

BNA - EU Project Management Skills Mapping Questionnaire

Dear Participant,

Thank you for participating in this survey focused on assessing European Union (EU) Management and Planning Skills for public institution. Your insights are invaluable in understanding and enhancing the competencies essential for effective leadership and strategic planning within the EU context.

As the EU continues to evolve and face diverse challenges, it is crucial to identify and foster the skills that contribute to successful management and planning. This questionnaire aims to gather your perspectives on various aspects related to EU-specific leadership, decision-making, and strategic thinking.

Your responses will aid in recognizing strengths, pinpointing areas for improvement, and shaping targeted strategies to cultivate effective EU management and planning skills for public institutions. Your input is anonymous and will be used solely for research purposes.

We appreciate your time and thoughtful responses, which will contribute to the advancement of leadership capabilities within the European Union.

Thank you for your participation.

Sincerely,

Bna Partners

Section 1: Personal Information

1. 1.1. Name:

2. 1.2. *Organization/Department:*

3. 1.3. *Position/Role:*

Section 2: EU Project Management Knowledge

4. M1 How familiar are you with the EU's project management framework and guidelines?

Contrassegna solo un ovale.

1 2 3 4

5. M2 rate your skills in Develop a comprehensive project plan that includes clear objectives, milestones, and timelines.

Contrassegna solo un ovale.

1 2 3 4

6. M3 How do you justify budget allocations in EU projects?

Contrassegna solo un ovale.

- a) Based on historical data and benchmarks
- b) Collaborating with finance experts
- c) Relying on intuition and past experiences
- d) Not involved in budget justification

7. C1 How do you identify and engage relevant stakeholders in the process development of EU projects?

Contrassegna solo un ovale.

- a) Conduct stakeholder analyses, identify key players, and establish communication channels
- b) Rely on personal network without formal analyses
- c) Limited focus on stakeholder engagement
- d) Not sure

8. P1 Rate your ability to break down complex problems into manageable parts

Contrassegna solo un ovale.

1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. M1 Have you received any formal training on EU project management?

Contrassegna solo un ovale.

- Yes
- No

10. M2 How do you develop a budget for an EU project, considering the specific funding requirements?

Contrassegna solo un ovale.

- a) Analyze project needs, consult funding guidelines, and work collaboratively
- b) Use a template without thorough analysis
- c) Guesswork without a detailed budget
- d) I don't handle budgeting in my role

11. M3 What steps do you take to ensure cost-effectiveness in EU project management?

Contrassegna solo un ovale.

- a) Regularly reviewing and adjusting budgets
- b) Collaborating with procurement specialists
- c) Minimizing unforeseen expenses
- d) Not involved in cost-effectiveness measures

12. C1 Describe your approach to effective communication within an EU project team and with external partners.

Contrassegna solo un ovale.

- a) Prioritize transparent and open communication, utilize digital tools
- b) Rely on traditional communication methods
- c) Limited focus on communication strategies
- d) Not applicable to my role

13. P1 Rate your skill in developing and implementing innovative solutions.

Contrassegna solo un ovale.

1 2 3 4

14. M1 Rate your skill in use PCM project cycle management?

Contrassegna solo un ovale.

1 2 3 4

15. M2 Do you know what is a PIF?

Contrassegna solo un ovale.

Yes

No

16. M3 Can you explain the importance of monitoring and evaluation in the context of EU projects?

Contrassegna solo un ovale.

a) To track progress and measure impact

b) Not sure

c) Limited focus on monitoring and evaluation

d) Not applicable to my role

17. C1 Have you ever used digital archiviatiion program such as Google Drive?

Contrassegna solo un ovale.

Yes

No

18. P1 Rate your experience in using step-by-step problem-solving methods.

Contrassegna solo un ovale.

1 2 3 4

19. M1 Rate your proficiency in maintaining project documentation.

Contrassegna solo un ovale.

1 2 3 4

20. M2 Do you know what are the problem tree and the tree of objectives?

Contrassegna solo un ovale.

Yes

No

21. M3 How do you set up mechanisms to track progress and measure the impact of EU projects? Specific quality/risk

Contrassegna solo un ovale.

a) Use key performance indicators (KPIs) and regular assessments

b) Rely on intuition without specific mechanisms

c) Limited focus on tracking progress

d) Not applicable to my role

22. C1 Rate your skill in working with tools for digital and collaborative writing?

Contrassegna solo un ovale.

1 2 3 4

23. P1 Rate your skill in collaborate with team members to solve problems in a project

Contrassegna solo un ovale.

1 2 3 4

24. M1 Rate your skill in negotiating and resolving conflicts with project partners.

Contrassegna solo un ovale.

1 2 3 4

25. M2 How familiar are you with the EU's project management framework and guidelines?

Contrassegna solo un ovale.

1 2 3 4

26. M3 Have you ever written narrative and financial report for an European Project?

Contrassegna solo un ovale.

Yes

No

27. C1 How do you handle communication challenges in a multicultural EU project team?

Contrassegna solo un ovale.

- a) Utilizing multilingual communication tools
- b) Conducting cross-cultural training sessions
- c) Relying on a designated communication officer
- d) Not sure

28. P1 Do you consider and manage project risks?

Contrassegna solo un ovale.

- Yes
- No

29. M1 How well can you create a timeline for project tasks?

Contrassegna solo un ovale.

1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

30. M2 Do you do SWOT analyzes when planning the project?

Contrassegna solo un ovale.

- Yes
- No

31. M3 What steps do you take to ensure financial accountability and compliance with EU financial regulations?

Contrassegna solo un ovale.

- a) Implement robust financial controls and undergo regular audits
- b) Rely on external auditors without internal controls
- c) Minimal focus on financial compliance
- d) Not part of my responsibilities

32. C1 Rate your skill in use an excel spreadsheet

Contrassegna solo un ovale.

1 2 3 4

33. P1 Are you open to participating in further training or professional development activities related to EU project management?

Contrassegna solo un ovale.

- Yes
- No

34. M1 How confident are you in evaluating project outcomes?

Contrassegna solo un ovale.

1 2 3 4

35. M2 Rate your skills in risk management in project planning

Contrassegna solo un ovale.

1 2 3 4

36. C1 Have you worked in multicultural work environment?

Contrassegna solo un ovale.

Yes

No

37. M1 How often do you involve others in project planning?

Contrassegna solo un ovale.

1 2 3 4

38. M2 Evaluate your ability to create an inclusive team environment

Contrassegna solo un ovale.

1 2 3 4

39. C1 How well do you understand basic cultural differences in communication?

Contrassegna solo un ovale.

1 2 3 4

40. M1 How skilled are you in balancing project scope, time, and budget?

Contrassegna solo un ovale.

1 2 3 4

41. M2 How good are you at figuring out the main reasons behind problems in EU projects?

Contrassegna solo un ovale.

1 2 3 4

42. C1 How effective are you in managing project communication flow?

Contrassegna solo un ovale.

1 2 3 4

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