

Fachkurs/ Fachcourse Taking the lead WS 2005/6

when	topic	content	Preparation/tasks	guests
2.11.	General introduction »project«	<p>How do I plan a bigger project? How do I work out a realistic time frame? How do I write a project proposal for a long term or large-scale project? How can I arrange for the cost of living within the project? How do I learn to plan processes which take place far into the future?</p> <ul style="list-style-type: none"> -introduction -Overview what we do, asking for needs -Teambuilding -What is a project? -Criteria for the success of a project -idea -first steps from the idea to the development of a project 	Research different kind of funding and project proposals, 5 examples or proposals and funding forms, name web source or source in general	
9.11.	»project«	<p>Feasibility study Formulation of the objective Logical framework Levels of objectives indicators,, sources of verification, assumption</p>		
16.11.	»project«	<p>LogFram: Sustainability, impact, relevance, effectiveness, efficiency planing aspects: structure plan, task packets, mile stones</p>		
23.11.	»project«	<p>Time and financial planing communication, team, monitoring and</p>		

		evaluation		
30.11.	»project«	Individual feedbacks to written proposals		
7.12.	13.30-16 h Culture 2000: projects supported by the European Union	Antje Weitzel, co-organizer of the conference KLARTEXT in 2005/Berlin, is currently involved in a EU founded project. She will describe the process from the idea to the project and the funding and answer detailed questions.	Introduction: what is Culture 2000; web-link, what did a person find out about it?	Antje Weitzel, curator/Berlin
	16-18 h Bundeskulturstiftung	A project from the point of view of a financing institution		Thorsten Mass, head of general project funding, Bundeskulturstiftung/ Halle
13.12.	Mediation, Moderation, Communication	Stefanie Raab, architect and mediator, teaches Mediation. in the MFA programme »European Urbanism« in Weimar How do I communicate my work successfully to different target groups? How to introduce your ideas to a sponsor? Partners? Involved parties?		Stefanie Raab, Berlin www.zwischennutzungsagentur.de
11.1.	Insurances	Basics about life, pension, work, How do I insure a project in public space? How am I insured as an artist?		Barbar Rauthe, Dresden www.kreative-berufe.de
18.1.	Taxes	Basic introduction to book keeping and taxes, dealing with taxes, calculating taxes		Mario Paschold, tax accountant, Weimar
25.1.	Organisational forms / judicial forms / networking	How do I start a foundation or non-profit organisation? When does it make sense to found an institution or official business? Foundations, agency, institute, Limited, GbR, GmbH,....	Foundations, agency, institute, Limited, GbR, GmbH, definitions and meanings of the terms	Mark Möbius, Weimar /Career Center Neu Deli

		<p>The importance to find good partners with matching qualifications, what to outsource, what to do on your own</p> <p>Individual needs, evaluation, feedback, final project presentations, the future.</p>		
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