COURSE SYLLABUS

COURSE: PROJECT SET-UP

COURSE INFORMATION

Program	**Empowering Community Engagement: Soft Skills Micro-Courses for Students and Staff**
University	**University of Limoges**
Department	**International Project Engineering Platform**
Course name	**From Need to Project: Planning, Tools, and Storytelling**
Course code	**ECE1.9**
Credits/hours	**Non-credit micro course – 4 hours total**
Language of instruction	**English**
Course dates	**On demand, flexible access**
Course schedule	**Asynchronous online**
Course coordinator	**Aurore Berthier**
Course instructor	**Marie Maze, Vincent Enrico**
Contact details	pole-international-ppi@unilim.fr

SHORT DESCRIPTION

100 words max.

The course *"From Need to Project: Planning, Tools, and Storytelling?"* is designed to empower participants to understand, apply, and reflect on the fundamentals of collaborative project for NGOs, associations, research projects, and other community-driven initiatives. Participants will explore the key stages of project set-up, build familiarity with essential terminology, and analyze practical considera-

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tions involved in initiating a project. Through explanatory presentations, examples, and guided activities, the course will support learners in developing ideas and structuring projects. It will also help them communicate their vision through storytelling, using narrative to bridge identified needs and expected results.

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LEARNING OUTCOMES

- Define what a collaborative project is and describe its main characteristics
- Explain the key phases of the project life cycle and their relevance to effective project development.
- Identify and use appropriately core project set-up terminology and concepts.
- Analyze the structure and organization of a project set-up process.
- Identify the main project management tools and techniques used during project initiation and planning.
- Develop a coherent, realistic, and context-responsive project set-up.
- Apply storytelling principles to communicate project goals, values, and expected impact clearly.

COURSE CONTENTS

4-hour online course asynchronous

Topic	Content	Activities	Time
Definition of a project	Differences between a project and an ongoing activity Key characteristics of a project	Watch an explanatory video and read supporting written material Complete the practice exercises Apply the lesson to a fictional project	30 min
Project life cycle	Main phases of a project life cycle - Initiation - Planning - Execution - Monitoring & control - Closure	Watch an explanatory video and read supporting written material Complete the practice exercises Apply the lesson to a fictional project	30 min
Project set-up structure	Fundamental questions that must be answered to turn an idea into a coherent and structured project	Watch an explanatory video and read supporting written material Complete the practice exercises Apply the lesson to a fictional project	30 min

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Project management tools and techniques	Main tools used to design and manage a project -SMART objectives - Risk matrix - Problem tree - Gantt chart	Watch an explanatory video and read supporting written material Complete the practice exercises Apply the lesson to a fictional project	60 min
Project design	Tips for crafting a compelling story around a project	Watch an explanatory video and read supporting written material Complete the practice exercises Apply the lesson to a fictional project	60 min
Course conclusion	Exploring further	Reading list Feedback survey	30 min

TEACHING METHODOLOGY

This 4-hour online course is delivered in a self-learning format via the Moodle learning management system. Course progression will depend on completing intermediate assessments, with a variety of resources and activities provided to support autonomous learning.

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ASSESSMENT AND GRADING

Assessment type	Assessment criteria	Overall weight
Topic 1	Self-assessment	20%
Topic 2	Self-assessment	20%
Topic 3	Self-assessment	20%
Topic 4	Self-assessment	20%
Topic 5	Self-assessment	20%

-Add any pertinent comments on use of AI, plagiarism, optional challenge´based module etc.

STUDENT WORKLOAD (in hours)

Contact hours	Autonomous work	Overall
0	**4**	**4 hours**

READING LIST / RELEVANT REFERENCES

European Commission. (2004). Aid delivery methods: Volume 1 – Project cycle management guidelines. European Commission

Project Management Institute. (2017). *The standard for project management*. Project Management Institute.

Williams, R. T. (2023). *Project Management Toolkit: Essential Resources for Beginners* (Version 1.2) [E-book, free PDF]. Center for Open Science https://doi.org/10.31237/osf.io/4n3gb

Smartsheet. (2026). *Complete glossary of project management terms*. Smartsheet https://www.smartsheet.com/complete-glossary-project-management-terminology

Khatun, T. (2024). *Understanding the project management cycle* [PDF]. ResearchGate. https://www.researchgate.net/publication/381254980_Understanding_the_Project_Management_Cycle

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