

Assignment for interview 2:

Showcasing your KA2 Project Management Skills

As part of the interview process for the Erasmus+ Project Manager position, we would like you to give a 15-minute presentation outlining your approach to managing a KA2 project in the field of school, VET or adult education. Your presentation should focus on what you would do up until the next KA2 round deadline, and what results you would aim to achieve during that time frame.

In your presentation, please address the following:

- Your approach to identifying suitable partners for the project, taking into account the fact that you may not have met them during our KA1 projects but their contacts and data are stored in our CRM.
- Your strategy for reaching out to potential partners and establishing relationships with them, given that the KA1 contacts are from schools who sent participants to our teacher training courses whose confirmed dates can be found online, and for confidentiality reasons we cannot provide a list of potential partners at this stage.
- Your methodology for developing a project proposal that aligns with the priorities and objectives of the Erasmus+ programme and the needs of the target beneficiaries.
- Your plan for managing the project budget and ensuring financial sustainability throughout the project lifecycle, including any strategies you would use to manage expenses and conduct financial audits.
- Your projection of the number of projects you anticipate submitting and winning for the next KA2 round, the number of hours you estimate spending on each project design and implementation, and the expected financial margins for our company.
- Your approach to project management, including how you would set goals and milestones, manage timelines and deliverables, and monitor progress and results.

During the 30-minute Q&A session that follows your presentation, we will ask you questions to further explore your approach and expertise in managing KA2 projects.

We are looking for a structured approach to project management and clear goals and objectives until the next KA2 round deadline and following result publication.

Please, send your slides via email at least 2 days before your interview!

Please, bring your own laptop and connect to our projector. If you don't have a laptop, please contact us in advance.

We wish you the best of luck with your presentation and look forward to hearing your ideas.