



United Nations Youth Associations

Project Management Workshop

October 29th – October 31st 2010, Sofia, Bulgaria

Jointly organized by the *UN Youth Associations* of Germany, Bulgaria and Switzerland



With kind financial support of UNA Germany (DGVN) and UNA Bulgaria

Report on the UNYA Project Management Workshop in Sofia

The general idea of UNYA Project Management Workshops (PMWs) has always been to build capacity and increase the effectiveness of UNYA groups and their projects all around the world. While until recently, the worldwide UN youth network *WFUNA Youth* was responsible for UNYA related capacity building, the situation has changed due to *WFUNA Youth*'s dissolution earlier in 2010.

Therefore, Nikolay Georgiev of UNYA Bulgaria, Patrick Renz of UNYA Switzerland (*JUNES*) and me, David Rinnert of UNYA Germany (*JUNON*), jointly organised an in-country PMW in Sofia on October 30th and October 31st. Out of all applicants, 15 young and ambitious members of UNYA Bulgaria were chosen to participate in the two-day workshop in Sofia.

During the first day of the workshop, participants learned about different tools and instruments of project planning as well as about group organisation. From project management basics such as aims and objectives to more specific issues such as effective delegation and project sustainability, Bulgarian UNYA

members interactively widened their project management knowledge.

To ensure that the theoretical input would transfer into practice, participants had to apply with a project idea that they will implement within three months after the workshop. On Saturday after-

they took into account most project design instruments such as the “*SMART-objectives*” and significantly improved their original proposals.

In the end, thanks to the enthusiastic participants and the intense commitment of all organisers, the PMW in Sofia



The organisers of the PMW: David Rinnert (UNYA Germany) & Nikolay Georgiev

noon, we advised the six project groups in individual sessions and applied the theoretical input to their proposals (see page 4 for details about the specific projects). It was inspiring to see how all participants enthusiastically made use of the tools they had just learned about.

On Sunday morning, all six project groups had to present their revised ideas to the others. I was impressed that

exceeded all expectations. In addition, this workshop would not have been possible without the financial support of UNA Germany as well as UNA Bulgaria.

Hopefully, we will be able to facilitate many more successful PMWs through UNYA cooperation - благодарност Bulgaria!

David Rinnert

Organiser and moderator of the PMW



United Nations Youth Association Bulgaria
United Nations Youth Association Germany (JUNON)
United Nations Youth Association Switzerland (JUNES)

Promoting a global youth movement for the United Nations

PROJECT MANAGEMENT WORKSHOP Sofia 2010

Jointly organized by UNYA Germany, UNYA Switzerland & UNYA Bulgaria

Agenda

Friday, October 29th

19.00 Informal Joint Dinner

Saturday, October 30th

09.00 – 09.30 Word of Welcome & Round of Introduction

09.30 – 09.45 Introduction to the PMW & WFUNA-Youth

09:45 – 11.30 Project Design – The Importance of Aims

- Purpose of aims
- Setting aims
- Keeping aims alive within an organization

11.30 – 11.40 Break

11.40 - 12.30 Effective Delegation

- The “CIA” rules of delegation

12.30 – 13.30 Lunch Break

13.30 – 15.00 Project Management Tools

- The 5 Golden Rules of Project Management
- Developing a project timeline
- Technology-based tools

15.00 – 15.45 Project Sustainability

- SOPs (Standard Operating Procedures)
- Archiving
- Mentoring

15.45 – 16.00 Break

16.00 – 19.00 One-on-One / Group Project Planning

19.00 Joint Dinner

Sunday, October 31st

10.00 – 11.30 Project Proposals in Light of the PMW Modules

11.30 – 11.40 Break

11.40 – 13.00 Effective Team Management

- Effective Group Meetings & Chairing
- Recruitment**
- Getting new members
- Integrating new members

13.00 – 14.00 Lunch Break

14.00 – 15.00 The “UNYA House” – Summary of the PMW Modules

15.00 – 15.30 Workshop Evaluation & Brainstorming on New UNYA Projects

15.30 Departure

The six project groups



Peter Manolov, Keta Velinova, Miroslava Burneva & Stanimir Gyurov

Project: Career Fair about jobs & internships at the UN

Aim: To provide young people in Bulgaria with information about possible internships & careers at the UN & related international organisations and encourage them to work in this field.

Target Group: University students & UNYA members



Elena Nikolchova, Ralitza Touparova & Mariya Ivanova

Project: Presentation & discussion on discrimination & Human Rights at high schools

Aim: To inform young people about their Human Rights and encourage them to get involved in actions against discrimination based on ethnicity or gender.

Target Group: High school students



Marcela Valcheva & Lily Ivanova

Project: UN high school project – An introduction to the UN

Aim: To inform high school students about the UN, its history, goals and recent developments and encourage them to become involved in UNYA activities when they start studying

Target Group: Older high school students



Dona Byankova & Paulina Sendreva

Project: Workshop on wastewater management in Bulgaria and the role of the UN Environmental Program (UNEP)

Aim: To raise awareness among young people about local ecological problems and inform them about the role of the international community/the UN in solving these problems

Target Group: University students & young members of NGOs



Vihra Siormahova & Tsvetelina Haralampoeva

Project: Weekend Seminar on the Kosovo issue and the role of the international community

Aim: To raise awareness about the conflicts related to Kosovo and its independence and the role of UN, EU & NATO.

Target Group: University students & UNYA Bulgaria members



Tsvetelina Abadzieva & Penny Begova

Project: Lecture (series) on the rights of people with disabilities

Aim: To raise awareness among young people about the rights of people with disabilities and the means to protect their rights.

Target Group: University students

Opinions from UNYA Bulgaria members

Nikolay Georgiev (President of UNYA Bulgaria):

“First of all I would like to thank David and Patrick for the great work preparing this workshop. It is amazing how some well prepared Skype conferences with clear agenda (thanks to David) can make it nice and easy even though we didn't know each other before. About the PMW itself, it was a great experience - I had the opportunity to learn not only how to manage a project, but also to get a "know-how" on the basics in running a NGO (from setting the main goals, through recruitment of members, to evaluating our work etc.).

The process of learning was well-structured, interactive and with many examples. There were many concrete, useful things for me as a leader and manager - SOPs, CIA rules of delegation, S.M.A.R.T. objectives, GANNT chart etc. All the participants were divided into groups, that developed different UNYA related projects according to what they learned during the PMW. The concrete results in just two days are that we already introduced our UN educational program, having the German model for example and 6 groups of people, enthusiastic to make 6 different UNYA related projects. Most importantly, I am sure, that there will be more to come, because this PMW set very good basic on how to organise our work in an effective way. Once again thanks a lot to David, Patrick, UNYA Germany - JUNON and UNYA Switzerland - JUNES. I really hope that we will keep on working together.”

Vihra Siormahova:

“The PMW was a wonderful opportunity for us to see how simple things and tools could work in and for a more complicated and large structure. We have got many really useful ideas for managing not only our projects but also our whole organization. Moreover all the presented tips and ideas weren't just theoretical stuff but well known tools that have proved their applicability in the practice of a big organization like JUNON and will definitely find their place in UNYA-Bulgaria as well now that we have been taught how to implement them properly.

In conclusion I would like to emphasize that the contents of the PMW may not have been that ideas-awakening and motivating if not for the brilliant manner of presenting and introducing us with the ground. Everything was very well structured and interpreted quite accessibly.”

Workshop Impressions

