



Short training program Microcredentials (Open Badge)

Digital tools for effective project management

The training program was prepared by

School center Novo mesto

Experts:

Urban Mihelčič

Providers of the educational program

Projekt: CL.BVET Education and Training for Collaborative Learning in Blended Learning Environments

Project partners: Šolski center Novo mesto, Euroskill d.o.o. (Slovenia), Srednja strukovna skola Velika Gorica (Croatia), Tehnicka skola Gradiska, Centar za obrazovanje odraslih Banja Luka (Bosnia and Herzegovina), Srednja strucna skola Pljevlja, Inovaciono preduzetnicki centar Tehnopolis (Montenegro)





Basic information about the training program

Title of the training programme:

Digital Tools for Effective Project Management

Duration of the training program:

25 hours

Credits:

1 credit point ECTS

Educational areas:

Computer science, digital tools, communication

Certificates and badges obtained:

Upon successful completion of the training, the participant receives a certificate of completion with a list of acquired competencies.
The participant also receives a digital open badge describing the achieved learning outcomes required to earn the badge.

1. Description and target group of the training programme:

Program Description

Participants will learn to use digital tools such as Google Drive for document management and MS Teams, Trello, and Asana for task organization and progress tracking. Special emphasis will be placed on effective team communication, which ensures transparency, collaboration, and the successful implementation of projects.

Target group

The training program is intended for everyone who wishes to improve their project management skills in a modern remote working environment.

2. Competence

Through the training, the participant (s) develops the following professional competences:

- Communication and collaboration in remote environments
- Use of digital tools for project work (Trello, Asana, etc.)
- Use of cloud solutions (Google Drive / OneDrive)
- Organization and transparency of the digital working environment
- Independence and responsibility in a virtual team

3

3. Learning objectives

Competence: **Communication and collaboration in remote environments**

Participant(s)

- Explains the importance of effective communication and collaboration in virtual teams
- Defines roles, responsibilities, and collaboration rules in a digital project environment,
- Selects appropriate communication channels according to purpose and target audience,
- Performs collaborative tasks in an online environment (online meetings, group work),
- Adheres to the principles of digital ethics, professional communication, and safe use of digital tools.

Competence: **Use of digital tools for project work (Trello, Asana, etc.)**

Participant(s)

- Creates a project board with a clear structure of tasks, phases, and responsibilities,
- Adapts the project environment according to project needs and team size,
- Transforms project goals into operational tasks and timelines,
- Configures and uses tool functionalities for progress tracking and reporting.

Competence: **Use of cloud solutions (Google Drive / OneDrive)**

Participant(s)

- Prepares and sets up a folder structure for project documentation in the cloud,
- Analyzes document access requirements and assigns appropriate permissions,
- Carries out collaborative creation, sharing, and real-time co-editing of documents,
- Maintains well-organized, transparent, and secure digital project documentation.

4

Competence: **Organization and transparency of the digital working environment**

Participant(s)

- Explains the importance of a well-structured digital working environment for successful project work,
- Defines basic rules for organizing files, tools, and communication channels,
- Selects an appropriate structure of digital tools according to project needs,
- Establishes and optimizes a digital environment for efficient work,
- Analyzes document access requirements and assigns appropriate permissions.

Competence: **Independence and responsibility in a virtual team**

Participant(s)

- Explains the importance of independent work and personal responsibility in a virtual team,
- Defines own tasks, deadlines, and responsibilities within the project process,
- Carries out assigned tasks in accordance with agreed rules and timelines,
- Adheres to principles of responsible conduct, reliability, and a collaborative culture.

4. Structure of the training programme

No.	MODULE NAME	NUMBER OF POINTS KT (ECTS)	Number of hours (h)		
			T	PW	TOTAL
1.	Introduction to Digital Project Work	0,2	2	3	5
2.	Project Management Tools	0,2	2	3	5
3.	Cloud and Documents	0,2	2	3	5
4.	Communication and Collaboration	0,2	2	3	5
5.	Final Project	0,2	1	4	5
TOTAL			9	16	25

Module 1: Introduction to Digital Project Work

Objectives:

Participants become familiar with the basic characteristics of digital project work, the challenges and advantages of remote work, and an overview of key digital tools for project management.

Content:

- Challenges and opportunities of remote work
- Overview of digital tools for project work
- Basic rules of communication and collaboration in virtual teams

Methods: explanation and guided discussion (in-person), presentation of good practice examples, short reflective tasks (remote), individual work, and discussion.

Module 2: Project Management Tools

Objectives:

Participants develop the ability to effectively use digital tools for planning, organizing, and monitoring project tasks.

Content:

- Organization of tasks, deadlines, and responsibilities (Trello, Asana, etc.)
- Use of spreadsheets and reports
- Practical exercises: setting up a project board

Methods: demonstration of tool usage (in person or online), guided hands-on exercises on the computer, work in small groups (in person), and independent tasks in an online environment.

Module 3: Cloud and Documents

Objectives:

Participants acquire knowledge for managing, sharing, and collaboratively editing project documentation in cloud-based environments.

Content:

- Google Drive / OneDrive: creation, sharing, and access management
- Collaborative document editing and use of comments
- Folder organization and document transparency
- Practical exercises in pairs or groups

Methods: explanation with demonstration (in person), practical work in pairs or groups, collaborative work in the cloud (remote), and tasks for knowledge consolidation.

Module 4: Communication and Collaboration

Objectives:

Participants develop skills for effective digital communication and collaboration in virtual project teams.

Content:

- Effective use of Zoom / Teams / Slack
- Organization of virtual meetings
- Good practices for feedback and remote collaboration
- Simulation of an online meeting

Methods: online meeting simulations (in person and online), role-playing activities, group discussions and reflection, and collaborative remote tasks.

Module 5: Final Project

Objectives:

Participants independently or in groups apply the acquired knowledge to implement a mini-project and reflect on their own work and collaboration in a digital environment.

Content:

- Design of a mini-project (project board + cloud folder structure + communication plan)
- Presentation of the project to the team
- Feedback and reflection

Methods: project-based work (partly in person and partly remote), individual and group work, project presentations (in person or online), evaluation, and feedback.

7

5. Method of execution

The training is carried out in a combined workshop and online classroom:

- **1 day live 2 Hours**
- **2 day live 2 Hours**
- **3 day live 2 hours**
- **4 day live 2 hours**
- **Work in an online classroom** (videos, problem tasks, forum, creation and submission of an independent project) – **12 Hours**
- **5 day live in the workshop - presentation of independent projects and evaluation - 5 Hours.**

Teaching methods: explanation, discussion, problem-based learning, practical exercises, project assignment.

6. Assessment of knowledge

The assessment of knowledge is carried out by means of a practical test and a defence. With a practical test, all X competencies of the program are checked:

- Quiz (basic tools, principles of collaboration)
- Practical tasks (creating a project board, working in Google Drive, conducting an online meeting)
- Case study (selection of appropriate tools based on a given scenario)
- Final project (mini-project with all required elements, presentation and peer review)

The practical test takes place in three parts:

1. Making a product
2. presentation of the process and results,
3. defence before the Commission.

1. Product production (digital + physical part)

- Establishment of a project board in a digital tool (e.g. Trello or Asana),
 - Preparation and organization of project documentation in a cloud environment (Google Drive / OneDrive),
 - Definition of tasks, deadlines, responsibilities, and communication rules,
 - Demonstration of collaboration and independent work within a virtual project team.
- (Digital part: project board, cloud-based documents; physical part: project structure, project concept, or a project workflow diagram.)*

2. Presentation of the process and results

The candidate prepares a short presentation (5-7 minutes) demonstrating:

- the selected project problem and the objectives of the mini-project,
- the digital tools used and the reasons for their selection,
- the workflow, task distribution, and mode of collaboration,
- the achieved results and a personal reflection on the acquired knowledge.

3. Defense

- The committee asks the candidate questions about the procedure, selected solutions, and possible improvements.
- The candidate answers the questions by explaining their understanding of the fundamentals of digital project management, remote collaboration, and the use of digital tools.



Evaluation criteria:

1. Appropriateness of the selection and use of digital tools (0–2 points)
2. Organization and clarity of project work (0–2 points)
3. Use of cloud solutions and document management (0–2 points)
4. Digital communication and team collaboration (0–2 points)
5. Independence and responsibility in task execution (0–2 points)
6. Quality and completeness of the product (0–2 points)
7. Presentation and defence (0–2 points)

Rating formatting:

- 0-6 points: insufficient
- 7-10 points: good
- 11-14 points: excellent

To obtain microproof: min. 7 points (min. good), none of the criteria should be evaluated with 0 points.



Open Badge

Šolski center Novo mesto, Šegova ulica 112, 8000 Novo mesto

Projekt: CL.BVET Education and Training for Collaborative Learning in Blended Learning Environments

Link via website: <https://www.cl-bvet.eu/education-and-training/>

To obtain the Open Badge -Digital tools for effective project management it is necessary to successfully complete the training. It is necessary to submit a project assignment and a short presentation. The project assignment and presentation must be successfully evaluated.

Task selection:

- The use of pre-existing solutions is not permitted.
- Submit at the link below.

Presentation:

- Prepare a short presentation (2-3 pages)
- Submit your presentation at the link below.

10

Submission date:

1. **Upload digital files and presentations at the link below no later than**

<https://openbadgefactory.com/c/earnablebadge/T419EAaQD80a7B8/apply>

7. Quality assurance method

Quality assurance is carried out in accordance with the Rules on the Quality Assurance System for Short Programmes with Micro-Evidence



