

Day 1: Foundations of Project Management in Agroforestry

Day 1 introduces the fundamental concepts and tools of project management, framed in the context of agroforestry. Participants learn how to initiate a project properly – defining clear goals, engaging stakeholders, and planning tasks and timelines. The focus is on building a strong foundation before execution. By the end of Day 1, attendees will have drafted a basic project plan and be aware of common pitfalls and success tips for agroforestry projects.

Schedule at a Glance (Day 1)

09:00–09:30	Welcome & Introductions
09:30–10:45	Session 1: Introduction to Project Management in Agroforestry
10:45–11:00	Break
11:00–12:30	Session 2: Project Initiation: Goals & Stakeholder Engagement
12:30–13:30	Lunch
13:30–15:00	Session 3: Work Planning and SMART Goals (Projects & Sprints)
15:00–15:15	Break
15:15–16:30	Session 4: Detailed Project Planning: WBS, Timeline & Resources
16:30	Day 1 Wrap-Up & Reflection Assignment

(Note: Timing can be adjusted based on participant number and interaction level. Each session includes interactive components as detailed below.)

Welcome & Introductions (09:00–09:30)

The training kicks off with a welcome and an introduction of facilitators and participants. Start with a brief overview of the training purpose and agenda. Then engage everyone with a quick icebreaker:

Icebreaker – “Your Agroforestry Project in One Sentence”: Each participant introduces themselves and describes an agroforestry project they are involved in (or a concept) in just one sentence. This fun challenge sets a collaborative tone and surfaces the diversity of projects in the room (e.g., “Connecting hedgerows with pasture to improve biodiversity on our family farm”).

Use this session to establish a positive learning atmosphere. Emphasize that no question is too basic – the goal is to share experiences and learn new management approaches together. Also, highlight any housekeeping (break times, materials provided, etc.). By 09:30, everyone should feel acquainted and ready to dive into content.



FIGURE 2. Co-creation activity during AF4EU workshop.