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Project title: EDIPUS: European Digital Portfolio for University Students

Reference number: 2015-1-CY01-KA203-011856

Implementation period: November 2015 – October 2017

Management Plan

Work Flow

Updated 2 October 2017

Date	No	Activity	done
MONTH 1		2015	
November 2015		Partner agreements signed	ok
November 2015		First instalment payment to partners is made	ok
MONTH 2			
11-12.12.2015	M1	Meeting 1, Nicosia , Cyprus	ok
December 2015		Quality Assurance statement developed and signed	ok
December 2015		Contingency Plan developed and signed	ok
2016			
MONTH 3			
January 2016	MG	Minutes of meeting 1 finalized and approved	ok
January 2016	O1	Questionnaires are finalized (targets: students, career counsellors, enterprises/employers)	ok
January 2016	O1	On-line Survey launched. Each partner promoting the survey.	ok
MONTH 4			
February 2016	MG	Translations of website first version to be sent by each partner	ok
February 2016	MG	Quarter I (Oct2015-January2016) reports to be sent. Forms FQ, F1, F2, F3	Ok

		Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
MONTH 5			
10 March 2016	O1	Survey Analysis expected by the O1 leader and partners	Ok
March 2016	MG	Each partner reports on Dissemination Activities and Indicator related evidence covering the project period until the end of February 2016. Evidence should be reported.	ok
30 March 2016	O1	Partners discuss the survey results and arrive to list of content for the EDIPUS portfolio and a list of features	OK
March 2016	O2	Begin work on O2: Development of the Digital Portfolio Portal	OK
MONTH 6			
April 2016	O1	Publish output O1 : The survey results	OK
April 2016	O1	Field research National Reports. Compilation of the National Reports	ok
MONTH 7			
5.5.2016	MG	Send the quarter II(February – April 2016) report (FQ, F1, F2, F3, ...)	Ok
31.5.2016	MG	Ending coverage period for interim report	Ok
MONTH 8			
5.6.2016	MG	Partners submit required documentation for interim report	ok
6-7 June 2016	M2	The second Transnational Project Meeting takes place in Rome, Italy Full day on 6 June and half day on 7 June. May arrive on 5 June and depart 7 June evening or 8 June	Ok
30.6.2016	MG	Deadline for interim report	Ok
MONTH 9 Jul			
July 2016	O3	Start preparation of EDIPUS data base	Ok
July 2016	O4	Design the structure and gather the material needed(3 months) Start preparation of EDIPUS DPP User Guidebook A. technical guidelines to students on how to create their own digital portfolio, B. how to present themselves, their qualifications and C. key strengths and how to communicate their abilities and interests to prospective employers.	Ok
MONTH 10 Aug			

August –Sept 2016	O2	Completion of first draft of DPP	Ok
Sept –Oct 2016	O2	Draft a Testing and Validation Report, which will describe all the testing procedures to make sure that all specifications are adhered to and that the content is of high quality, while producing the expected result Feedback Questionnaires	Ok
MONTH 11 Sept			
September-Oct 2016	O2	Testing and technical adjustment of the DPP	Ok
Sept 2016	O4	Ending Design of the structure of the Guidebook and gather the material needed	Ok
Sept 2016		Social Media in place (FB ok, LinkedIn OK)	Ok
Sept-Oct 2016		Terms and Conditions for registering a personal EDIPUS DPP	Ok
Oct-Nov 2016	QEV	Virtual meeting of the Quality Assurance Committee	Ok
MONTH 12 Oct			
15 October	O2	Corrections/Improvements of EDIPUS DPP	Ok PartA
1 October	O4	Start Developing the Guidebook content (4 months)	In progress
MONTH 13 Nov			
November 2016	QEV	1st Quality Evaluation Report	Ok
November 2016	TRA	Translation of the main operation content of the portal in all partner languages, GR, GE, PT, IT, ES, FR	Ok
November 2016	O2	EDIPUS DPP in 7 languages menu	Ok
MONTH 14 Dec			
December 2016	M3	Meeting 3, Athens	Ok
December 2016	C1	Training Activity in parallel to meeting 3 Testing of translated version Training days: 12,13,14,15,16 December Meeting 3 date: 15 December Place: Piraeus/Athens Region	Ok
December 2016	O3	Tools for testing the data base	Ok
December	O5	EDIPUS course design developed. 4 days, 12 modules. Learning Outcomes almost completed.	90%
2017			
MONTH 15 Jan			
January 2017	O3	Start Testing and technical adjustments of the Database	On-going

January 2017	MG	Announce Competition for best EDIPUS DPP, for those who will participate in the pilot phase and other participants. Eligible students are those who are students in HEIs in Programme countries.	Ok
End of Jan 2017	O4	First EN version of Guidebook content	Ok
MONTH 16 Feb			
Feb-March 2017	O5	Course Pilot testing with University Students (one day workshop , 40 students per country minimum) Programme as discussed during meeting 3 PPT material to be prepared as discussed in meeting 3	Ok
MONTH 17 Mar			
Feb-March 2017	O5	Course Pilot testing with University Students (one day workshop , 40 students per country minimum) Could be done also in two pieces of 20 students each.	Ok
End of March 2017	O4	Final feedback for the changes/corrections in the Guidebook, EN version based on online survey during workshops.	Completed
End of March 2017	O2	Final feedback for DPP operations based on online survey during workshops.	On going
End of March 2017		Send photos from Student Workshops to be uploaded to the EDIPUS website	Pending
MONTH 18 April			
April 2017	O4	Finalization of the EN version of the Guidebook	Completed
April 2017	O3	Begin the Testing of the Data Base Operation, inviting Company representatives to use it (min 40 companies)	On going
April 2017	O4	Start translation of the Guidebook in all partner languages (3 months)	Ok
April 2017	O3	Online Evaluation of the Data Base by companies	On going
April 2017	O5	Gathering material for each module of the course	ok
6 May 2017		Report by each partner on the workshop, evaluation results by students using the DPP Consolidation by EAEC Short presentation by each partner at meeting 4	ok
15-30 April		Online evaluation and feedback from DPP portal using the questions agreed in meeting 3	On going
MONTH 19 May			
May 2017	M4	Meeting 4 in Graz, Saturday 6 ALL DAY, May 2017	Ok
9-13 May 2017		Dissemination and Promotion Activity during ERAACON 2017 Maribor, Slovenia	Ok
1-30 May		Choosing the best DPP (by partners)	ok

		Short list by each country partner Coordinator to evaluate other countries	
May 2017	O3	Online Evaluation of the Data Base by companies	On going
MONTH 20 June			
June 2017	O4	Ending translation of the Guidebook in all partner languages	ok
June 2017+2months	ME	Multiplier Events in Partner Countries	On going
June 2017+2months	ME	Promote ERASMUS staff Training Events in parallel to Multiplier Events	ok
June 2017	O3	Online Evaluation of the Data Base by companies	On going
June 2017	O5	Completion of material for the course modules	ok
MONTH 21 July			
July 2017		Multiplier Events	On going
		Dissemination (public articles)	On going
MONTH 22 Aug			
August 2017		Multiplier Events	On going
		Dissemination	On going
MONTH 23 Sept			
Sept 2017		Promotion of EDIPUS as European Wide Tool Letters to EU Officials to adapt the tool as a EC Tool for all students in Programme countries. Will propose to add a Session during EAIE 2017 Conference on EDIPUS	EAIE EC meeting EWP
Sept 2017		Begin Collection of Final Report Documents	On going
Sept 2017		Amendment application for transferring 1000 euro from Exceptional to IO	ok
MONTH 24 Oct			
October 2017	QEV	2nd Quality Evaluation Report	ok
October 2017	M5	Meeting 5 Cyprus (set on 7-8 September 2017)	Ok
October 2017		Final Report Documents	On going
31 October 2017		END OF PROJECT	