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 considerations 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.

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	Key characteristics of a project	Watch an explanatory video and read supporting written material Answer reflective questions and review feedbacks	30 min
Project life cycle	Main phases of a project life cycle	Watch an explanatory video and read supporting written material Complete a quiz	30 min
Project set-up structure	Key project set-up terminology (stakeholders, scope, deliverables, risks, milestones, indicators)	Read supporting written material Match key terms with their definitions	30 min
Project management tools and techniques	Main tools used during project initiation and planning (problem tree, logical framework, stakeholder mapping, Gantt chart)	Watch a presentation video for each tool or technique Read supporting written material	60 min
Project design	Storytelling principles : needs, objectives, results, impact	Watch an explanatory video and read supporting written material	60 min

		Analyse the structure and organization of a project set-up. Complete a storytelling exercice	
Self-assessment	Self-assess the learning achievements	Self-assessment quiz and reflection	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.

ASSESSMENT AND GRADING

Assessment type	Assessment criteria	Overall weight
Topic 1 task(s)		10%
Topic 2 task(s)		10%
Topic 3 task(s)		10%
Topic 4 task(s)		10%
Topic 5 task(s)		10%
Self-assessment		50%

-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