

BNA – Activity 1.1 – Mapping the Territory

Guideline (Draft)

Implementing the survey methodology involves a multi-faceted approach that aims to gather both quantitative data through a structured questionnaire and qualitative insights through semi-structured interviews conducted within focus groups. The objective is to comprehensively understand the Italian and Croatian stakeholders' perspectives on EU project management skills and identify areas for improvement. Area that will be addressed by BNA training course.

First of all, the questionnaire will be distributed electronically to stakeholders, including public servants, project managers, and key organizational representatives. The questionnaire will be designed to assess their familiarity with EU project management principles, training experiences, and specific challenges encountered in project planning, financial management, stakeholder engagement, and monitoring and evaluation. This quantitative data will provide a broad overview of the participants' understanding and experiences in EU project management.

Following the completion of the questionnaire phase, a subset of stakeholders will be invited to participate in semi-structured interviews within focus groups. These interviews will delve deeper into the qualitative aspects of their experiences, allowing participants to elaborate on their responses, share anecdotal evidence, and provide nuanced insights. The focus groups will be organized based on relevant criteria, such as roles, experience levels, and organizational affiliations, to capture a diverse range of perspectives.

The semi-structured interviews will be guided by a set of key themes derived from the survey responses, ensuring that the qualitative information collected is aligned with the quantitative findings. Open-ended questions will encourage stakeholders to share their thoughts on successful strategies, challenges faced, and suggestions for enhancing EU project management skills within the surveyed territory.

This report should synthesize both the quantitative and qualitative findings, highlighting key trends, patterns, and areas of consensus or divergence among stakeholders. Recommendations for targeted interventions and skill development initiatives will be drawn from the amalgamation of survey data and insights gathered from the focus group interviews. The final report will serve as a valuable resource for shaping tailored strategies to enhance EU project management skills within the BNA stakeholder community.



Questionnaire Questions

Section 1: Personal Information

1.1. Name:

1.2. Organization/Department:

1.3. Position/Role:

Section 2: EU Project Management Knowledge

2.1. How familiar are you with the EU's project management framework and guidelines?

2.2. Have you received any formal training on EU project management?

2.3 Have you ever heard about project cycle management PCM?

Section 3: Project Planning and Design

3.1. How do you develop a budget for an EU project, considering the specific funding requirements?

3.2. What steps do you take to ensure financial accountability and compliance with EU financial regulations?

3.3 Do you know what is a PIF?

3.4 What is a problem tree?

Section 4: Budgeting and financial Methods

4.1. How do you justify budget allocations in EU projects?

4.3. What steps do you take to ensure cost-effectiveness in EU project management?

Section 5: Stakeholder Engagement and Internal Communication

5.1. How do you identify and engage relevant stakeholders in the context of EU projects?

5.2. Describe your approach to effective communication within an EU project team and with external partners.

5.3 Have you ever used digital archivation program such as Google Drive?

5.4 Did you ever work with tools for digital and collaborative writing?

5.1. How do you handle communication challenges in a multicultural EU project team?

5.4 Did you how to use an excel spreadsheet?

Are you used to work in multicultural work environment?

Section 6: Monitoring and Evaluation



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| 6.1. Can you explain the importance of monitoring and evaluation in the context of EU projects? |
| 6.2. How do you set up mechanisms to track progress and measure the impact of EU projects? |
| 6.3 Have you ever writed narrative and financial report for accounting an European Project? |

Semi Structured Focus Group Interview Draft Template

EU Project Management Skills Assessment Semi Structured Interview For Focus Group

Section 1: Basic Understanding of EU Project Management

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| 1.1. Can you briefly describe the key objectives of an EU project? |
| 1.2. How familiar are you with the EU's project management framework and guidelines? |
| 1.3. Have you received any formal training on EU project management? |

Section 2: Project Planning and Design

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| 2.1. How do you identify and define project goals and objectives in alignment with EU priorities? |
| 2.2. Can you outline the key components of a well-structured EU project plan? |
| 2.3. How do you ensure that the project design aligns with EU regulations and policies? |

Section 3: Budgeting and Financial Management

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| 3.1. How do you develop a budget for an EU project, considering the specific funding requirements? |
| 3.2. What steps do you take to ensure financial accountability and compliance with EU financial regulations? |
| 3.3. Have you ever been involved in managing EU project finances, including reporting and auditing? |



Section 4: Stakeholder Engagement and Communication

- 4.1. How do you identify and engage relevant stakeholders in the context of EU projects?
- 4.2. Describe your approach to effective communication within an EU project team and with external partners.
- 4.3. How do you address communication challenges in a multicultural and multilingual EU project environment?

Section 5: Monitoring and Evaluation

- 5.1. Can you explain the importance of monitoring and evaluation in the context of EU projects?
- 5.2. How do you set up mechanisms to track progress and measure the impact of EU projects?
- 5.3. Have you been involved in conducting evaluations or assessments for completed EU projects?

Section 6: Adaptability and Continuous Learning

- 6.1. How do you stay updated on changes in EU project management regulations and best practices?
- 6.2. Can you provide an example of a situation where you had to adapt your project management approach due to changing EU policies or priorities?
- 6.3. Are you open to participating in further training or professional development activities related to EU project management?

Section 7: General Project Management Skills

- 7.1. How would you rate your overall project management skills on a scale of 1 to 10?
 - 7.2. Can you highlight specific experiences where you successfully managed projects, especially those with EU dimensions?
- Thank you for participating in this survey. Your feedback is valuable in assessing and enhancing EU project management skills among public servants.

