification and resolution, then the system easily supplements other systems.

Course Objectives:

The main course objectives are

- to define what is a risk and what is its potential impact
- to identify project risk(s) and planning Risk Management initiatives
- to perform qualitative risk analysis and refine or iterate the risk, based on research and new information
- to monitor and control risks

Learning Outcomes:

By the end of the course, participants are able to

- analyse the consequences of the risk occurrence
- develop a contingency plan

ReSTI Module 3 Course 3.3***Financial Management and Reporting***

1.5 ECTS (~ 45 hrs workload)

Course Description:

While this course provides new insights to the financial aspects of Project Management to the novice, it enlarges the perspectives and increases the knowledge of seasoned managers and their teams about the various financial tools available to monitor, control, and safeguard project finances.

Course Objectives:

The main course objectives are

- to explain and communicate the principles of astute financial management
- to efficiently apply the financial tools and techniques applicable to Project Management

Learning Outcomes:

By the end of the course, participants are able to

- apply the Earned value management principles within regular work cycles
- determine financial risks and shortcomings prior to their existence

ReSTI Module 3 Course 3.4***Communication & Dissemination, Capitalisation***

1 ECTS (~ 25-30 hrs. workload)

Course Description:

The course main preoccupation is the formulation and implementation of the project's communication and dissemination strategy in order to ensure smooth, timely, and high quality external, as well as internal communication. The course concerns the main objectives of internal and external project communication, communication activities, relevant stakeholders and target groups, methods, channels and instruments of

communication and dissemination. The main outcome of the project communication planning is the Communication and Dissemination Plan, which will be studied and practised thoroughly the course. Capitalisation proved to be one of the main preoccupations of the EU funded programmes. Students will gain insight into the main goals of the Danube Transnational Programme Capitalisation Strategy and most compelling examples of its implementation.

Course Objectives:

The main course objectives are

- to understand the main communication, dissemination and capitalisation terms and concepts in Project Management, as well as the relationships between them
- to create comprehensive and meaningful Communication and Dissemination Plans
- to transform goals into measurable outcomes and actions
- to gain insight into the main goals, methods and activities of project capitalisation

Learning Outcomes:

By the end of the course, participants are able to

- use effectively the main communication, dissemination and capitalisation vocabulary
- develop a project Communication and Dissemination Plan
- complete a project Action (Scorecard) Plan
- define and apply the capitalisation goals, strategies and activities for a particular project

ReSTI Module 3 Course 3.5***Information & Sequence | Exploitation & IPR***

1 ECTS (~ 25-30 hrs. workload)

Course Description:

This course is designed to introduce two interconnected topics: intellectual property rights (IPRs) and exploitation of project results. It covers the fundamental aspects of intellectual property (IP) and intellectual property rights (IPRs): copyright and related rights, legal issues concerning trademarks, patents and industrial

designs. The course also includes the fundamental aspects of exploitation of project results within a project framework, as well as selected contemporary issues impacting the IP field and exploitation. After completion of the course, participants will know where to find answers to IPR and exploitation related questions from reliable sources and will be able to efficiently engage professionals in different fields of IPR protection and exploitation (e.g. patent attorneys, lawyers) to help further their goals.

Course Objectives:

The main course objectives are

- to define intellectual property rights (IPRs)
- to exploit project results
- to know the importance of IPRs for exploiting project results
- to explain the reasons for protecting intellectual property ('why' use IPRs)
- to properly use intellectual property rights for business advantage and in projects ('how' to use IPRs)
- to communicate the significance of intellectual property management in projects

Learning Outcomes:

By the end of the course, participants are able to

- know how to protect new technology, invention, brand or other intellectual property by one or more IPRs (e.g. patents, trademarks)
- understand how the grant of a patent for an invention/technological innovation or a trademark for a brand name/symbol/or similar helps to prevent or have an upper hand in (legal) disputes that may arise later on
- take steps for protecting intellectual property within a project with IPRs
- communicate the reasons for the importance of an intellectual property management strategy for a project and its potential for future exploitation of project results
- to develop and implement an intellectual property management strategy

Link list

- ReSTI Programme overview:
<http://www.interreg-danube.eu/approved-projects/excellence-in-resti>
- Video on ReSTI 5-Door Approach to eLearning:
<https://stream.cuni.cz/en/Detail/2858>
- Learn more about the CC BY-NC-ND 4.0 licence:
<https://creativecommons.org/licenses/by-nc-nd/4.0/deed.en>

Join the ReSTI LinkedIn Alumni group <https://www.linkedin.com/groups/13538663/>



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