Annex WP1-GUIDELINES-WORK PLAN (DRAFT)

Sub programme: GRUNDTVIG
Action: Multilateral project

Organisation: NAVET (BG)

Project title: ETI - Educational Tool for Inmates

134346-LLP-1-2007-1-BG-GRUNDTVIG-GMP

Lifelong Learning Programme 2007-2013 Grundtvig Multilateral Project	MONTHS																							
	December/07	January/08	February/08	March/08	April/08	May/08	June/08	July/08	August/08	September/08	October/08	November/08	December/08	January/09	February/09	March/09	April/09	May/09	June/09	July/09	August/09	September/09	October/09	November/09
Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
WP1 - Project management																								
1.1 - WP1 guidelines		X	X																					
1.2 - First transnational meeting (Italy)		X																						
DEL1.1 - Internal Management reports							X			X										X				
DEL1.2 - Progess report												X												X
DEL1.3 - Final report																								X
WP2 - Analysis and feasibility study																								
2.1 - WP2 guidelines			X																					
2.2 - Collection of data and statistics			X	X																				
2.3 - Questionnaires and interviews				X	X																			
2.4 - Elaboration and analysis of results						X	X																	
2.5 - Second transnational meeting (Romania)							X																	
DEL2.1 - First draft of Analysis and feasibility study report							X																	
WP3 - Conception of the educational tool																								
3.1 - WP3 guidelines								X																
3.2 - Focus group meeting with stakeholders								X	X	X														
DEL3.1 - Functional specification of the Educational Tool (focus group requirements)										X														
3.3 - Development of the educational contents										X	X	X	X											
3.4 - Third transnational meeting (Scotland)											X													
DEL3.2 - Development of the first draft of the Educational Tool													X											
WP4 - Testing																								
4.1 - WP4 guidelines												X												
4.2 - preparation of the pilot testing initiatives (social sector meetings and focus groups, etc.)												X												
4.3 - meeting with social workers (tutor, facilitator of the working experiences)												X	X	X										
4.4 - experimentation: activation of labour experiences (in-service education experiences) in the care services sector													X	X	X									
4.5 - Fourth transnational meeting (Portugal)														X										
DEL4.1 - Testing Report containing suggestions for the final version of the Educational Tool															X									
WP5 - Development of the Educational Tool																								
5.1 - WP5 guidelines																X								
5.2 - revision of the tool, according to the suggestions merged by the testing phase																X	X	X						
DEL5.1 - Production of the final version of the Educational Tool																		X						
WP6 - Exploitation																								
6.1 - WP6 guidelines																			X					
6.2 - Definition of the project eploitation plan																			X	X				
6.3 - focus group, events, workshop with decision makers (prison administration, VET agency)																				X	X	X		
6.4 - elaboration of the suggestions for the mainstreaming (to get an easier transferability)																				X	X	X		
6.5 - Fifth transnational meeting (Finland)																			X					
DEL6.1 - Exploitation and transferability report																						X		
WP7 - Quality monitoring and evaluation plan																								
7.1 - WP7 guidelines	X																							
7.2 - Definiton of the Quality and Evaluation Plan	X																							
7.3 - conception of internal evaluation tools (questionnaires, quality indicat			X	X																				
7.4 - realisation of the internal evaluation sessions						X						X						X						X
7.5 - monitoring and analsys of quality indicators						X						X						X						X
DEL7.1 - Internal evaluation report												X						X						X
7.6 - External assessment								X								X								X
DEL7.2 - External assessment report								X								X								X
WP8 - Diffusion, dissemination, valorisation																								
8.1 - WP8 guidelines	X																							
8.2 - Definition of the project dissemination plan		X																						
8.3 - project presentation (leaflet, press realise, etc.)		X	X																					
8.4 - project website implementation (continuosly updated)			X	X	X																			
8.5 - Network reinforcement (Focus group meetings)					X				X				X				X							
8.6 - Local events to present the Educational Tool																				X	X	X		
8.7 - Sixth transnational meeting and Dissemination conference (Bulgaria)																							X	
DEL8.1 - Dissemination and valorisation report																								X
Reports and Deliverables																								
DEL1.1 - Management report						X						X						X						X
DEL1.2 - Interim report												X												
DEL1.3 - Final report																								X
DEL2.1 - Feasibility Study							X																	
DEL3.1 - Functional specification of the Educational Tool (focus group requirements)										X														
DEL3.2 - Development of the first draft of the Educational Tool													X											
DEL4.1 - Testing Report containing suggestions for the final version of the Educational Tool															X									
DEL5.1 - Production of the final version of the Educational Tool																		X						
DEL6.1 - Exploitation and transferability report																						X		
DEL7.1 - Internal evaluation report												X						X						X
DEL7.2 - External assessment report								X								X								X
DEL8.1 - Dissemination and valorisation report																								X