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PROVA SCRITTA – 4 novembre2026

Busta 1

Istruzioni generali:

Non devono essere forniti in alcun modo dettagli che consentano di identificare il/la candidato/a o altre persone o soggetti in nessuna parte delle risposte.

Nel rispondere alle domande, qualora lo scenario non fornisca tutti dettagli che si ritengono necessari per rispondere alla domanda (come nomi, date o cifre), è possibile utilizzare informazioni inventate, purché siano plausibili e coerenti con il contesto descritto e non contraddicano quelle già fornite.

Ogni domanda è formulata esclusivamente in inglese per verificare la comprensione della lingua. Alle domande 1 e 3 è richiesto di rispondere in italiano. La domanda 2 deve invece essere obbligatoriamente svolta in inglese.

1. EU project knowledge

With reference to European Projects (in particular Horizon Europe Projects), define at least 2 and at most 4 of the following concepts, approximately one sentence each: Coordinator, Beneficiary, Work Package leader, Project Officer, Project Manager, person-month.

With reference to European Projects (in particular Horizon Europe Projects), explain how the concepts you defined above relate to Part A (Description of the Action) of the Grant Agreement and the Consortium Agreement. (Si risponda in Italiano)

2. General project management

In a Horizon Europe project, a Work Package (WP) leader proposes adding a series of workshops for external users. The workshops are not included in the approved Description of the Action and would require two additional weeks of work. The next deliverable is due in six weeks.

Draft an email replying to the WP leader's proposal. Your email must state clearly your assessment of the request and how you intend to proceed to reach an updated plan of action and what information or action you need from the WP leader in case they decide to proceed.

Answer in English. Your answer should provide: Subject line, then email body, signed "Project Manager".

3. Knowledge of PM tools: Microsoft Word

Within an European Project (in particular an Horizon Europe Project), a multi-partner project handbook is frequently revised and contains procedures, responsibilities, annexes and internal references. List the Microsoft Word features you would use to keep the document clear, consistent and easy to update. Use the feature name if you remember it; otherwise describe what the feature does.

Answer format: Between 4 and 8 lines, one feature per line, written as

"Feature; What it is used for; How it helps keep the handbook clear, consistent or easy to update".

Example: "Header and footer; Shows the document title and version number on every page; Partners can immediately identify which version they are reading."

Do not reuse the example in your answer. (Si risponda in Italiano)

Busta 2

Istruzioni generali:

Non devono essere forniti in alcun modo dettagli che consentano di identificare il/la candidato/a o altre persone o soggetti in nessuna parte delle risposte.

Nel rispondere alle domande, qualora lo scenario non fornisca tutti dettagli che si ritengono necessari per rispondere alla domanda (come nomi, date o cifre), è possibile utilizzare informazioni inventate, purché siano plausibili e coerenti con il contesto descritto e non contraddicano quelle già fornite.

Ogni domanda è formulata esclusivamente in inglese per verificare la comprensione della lingua. Alle domande 1 e 3 è richiesto di rispondere in italiano. La domanda 2 deve invece essere obbligatoriamente svolta in inglese.

1. EU project knowledge

With reference to European Projects (in particular Horizon Europe Projects), define at least 2 and at most 4 of the following concepts, one sentence each: Grant Agreement, Description of the Action, person-month, periodic report, budget transfer, amendment. Only the first 4 definitions are scored.

With reference to European Projects (in particular Horizon Europe Projects), explain how you would assess and analyze a situation in which some beneficiaries have used substantially more person-months than planned while others are below plan. State which information you would compare, whom you would involve, and the possible implications for planning and reporting. (Si risponda in Italiano)

2. General project management

In a Marie Skłodowska-Curie Actions (MSCA) Doctoral Network within the Horizon Europe programme, several partners must complete tasks in preparation for a training event on 15 June. The organising partner must finalise the programme, speakers must confirm their participation by 20 May, and all partners must submit the list of attending doctoral candidates so that logistics can be planned. Today is 28 April. As Project Manager, you are responsible for monitoring these deadlines and coordinating with the partners.

Draft an email to the partners reminding them of the deadlines. Set additional internal deadlines where needed.

Explain when you would send the email, when you would send further reminders or follow up on overdue tasks, and which tools you would use to track responsibilities, deadlines and progress.

Answer in English. Your response should include first the email subject line, followed by the email body, signed "Project Manager". Then provide a brief description of your follow-up plan for sending reminders.

3. Knowledge of PM tools: Microsoft Excel

Several partners must periodically submit person-months, travel costs, other direct costs and activity information. List the Excel features you would use to ensure consistent data entry, prevent errors, and consolidate the data by partner, Work Package and reporting period. Use the feature name if you remember it; otherwise describe what the feature does.

Answer format: Between 4 and 8 lines, one feature per line, written as

"Feature; How you would configure or use it; Problem it prevents or solves".

Example: "Freeze Panes; Keep the column headings visible while scrolling; Reduces values entered in the wrong column."

Do not reuse the example in your answer. (Si risponda in Italiano)

Busta 3

Istruzioni generali:

Non devono essere forniti in alcun modo dettagli che consentano di identificare il/la candidato/a o altre persone o soggetti in nessuna parte delle risposte.

Nel rispondere alle domande, qualora lo scenario non fornisca tutti dettagli che si ritengono necessari per rispondere alla domanda (come nomi, date o cifre), è possibile utilizzare informazioni inventate, purché siano plausibili e coerenti con il contesto descritto e non contraddicano quelle già fornite.

Ogni domanda è formulata esclusivamente in inglese per verificare la comprensione della lingua. Alle domande 1 e 3 è richiesto di rispondere in italiano. La domanda 2 deve invece essere obbligatoriamente svolta in inglese.

1. EU project knowledge

With reference to European Projects (in particular Horizon Europe Projects), define at least 2 and at most 4 of the following concepts: Work Package, task, deliverable, deliverable leader, dependency, Grant Agreement, Consortium Agreement. Only the first 4 definitions are scored.

With reference to European Projects (in particular Horizon Europe Projects), briefly explain how you would use these concepts and documents to clarify responsibilities if two Work Package leaders disagreed about the activities required for a shared deliverable. (Si risponda in Italiano)

2. General project management

In a Marie Skłodowska-Curie Actions (MSCA) Doctoral Network funded under the Horizon Europe programme, partner contributions to deliverables are frequently submitted late or in an unsuitable format. Your task is to reduce the risk of these issues occurring in the future. The next deliverable is due for submission to the granting authority on 30 June. Today is 15 April.

Draft an email to the contributing partners that communicates responsibilities, expected content, practical instructions, internal deadlines and the review process.

Answer in English. Your answer should include first the email subject line, then the email body, signed "Project Manager". Then, briefly explain how you would organise reminders, progress monitoring and coordination until the deliverable is submitted.

3. Knowledge of PM tools: Microsoft Excel

With reference to European Projects (in particular Horizon Europe Projects), management needs to compare planned and actual effort, expenditure and progress by project, Work Package, beneficiary and reporting period. List the Excel features you would use, including how you would avoid fragile manual totals and how you would produce summaries useful for decisions. Use the feature name if you remember it; otherwise describe what the feature does.

Answer format: Between 4 and 8 lines, one feature per line, written as

"Feature; Data structure or analysis it supports; How it contributes to reliable reporting".

Example: SUM; Calculates total expenditure across multiple project activities; Automatically updates totals when new expenditure entries are added. (Si risponda in Italiano)