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

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

Implementation period: October 2018 – September 2020

Management Plan

Work Flow

Updated October 2020

Date	No	Activity	Status	DONE?
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.		done
October 2018	MGT	First instalment payment to partners is made		done
	MGT	Project Quality Assurance Chair – Andreas Skotinos Quality Assurance Committee: 1 representative from each partner	Formed In PM1	done
October 2018	O1	Output 1 work begins O1: Guidelines for Skills and Competences for Adaptive Education Cloud Leaders O1/A1: Preparation - Clarifications and Definitions	On going	done
October 2018	MGT	Website www.L-cloud.eu published		done
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.	EN GR RO FR IT ES NL	Ok done
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		done
		Meeting Evaluation (online)	Completed. Report is expected by meeting 2	
November 2018	MGT	Quality Assurance strategy statement developed and signed during meeting 1	M	Done
November 2018	MGT	Contingency Plan developed and signed during meeting 1		Done
November 2018	MGT	Initial Dissemination plan agreed during meeting 1	Pending Discussed in meeting 2	Done
	O1	O1/A2: Development of Chapter1 Annex 2 : Best Practices: 21 December 2018	Pending	Done
	O1	O1/A3: Start of Development of Chapter2	Pending Receiving docs 5 April from partners	Done
INDICATORS		SEE LIST AT THE END OF THE TABLE	6 Months measure	Done
MONTH 3				
December 2018	MGT	Minutes of meeting 1 finalized and approved	approved	Done
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	Pending closing Receiving docs 5 April from partners	Done in EN
2019				
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.	Pending for completion Expecting from some partners.	Done

January 2019	O1	O1/A3: Ending of Development of Chapter2 O1/A2: Second stage: 15 January 2019	Pending closing Receiving docs 5 April from partners	Done
January 2019	O1	O1/A4: Start of Development of Chapter 3 (30 January)	Pending closing Receiving docs 5 April from partners	Done
MONTH 5 February 2019				
	O2	Begin work of O2 O2: Qualification Framework for Education Cloud Leaders based on Skills and Competence	Started and discussed in meeting 2	Done
	O2	POD preparation	By UB	Done
	O2	Leadership Framework	EUROGEO	Done
	O2	O2/A1 Validation and preparation/methodology for Focus group	UB, EUROGEO, DLearn	Validation done
	O1	O1/A4: Development of Chapter 3	Receiving docs 5 April from partners	Done
MONTH 6 March 2019				
Meeting 2		Meeting 2 in Romania (28-29 March 2019, Alexandria)	Invited	Done
March 2019	O2	O2/A1: Definition of the competence framework	As above analysis	Done
March 2019	MG	Translations of some pieces of the website to be sent by each partner	Text to be translated will be sent to partners	Done
	O1	O1/A4: Ending of Development of Chapter 3 O1 FINAL EN Version	EN Version	Done
30 March 2019	O1	End of OUTPUT O1 in EN		Done
		Design cover pages to be agreed	IT will propose	Done
	DISS	Dissemination at EUROMATH & EUROSCIENCE 2019		Done
		EUROGEO 2019		Done
MONTH 7 April 2019				
April 2019	O1	Publish First Draft of Output O1 Apply for ISBN	Wait for May	Done in EN

				ISBN received
	MGT	Minutes of meeting 2 finalized and approved		Done
	O2	O2/A1: Definition of the competence framework	See above	Ready for validation
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.	Refresh By 30 April	In progress
April 2019	O1	Send the quarter II(January – March 2019) report (FQ, F1, F2, F3, ...)		Done
	MGT	Quarter II (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.	2nd payment after the 7th month	Done
	O3	Begin O3/A1: Course Design (face-to-face and Cloud based webinar).		Skype in June 2019 discussed
MONTH 8 May 2019		S		
	O2	O2/A1: Definition of the competence framework	See analysis above	Ready for validation
	O2	Begin O2/A2: Competence framework consultation and validation		In progress
	DISS	Dissemination in ERASMUS Congress ERACON 2019	Presentation	Done
MONTH 9				
5.6.2019	O2	O2/A2: Competence framework consultation and validation	See analysis above	In progress
		Course on the EPALE Platform	DOUKAS EACG	Pending
MONTH 10				
July 2019	O2	O2/A2: Competence framework consultation and validation	See analysis above	Done
	O3	Begin O3. A course design for developing adaptive education cloud leaders		Started
	MGT	Quarter III (April2019-June 2019) reports to be sent. Forms FQ, F1, F2, F3	2 nd message reminder sent on 18 July 2019	Done

		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.		
		Translated O1 into partner languages	30 July 2019	Done
MONTH 11				
August –Sept 2019	O2	O2/A2: Competence framework consultation and validation		Done
	O3	O3/A1: Course Design (face-to-face and Cloud based webinar).		Starting
MONTH 12 Sept				
Meeting 3	M3	Meeting 3, Barcelona, Spain	9-10 September Arrivals 8 September Ending at 13.00 of 10 September	Done
September 2019	O2	O2/A2: Competence framework consultation and validation		Done
Sept 2019		Social Media in place (FB, LinkedIn)	EACG	Done
Sept	MG	Partners submit required documentation for interim report		Done
Oct-Nov 2019	O2	Begin O2/A3: Definition of an International Professional Certification Programme		In progress
	O3	O3/A1: Course Design (face-to-face and Cloud based webinar).		In progress
	O3	Translation of the course design O3 into French, Romanian, Italian, Spanish and Greek (partner country languages)	Only the agenda will be translated, not the course material	Pending to be done with the finalization of C1
	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.		Done
	QEV	1 st Quality Evaluation Report		Done

		Follow up projects (discuss during meeting 3)	Will be discussed during meeting 4 also	Pending
		End of Interim Report Period		Remember
MONTH 13 October 2019				
		DEADLINE for interim report		Submitted and approved
15 October	O2	O2/A2: Competence framework consultation and validation report	Finalizing report	Done
	O2	O2/A3: Definition of an International Professional Certification Programme	To be finalized in TPM4	Done
	O3	O3/A2: Course Resources Development	In progress	Done
	MGT	Quarter IV (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.	Last deadline	Done
	MGT	Minutes of meeting 3 finalized and approved		Done
MONTH 14 November 2019				
	O2	O2/A3: Definition of an International Professional Certification Programme	Final draft to be discussed in TPM4	Done
	O3	O3/A2: Course Resources Development	In progress	Done
		C1 Course modules first draft reporting by 15 November 2019		Done
MONTH 15 December 2019				
	O3	O3/A2: Course Resources Development	In good progress	Done
2020				
MONTH 16 January 2020				
	O3	O3/A2: Course Resources Development	In good progress	Done
	O3	O3/A3: Course Implementation (piloting)	Planned	Pending
Meeting 4	MGT	Meeting 4 Athens, Greece	26-27 January 26 ALL DAY 27 until noon	Done

TRAINING EVENT	C1	Training Activity back-to-back to meeting 4 Duration: 3+2 = 5 days Piloting Participants per partner : 2 Participant from Coordinator: 3 Place: DOUKAS School /Athens Region	27-31 January 27 noon to 31 noon.	Done
January 2020	O3	Start adjustments after the training		Done
January 2020	MGT	Quarter V (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.		Done
MONTH 17 February 2020				
	O3	O3/A2: Course Resources Development		Done
	O3	O3/A3: Course Implementation (piloting) report		Done
	MGT	Minutes of meeting 4 finalized and approved		Done
MONTH 18 March 2020				
	MGT	Send photos of dissemination activities		Done
	DISS	Dissemination in EUROMATH & EUROSCIENCE 2020		Cancelled due to pandemic
MONTH 19 April 2020				
	MGT	Quarter VI (January2020-March2020) 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.		Pending
MONTH 20 May 2020				
May 2020	DISS	Dissemination and Promotion Activity during ERACON 2020		Cancelled due to pandemic
	O2	O2/A4: Adjustments of the certification programme, after testing		Done
	ME	MULIPLIER EVENTS in CY, GR, ES, RO, BE, IT		Delayed due to pandemic

		<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>		
		Course on the EPALE Platform	DOUKAS EACG	done
		Newsletterasking readers to declare interest to attend one of the 6 ME organized by the partners in Cyprus, Belgium, Italy, Romania, Spain and Greece.		done
MONTH 21 June 2020				
FINAL Meeting	MGT	Final Meeting 5 in Cyprus 4-5 June 2020 All day 4 June, half day on 5 June Location: Protaras, Cyprus		Pending Postponed Due to pandemic Done online in October 2020
	O2	O2/A4: Adjustments of the certification programme, after testing		Done
	ME	MULIPLIER EVENTS in CY, GR, ES, RO, BE, IT		Done , some live and some online
	ME	Promote ERASMUS staff Training Events in parallel to Multiplier Events		Done
		the project's outputs will be published on the School Education Gateway to attract more school leaders from all over Europe.		Done
MONTH 22 July 2020				
	MGT	PRESS Conference during meeting 5 Dissemination (public articles)		Cancelled due to pandemic

	MGT	Quarter VII (April2020-June2020) 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.		Done
MONTH 23 August 2020				
	MGT	Minutes of meeting 5 finalized and approved		Postponed
	MGT	Dissemination		Done
MONTH 24 September 2020				
	QEV	2nd Quality Evaluation Report		Done
		Final Report Documents		Postponed
	MGT	Quarter VIII (July2020-September2020) 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.		Pending
		Live and Online Multiplied Events in partner countries		Done
MONTH 25 October 2020		Working on one month extension		
		Final project meeting done ONLINE		Done
		Minutes of meeting 5 finalized and approved		Done
		Live and Online Multiplied Events in partner countries		Done
		Final Report Documents		Done
		END OF PROJECT		