

Project Management and Grant Writing

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Lesson 0.

Introduction

Welcome!

Dear Students,

Welcome to *Project Management and Grant Writing*! I'm looking forward to the opportunity to work together during the course.

I'm Krisztina Barcsa and I will be your instructor during this course. Let me start by telling you about me in short. I have a bachelor's degree in Library and Information Science and a master's degree in Religious Studies. Right now, I'm working for the Department of Academic Study of Religion at the University of Szeged. Since 2015, I was working in different bigger projects at the University of Szeged, however, conducting smaller projects have always been present in my life.

I believe the logic needed to plan and execute big or small projects can help a lot to manage your everyday life as well. Hence, this course's main goal not only to acquire the basics of managing projects and writing grants but understand this logic and learn to apply it in your life – whenever you start a home renovation or write an academic paper.

Topics

During this course, you will learn about the following topics for example:

- What does project management mean?
- What are the key elements of project management and grant writing?
- What are the characteristics and challenges of a project?
- How can be a project successful?
- What are the key steps to develop a project plan?
- How to work in a team?
- How to manage international projects?
- What kind of software can help your work and how?

How to learn?

An online course is much like a face-to-face course, it takes a significant time commitment from you. The course content is organized into 8 modules and each module contains a reading and a practice quiz. In some cases, you will find short tasks and bigger assignments too. It is suggested to follow the order of the modules.

In your readings, you will find a lot of YouTube videos in order to make your lessons less dull and dry. Please keep in mind, that every video has an English subtitle that you can turn on at the lower right corner of the video. However, some of these subtitles are automatically generated, so not always 100% accurate (but as far as I saw, it works well).

You can find the suggested literature and a Prezi presentation on CooSpace in the folder called *Course Materials*. The presentation summarize the content of the course, so it is recommended to check it.

The best way to acquire a lesson's content is the following:

1. Finish the reading of the lesson
2. It is suggested to fill out the practice quiz and finish the short tasks to learn and understand the content of the lesson
3. Complete the assignments, if there is any (it is necessary to fulfill the course)
4. Upload the specified assignments to CooSpace before the deadline (it is necessary to fulfill the course)

Don't hesitate to contact me!

At last, I want to emphasize that your success is important to me. Please do not hesitate to contact me if you are having difficulty with the course material or having general questions about the course. E-mail is the best way to contact me for a quick response.

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