



APPROACH

# APPROACH Workshop for Administrators, Managers, and Leaders, titled “Juggling Several Projects at Once: How to Stay Organised”

Meeting online 8 . October 2025

VAASA UNIVERSITY OF APPLIED SCIENCES



When the background works, one can focus  
on the core activity

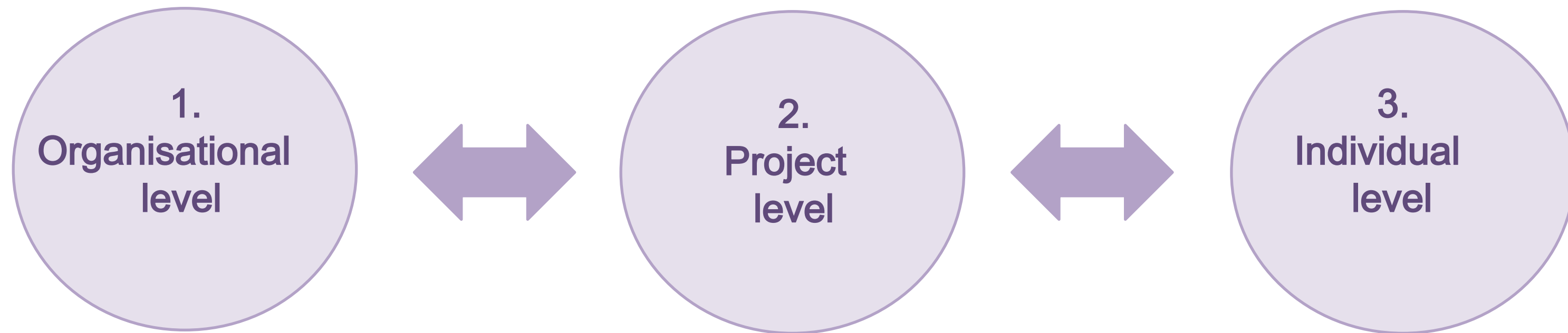








# Juggling Several Projects: How to Stay Organised



# Organisational level



1. The main task is to provide a reliable and enabling framework and environment for activities
2. Staff: enough skilled and talented staff to run projects
3. Processes, tools and materials for managing and tackling projects
  - Project portfolio
  - Worktime, resource and expense follow-up
  - Technical platforms to work and store materials
  - Process descriptions
  - Role descriptions
  - Signature matrices
  - Equipment
  - Licenses etc.
  - Flexible staff processes
  - Data management processes
  - Access to research databases, etc.
- Usability
- Flexibility



# Project level 1/2



1. Take care of the 'background' for each project
2. Each project with its code project code, account place and place to store its materials
3. A clear project plan for each
4. Regular checkups of materials and after the project, storing materials as one main version
5. Agree on common rules for each project, e.g. communication, regular meetings, material storing and sending
6. Create clarity: Management and other handbooks and instructions. Avoid long theoretical descriptions and repetition. Provide clear explanations, summarise the essentials and use tables to make them quick and easy to read and understand.
7. Team formation: low hierarchy, icebreakers, face-to-face meetings...
8. Regular meetings and knowing what everyone does. Also balance with other work and tasks
9. Make sure everyone knows what each project is about
10. Clearly indicate the time the team can use for the project and how it is divided between the team.
11. Backup persons



# Project level 2/2



12. Backup persons
13. What can you 'recycle'?
14. Organise the "background" for flexible management
15. Use classification, coding and names in work and reporting documentation to ensure that everyone knows which files belong to which work package, activity or working version, etc. For example, organise files and folders by work packages, year-month-day formats, etc.
16. Be proactive. Have all the administrative, financial and content documentation ready as soon as possible after the activity has taken place.
17. Provide coordinators and auditors with a clear and intuitive audit trail. You may also include links to file locations.
18. Help future workers. Someone new may take over your work or audit it. Make sure you document everything carefully in good time.
19. Translations and explanations.
20. Take into account the different holidays, bank holidays and working times in the various partner countries, and inform of any issues in advance. Unexpected delays can completely disrupt other people's schedules.



# Individual level



1. Many same tools and practices as at the project level.
2. Time slot thinking and mark to your calendar
3. Balanced prioritising of tasks and projects
4. Follow-body rhythm in work tasks
5. What can you combine and/or recycle
6. Constructive learning
7. Structure
8. Use your 'SMART's (Specific, Measurable, Achievable (or Attainable), Relevant, and Time-bound)
9. Task and memory help
10. Colour coding...







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THANK YOU

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