

Hosting Organization description

Szatmari und Izsaki GbR is one of the main decisive financial advisory and SME Consultant Company in Germany, specifically focusing on project financing and project management activities. With the professional experiences, in the field of co-financed and direct EU grants, tenders and proposals and strong international connections, Szatmari und Izsaki GbR also offers innovative services. Advising project „kick-offs” for SME’s, „how to start a project” consultancy, various networks and channels from third party financing, venture capitals, cross-financing solutions, institutional, private, angel investors as well, just like several types of grants, funds and other financial opportunities. These possibilities are all among the services Szatmari und Izsaki GbR offers to its partners.

Location(s) of work-placements

Szatmari und Izsaki GbR – 8/a Mühlenstr., 14167, Berlin, Germany

Field(s) of internship

Project development and management activities in connection with sustainable tourism, health care technology and renewable energies.

Detailed tasks of trainee

Trainee’s tasks during the mobility period: Develop Project Charter; Identify Goals and Objectives; Develop Strategies and Plans; Prepare Preliminary Project Scope Statement; Set Up Project Standard; Set Up Project Management; Set Up Project Book; Specify Deliverables and Acceptance Criteria; Define Scope; Document Risk Management Plan; Document Quality Management Plan; Develop Financial Plan; Document Communications Management Plan; Document Data Management Plan (where needed); Document Project Management Plan; Monitor and Control Project Work; Perform QA Control, etc.



Skills & Competences required

We are able to host trainees, who have strong technical and / or economical background. Being flexible, persistent and firm when necessary, creative, even when the project does not call for it, patient but able to differentiate between patience and action, able to handle large amounts of continuous, often unrelenting stress. Absorbing large volumes of data from multiple sources. Additionally high tolerance for surprises, uncertainty, and ambiguity.

Learning Outcomes expected

Knowledge and understanding of: tools and considerations used in assessing and selecting suitable projects. Tools and considerations for planning all aspects of a project including, but not limited to: developing a work breakdown structure, planning methods and techniques, estimating and budgeting, the use of project management software (MS Project), the role of the project manager and his team, Contract Strategy Change Control Risk management, project closure, PRINCE2.

Intellectual Skills: define a project, and distinguish between project management, event management and general management. Discuss a number of key concepts in the domain of project management. Classify different types of project management structures. Breadth of Outlook, use information on project structures and contract strategy to gain an awareness of different structural perspectives and identify suitable organisations for different projects.

Personal Effectiveness: realise the benefits of adopting a project management approach. Schedule time carefully to meet deadlines. Understand and be able to apply the key skills of an effective project manager.

Subject Practical Skills: to be able to define the scope of a project and develop the project plan. The simple application of routine project management techniques. Assess a given situation from an operations perspective; by applying systems thinking and using the transformation process model. Use Gantt charts to present the activities of a project at both a micro and macro level. Analyse project management decisions in practice.

Transferable Skills: to be able to monitor, review and evaluate progress on different types of project. Apply project management theories, tools, techniques and methods learned during the traineeship. Create a coherent perspective on a set question or problem and reach conclusions based on evidence accumulated and/or argument. Recount the importance and inter-related nature of estimating, budgeting and



scheduling in the context of projects. **Critical Thinking:** to be able to develop a project plan using works breakdown techniques. Apply clear and logical reasoning to the information available in case studies. Appraise the usefulness of planning, monitoring and control techniques a means of achieving business improvement and change.

Information Management: Identify critical information flows and channels across, into and out of a project team. Explain how information systems might support knowledge-based projects and events. Demonstrate how to construct a project plan in different formats using appropriate computer software.

Communication Skills: listening to colleagues and constructing and expressing arguments with preciseness, and debating findings. Developing effective writing skills through assignment reports. Communicating in a project environment.

Detailed programme of the traineeship period

During the traineeship period, the trainees can work on various projects, in these phases:

0. Basic principles (1 week)

Use project management software's, and methodologies (Microsoft Project, PRINCE2)

1. Project conception and initiation (2,5 weeks)

An idea for a project will be carefully examined to determine whether or not it benefits the organization. During this phase, trainees will identify if the project can realistically be completed.

2. Project definition and planning (2,5 weeks)

A project plan, project charter and/or project scope may be put in writing, outlining the work to be performed. During this phase, the trainees should prioritize the project, calculate a budget and schedule, and determine what resources are needed.

3. Project launch or execution (2,5 weeks)

Resources' tasks are distributed and trainees are informed of responsibilities. This is a good time to bring up important project related information.

4. Project performance and control (2,5 weeks)

Trainees will compare project status and progress to the actual plan, as resources perform the scheduled work. During this phase, trainees may need to adjust schedules or do what is necessary to keep the project on track.

5. Project close (2,5 weeks)

After project tasks are completed and the client has approved the outcome, an evaluation is necessary to highlight project success and/or learn from project history.

Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship:

- Business Process Reengineering - Knowledge of methods, metrics, tools, and techniques of Business Process Reengineering.

- Capital Planning and Investment Assessment - Knowledge of the principles and methods of capital investment analysis or business case analysis, including return on investment analysis.

- Contracting/Procurement - Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.

- Cost-Benefit Analysis - Knowledge of the principles and methods of cost-benefit analysis, including the time value of money, present value concepts, and quantifying tangible and intangible benefits.

- Financial Management - Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

Monitoring plan

There is a structured schedule for the whole period of internship that helps the intern to get orientation and clearness from the beginning to the end of the training period. The mentor of the intern is pointed out from the very beginning, regular meetings with the mentor are obligatory for the whole time. There will be additional supervision for the intern carried out by a colleague from another project of the organisation. The intern has to make daily notes of the experiences he or she has made during a working day. This “logbook” is the base of the regular reflexion meetings with the intern’s mentor. After about one month the intern is asked to point out a field of special interest within the project (according to his or her profession) and together with the mentor a special program for this field has to be worked out and absolved by the trainee (for example: co-attendance of one or two of the minors in the project) The training should be completed with a detailed report of the whole period.

Evaluation plan

The evaluation covers both the trainee’s work and the educational quality of the placement. During the placement period, the trainee will be supervised by both the sending and host institutions. On the sending institution’s side, general supervision will be performed. At the end of placement period, the trainee’s activity will be evaluated by the host institution according to criteria defined in the Evaluation Form provided by the home institution.