



**Workshop on “How to Prepare a Competitive
Project Proposal” for Erasmus+ CBHE**

Organized by the National Erasmus+ office - Jordan

Venue: The University of Jordan, Aqaba Branch

Wednesday -Thursday 21-22 November 2018

Program

DAY 1: Wednesday, 21th November 2018	
13:00 – 13:30	Registration to the event and welcome coffee
13:30 – 15:00	Session 1: Project proposal and Logical framework matrix (LFM) <ul style="list-style-type: none"> - Elements of a proposal - Project description, needs analysis - Logical framework matrix (LFM), wider objective, specific objectives, outputs and outcomes, activities and inputs, assumptions and risks
15:00 – 15:30	Coffee break and networking
15:30 – 17:00	Session 2: Work plan, budget, dissemination, sustainability and impact, management, award criteria <ul style="list-style-type: none"> - Preparing a work plan - Preparing the budget - Dissemination, sustainability and impact - Project management - Eligibility and award criteria
17:15 – 17:30	End of Day 1

DAY 2: Thursday, 22th November 2018	
09:00 – 09:15	Registration and welcome coffee
09:15 – 10:45	Session 3: Working groups on objectives, activities, outputs and outcomes, risks and assumptions <ul style="list-style-type: none"> - Working groups: wider objective exercise - Working groups: specific objectives exercise - Working Groups: outputs and outcomes exercise - Working Groups: activities and inputs exercise
10:45 – 11:00	Coffee break and networking
11:00 – 13:00	Session 4: Working groups on project plan, budget and groups presentations <ul style="list-style-type: none"> - Working groups: project plan - Working groups: budget - Presenting work groups outputs and peer review
13:00 – 14:00	Lunch and networking
14:00 – 15:30	Session 5: Factors of success, workshop evaluation and closing <ul style="list-style-type: none"> - Factors of success and tips to bear in mind - Workshop evaluation and closing of the workshop

