

# TO DO LIST

## EUROPEAN DIPLOMA IN CULTURAL PROJECT MANAGEMENT 2018/2019

### 1. SESSIONS:

Macedonia: 11-20 May 2018

Malta: 7-15 October 2018

Evaluation session: Delphi June 2019

### 2. REPORT

- By **1st September 2018** you should send a 3-5 pages project update to the Association Hicter, your respective member of the pedagogic team (Jean Pierre, Jonathan) and your tutor.  
It has to include :
  - a provisional title
  - your vision
  - the mission statement
  - main points of your strategy.

The full report's guidelines will give you the complete information. It is to be found on Hicter's website.

- By **15th January 2019** you should send a comprehensive update (pre-final report) so that your PT referent and tutor may react.
- Full final Report deadline: by **1st of March 19**, you will send an e-mail version of your report to your tutor and your PT referent.
- By **1st April 19** you will get feedbacks from your tutor and PT member and you should rework your project based on their advice, if needed.
- When your PT referent says your report is OK you have to send the final version to the Association together with a 1 page abstract attached.

### 3. COMPARATIVE STUDY

You have to organise and carry out an approximately one week comparative study before the October Malta session. If you have questions, you need help or advice, contact Jean Pierre or Jonathan.

### 4. DELPHI SEMINAR

- By the end of the first residential phase (not more than one week later), each group has to write a 2 pages report to outline the focused topic and the main questions tackled by the seminar.
- Before end June, Jean Pierre will inform the seminar pilots about the Orientation Board resource person who will interact with you and who will help you with the final structure of the seminar in Delphi.
- By the end of the second residential phase, a more articulate paper presenting each seminar's theme, methodology and objectives will be delivered.
- 10 days before the Delphi session in June 2019, a final (1 to 2 page) outline of the seminar should be sent to the Association by each group.

### 5. TUTOR

- By end of June 2018, Jean Pierre will let you know about your tutor and he will officially ask her/him to interact with you.