

Project title

“L-Cloud: Developing Tomorrow’s Cloud Education Leaders”

Reference number: 2018-1-CY01-KA201-046859

Implementation period: October 2018 – September 2020

WORK PLAN

Date	No	Activity
MONTH 1 October 2018		2018
October 2018	MGT	Partner agreements signed Formation of the project leading team(Steering Committee) between the coordinator and the 3 IO leaders.
October 2018	MGT	First instalment payment to partners is made
	MGT	Project Quality Assurance Chair – Andreas Skotinos Quality Assurance Committee: 1 representative from each partner
October 2018	O1	Output 1 work begins O1: Guidelines for Skills and Competences for Adaptive Education Cloud Leaders O1/A1: Preparation - Clarifications and Definitions
October 2018	MGT	Website www.L-cloud.eu published
October 2018	MGT	First Press Release in English. Partners translate into national languages and they publish. Send copies of published Press Release to the coordinator and url links to published locations.
MONTH 2 November 2018		
21-22 November	M1	Meeting 1, Nicosia , Cyprus Location: 36 Stasinou Street, Office 102-104, Strovolos 2003, Nicosia, Cyprus. T. +35722283600
		Meeting Evaluation (online)
November 2018	MGT	Quality Assurance strategy statement developed and signed during meeting 1

November 2018	MGT	Contingency Plan developed and signed during meeting 1
November 2018	MGT	Initial Dissemination plan agreed during meeting 1
	O1	O1/A2: Development of Chapter1 Annex 2 : Best Practices: 21 December 2018
	O1	O1/A3: Start of Development of Chapter2
INDICATORS		SEE LIST AT THE END OF THE TABLE
MONTH 3		
December 2018	MGT	Minutes of meeting 1 finalized and approved
December 2018	O1	O1/A3: Development of Chapter2 O1/A1: Annex 1: 19 December (National Reports) O1/A2: First step(links of competence framework) 19 Dec O1/A2: Second stage: 15 January 2019 O1/A2: Annex 2 : Best Practices at National or European level: 21 December 2018
MONTH 4 January		
January 2019	MGT	Quarter I (Oct2018-December 2018) reports to be sent. Forms FQ, F1, F2, F3 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.
January 2019	O1	O1/A3: Ending of Development of Chapter2 O1/A2: Second stage: 15 January 2019
January 2019	O1	O1/A4: Start of Development of Chapter 3 (30 January)
MONTH 5 February 2019		
February 2019	MGT	Translations of some pieces of the website to be sent by each partner
1 February 2019	O2	Begin work of O2 O2: Qualification Framework for Education Cloud Leaders based on Skills and Competence
	O1	O1/A4: Development of Chapter 3
MONTH 6 March 2019		
Meeting 2		Meeting 2 in Romania (28-29 March 2019, Alexandria)
March 2019	O2	O2/A1: Definition of the competence framework
March 2019	MG	

	O1	O1/A4: Ending of Development of Chapter 3
30 March 2019	O1	End of OUTPUT O1
	DISS	Dissemination at EUROMATH & EUROSCIENCE 2019
MONTH 7 April 2019		
April 2019	O1	Publish First Draft of Output O1
	MGT	Minutes of meeting 2 finalized and approved
	O2	O2/A1: Definition of the competence framework
April 2019	MGT	Each partner reports on Dissemination Activities and Indicator related evidence covering the project period until the end of March 2019 (first six months). Evidence should be reported.
April 2019	O1	Send the quarter II(January – March 2019) report (FQ, F1, F2, F3, ...)
	MGT	Quarter I (January2019-March 2019) reports to be sent. Forms FQ, F1, F2, F3 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.
	O3	Begin O3/A1: Course Design (face-to-face and Cloud based webinar).
MONTH 8 May 2019		
	O2	O2/A1: Definition of the competence framework
	O2	Begin O2/A2: Competence framework consultation and validation
	DISS	Dissemination in ERASMUS Congress ERACON 2019
MONTH 9		
5.6.2019	O2	O2/A2: Competence framework consultation and validation
		Course on the EPALE Platform
MONTH 10		
July 2019	O2	O2/A2: Competence framework consultation and validation
	O3	Begin O3. A course design for developing adaptive education cloud leaders
	MGT	Quarter I (April2019-June 2019) reports to be sent. Forms FQ, F1, F2, F3 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 11		
August –Sept 2019	O2	O2/A2: Competence framework consultation and validation
	O3	O3/A1: Course Design (face-to-face and Cloud based webinar).

MONTH 12 Sept		
Meeting 3	M3	Meeting 3, Parcelona, Spain
September 2019	O2	O2/A2: Competence framework consultation and validation
Sept 2019		Social Media in place (FB, LinkedIn)
Sept	MG	Partners submit required documentation for interim report
Oct-Nov 2019	O2	Begin O2/A3: Definition of an International Professional Certification Programme
	O3	O3/A1: Course Design (face-to-face and Cloud based webinar).
	O3	Translation of the course design O3 into French, Romanian, Italian, Spanish and Greek (partner country languages)
	DISS	electronic news letters will be sent to more than 50,000 school establishments (within Europe) asking them to declare interest to attend one of the 6 ME organized by the partners in Cyprus, Belgium, Italy, Romania, Spain and Greece.
	QEV	1 st Quality Evaluation Report
		End of Interim Report Period
MONTH 13 October 2019		
		DEADLINE for interim report
15 October	O2	O2/A2: Competence framework consultation and validation
	O2	O2/A3: Definition of an International Professional Certification Programme
	O3	O3/A2: Course Resources Development
	MGT	Quarter I (July2019-September2019) reports to be sent. Forms FQ, F1, F2, F3 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.
	MGT	Minutes of meeting 3 finalized and approved
MONTH 14 November 2019		
	O2	O2/A3: Definition of an International Professional Certification Programme
	O3	O3/A2: Course Resources Development

MONTH 15 December 2019		
	O3	O3/A2: Course Resources Development
MONTH 16 January 2020		
Meeting 4	MGT	Meeting 4 Athens, Greece
TRAINING EVENT	C1	Training Activity back-to-back to meeting 4 Duration: 3+2 = 5 days Piloting Training days: Place: DOUKAS School /Athens Region
January 2020	O3	Start adjustments
January 2020	MGT	Quarter I (October2019-December2019) reports to be sent. Forms FQ, F1, F2, F3 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.
	O3	O3/A2: Course Resources Development
	O3	Begin O3/A3: Course Implementation (piloting)
MONTH 17 February 2020		
	O3	O3/A2: Course Resources Development
	O3	O3/A3: Course Implementation (piloting)
	MGT	Minutes of meeting 4 finalized and approved
MONTH 18 March 2020		
	MGT	Send photos of dissemination activities
	DISS	Dissemination in EUROMATH & EUROSCIENCE 2020
MONTH 19 April 2020		
	MGT	Quarter I (January2019-March2019) reports to be sent. Forms FQ, F1, F2, F3 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 20 May 2020		
May 2020	DISS	Dissemination and Promotion Activity during ERACON 2020
	O2	O2/A4: Adjustments of the certification programme, after testing

	ME	<p>MULIPLIER EVENTS in CY, GR, ES, RO, BE, IT</p> <p>Schools management under Cloud= Adaptive School Leaders</p> <p>(Local dissemination and round-table event to raise awareness.)</p> <p>Target Audience: Key persons in private/public Primary and Secondary Education School establishments as well as decision making officials from local and European educational authorities and bodies.</p> <p>Recorded multiplier event on the L-Cloud web page.</p>
MONTH 21 June 2020		
	O2	O2/A4: Adjustments of the certification programme, after testing
	ME	MULIPLIER EVENTS in CY, GR, ES, RO, BE, IT
	ME	Promote ERASMUS staff Training Events in parallel to Multiplier Events
		the project's outputs will be published on the School Education Gateway to attract more school leaders from all over Europe.
MONTH 22 July 2020		
FINAL Meeting	MGT	Final Meeting 5 in Cyprus
	MGT	PRESS Conference during meeting 5 Dissemination (public articles)
	MGT	Quarter I (April2019-June2019) reports to be sent. Forms FQ, F1, F2, F3 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 23 August 2020		
	MGT	Minutes of meeting 5 finalized and approved
	MGT	Dissemination
MONTH 24 September 2020		
	QEV	2nd Quality Evaluation Report
		Final Report Documents
	MGT	Quarter I (July2019-September2019) reports to be sent. Forms FQ, F1, F2, F3 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.
		END OF PROJECT