
E-MANUAL

**TOOLKIT – GUIDE TO PLANNING EU PROJECTS IN THE HEALTH AND SOCIAL
HEALTH SECTOR**

2.0 GLOSSARY

PROJECT MANAGEMENT

The expression project management refers to the set of activities aimed at ensuring the realization of the goals/objectives of a project. A project is a time-bound effort (with a start date and a completion date) directed at creating specific products and/or services and/or outcomes that result in benefits or added value to the client.

DISSEMINATION

It is a process by which the content and outcomes of a project are transferred (i.e., communicated) over time, through certain channels, to a specialized audience and to a broader public in order to promote its adoption, implementation, and general awareness. It is a communicative process, or rather: it is a process of social change.

EVALUATION

It is included in a complex process as an internal and structural element of functional, qualitative and effectiveness control of the actions taken, in order to ensure constant governance of the process that optimizes the decision-making stages, the use of resources and the achievement of the goals established according to a logic that circularly and functionally injects continuous adaptations and self-corrections into the system. Evaluation is a research process aimed at making a judgment about the effects of an action that is often complex: it is a cognitive activity generally designed to support the design, revision or programming of activities carried out within a project.

WORK PACKAGES

Work packages to which you can assign responsibilities, resources. They need to be defined in such a way that they can be planned, budgeted and finally controlled. WPs generally have a time-based structure. It is important to choose the WP leader who is the most competent organization, but at the same time helpful and collaborative.

MILESTONES

Milestones have the purpose of checking the progress of the work and should be able to correct any critical issues.

DELIVERABLE

Products such as scientific publications, workshops, seminars, conferences, reports, guidelines, manuals, patents, prototypes, data contained in databases, trends, statistics, software, websites, and videos.