

SLL PROJECT MANAGEMENT PLAN

Project Title	Skills for Life: Literacy
Project Acronym	SLL
Program	ERASMUS⁺ Strategic partnership only between schools
Project start	01.09.2014
Project end	31.08.2016
Project duration	24 Months
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WORK PLAN (September 1, 2014 – August 31, 2015)

The information is taken from the application form.

Activities	Responsibilities/ Tasks	Timing	Observation
Start of the project and developing the project management plan organized in work packages (management, evaluation, dissemination, communication, etc.). Online Communication about "SLL Project Management Plan".	Project coordinator Partners	09-10/2014	The results were displayed on 17 September 2014. For this reason, there will be some differences in terms of deadlines mentioned in the application form. In addition, a new program, with many unknowns.
Selection of students who will participate at project activities and their initial assessment.	All partners	10-12/2014	Each partner will select students based on their own criteria, the specifics of each institution.
Making dissemination tools: logo, poster, flyer, website.	SPECIFIC TASKS FOR DISSEMINATION TOOLS: Romania: flyer/leaflet (at the beginning of the project) to disseminate the project (with information about the objectives, activities, impact, partners) Bulgaria: flyer/leaflet for the presentation of project results and	11-12/2014- 01/2015	More information regarding dissemination activities: pages 40-44 from Application Form

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	<p>intellectual outputs</p> <p>Greece: project website</p> <p>Italy: project poster</p> <p>Turkey: project logo</p>		
Activities for developing the first Module from the Training Programme for students "The teaching of Life Skills with Literacy" (A Training Manual): "Reading Strategies".	All partners	11-12/2014-01/2015	
Organizing the first transnational meeting of the project in order to discuss about the first module, "Reading Strategies" and about dissemination tools.	All partners Host partner: Romania	02/2015	
<p>Documents/materials/activities "follow-up meeting":</p> <ul style="list-style-type: none"> ▪ Minute 1 (meeting report) ▪ Evaluation report for the first meeting ▪ "e-Newsletter 1" ▪ up-date the project site 	<ul style="list-style-type: none"> ▪ Minute 1 (meeting report): Romania ▪ Evaluation report for the first meeting: Romania ▪ "e-Newsletter 1": Romania with the contribution of all partners. 	02-03/2015	Each partner will disseminate the project meeting results at local and national level. Each institution is responsible for disseminating the results of the meeting project in their own language.
Activities for developing the second Module of the Training Programme for students "The teaching of Life Skills with Literacy" (A Training Manual): "Writing Strategies".	All partners	03-07/2015	More information regarding dissemination activities: page 30 from Application Form
Organizing the second transnational meeting of the project in order to discuss about the second module "Reading Strategies".	All partners Host partner: Turkey	05/2015	

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Documents/materials/activities "follow-up meeting": <ul style="list-style-type: none"> ▪ Minute 2 (meeting report) ▪ Evaluation report for the second meeting ▪ up-date the project site ▪ "e-Newsletter 2" 	<ul style="list-style-type: none"> ▪ Minute 2 (meeting report): Romania and host partner ▪ Evaluation report for the first meeting: Romania ▪ "e-Newsletter 2": host partner with the contribution of all partners. 	05-06/2015	Each partner will disseminate the project meeting results at local and national level. Each institution is responsible for disseminating the results of the meeting project in their own language.
Interim evaluation, interim report. Evaluating the Dissemination and Exploitation with the occasion of the mid-term evaluation. Completing the Dissemination and Exploitation Report for the first year.	All partners	06-07/2015	
Review of progress on targets, review&revision of workplans.	Coordinator	08-09/2015	
Intermediate raport. Mobility Tool Completion.	All partners	09-10/2015	Up to 30.10. 2015 the beneficiary must complete Mobility Tool a progress report on implementation of the project, which covers period 01.09.2014-31.08.2015
Activities for developing the third Module from the Training Programme for students "The teaching of Life Skills with Literacy" (A Training Manual): "Speaking and Listening Strategies" (Oral Communication).	All partners	09-12/2015	More information regarding dissemination activities: page 31 from Application Form
Organizing the third transnational meeting of the project in order to discuss about the second module "Reading Strategies".	All partners Host partner: Greece	10/2015	
Documents/materials/activities "follow-up meeting": <ul style="list-style-type: none"> ▪ Minute 3 (meeting report) 	<ul style="list-style-type: none"> ▪ Minute 3 (meeting report): Romania and host partner 	10-11/2015	Each partner will disseminate the project meeting results at local

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<ul style="list-style-type: none"> ▪ Evaluation report for the third meeting ▪ up-date the project site ▪ "e-Newsletter 3" ▪ Up-date the project site; 	<ul style="list-style-type: none"> ▪ Evaluation report for the first meeting: Romania ▪ "e-Newsletter 3": host partner with the contribution of all partners. 		and national level. Each institution is responsible for disseminating the results of the meeting project in their own language.
Initiation and implementation of a project on the e-Twinning platform with other European schools.	All partners	10/2015-06/2016	One of the award criteria was of ERASMUS+ project: „If the project involves schools, the proposal explains if and how eTwinning will be used to support the implementation of the project”.
Review the Training Programme for students "The teaching of Life Skills with Literacy".	All partners	01-02/2016	
Realization by each partner, of 5 lesson plans/5 work plans educational activities for the guide "Think Literacy: Cross-Curricular Approaches" ("Literacy lessons").	All partners	01-02/2016	More information regarding dissemination activities: page 35-36 from Application Form
Organizing the fourth transnational meeting of the project in order to discuss about the final form for the Training Programme for students "The teaching of Life Skills with Literacy" (A Training Manual) and about the guide "Think Literacy: Cross-Curricular Approaches" ("Literacy lessons").	All partners Host partner: Italy	03/2016	
Documents/materials/activities "follow-up meeting": <ul style="list-style-type: none"> ▪ Minute 4 (meeting report) ▪ Evaluation report for the fourth meeting ▪ "e-Newsletter 4" ▪ Up-date the project site 	<ul style="list-style-type: none"> ▪ Minute 4 (meeting report): Romania and host partner ▪ Evaluation report for the first meeting: Romania ▪ "e-Newsletter 4": host partner with the contribution of all partners. 	03-04/2016	Each partner will disseminate the project meeting results at local and national level. Each institution is responsible for disseminating the results of the meeting project in their own language.

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Realization by each partner, of 5 lesson plans/5 work plans educational activities for the guide "Think Literacy: Cross-Curricular Approaches" ("Literacy lessons").	All partners	04-05/2016	More information regarding dissemination activities: page 36 from Application Form
Organizing the fifth transnational meeting of the project in order to draw the final form for the intellectual outputs of this partnership, final evaluation, collation of contribution to final report, discussion of follow-strategy, celebration of achievement.	All partners	05/2016	
Documents/materials/activities "follow-up meeting": <ul style="list-style-type: none"> ▪ Minute 5 (meeting report) ▪ Evaluation report for the fifth meeting ▪ "e-Newsletter 5" ▪ Up-date the project site 	<ul style="list-style-type: none"> ▪ Minute 5 (meeting report): Romania and host partner ▪ Evaluation report for the first meeting: Romania ▪ "e-Newsletter 5": host partner with the contribution of all partners. 	05-06/2016	Each partner will disseminate the project meeting results at local and national level. Each institution is responsible for disseminating the results of the meeting project in their own language.
Final evaluation. Evaluating the Dissemination and Exploitation with the occasion of the final evaluation. Completing the Dissemination and Exploitation Report for the second year.	All partners.	06-07/2016	
Final report, Erasmus+ Dissemination Platform, translation of intellectual outputs in native language (Romanian, Turkish, Greek, Bulgarian, Italian). În within 60 calendar days from the date of completion of the project, the beneficiary must complete in Mobility	All partners	08-09/2016	Quality Criteria for assessing the final report: <ul style="list-style-type: none"> ▪ The extent to which the project was implemented in accordance with the approved application ▪ The quality of the activities

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<p>Tool the Final Report of Project implementation.</p>			<p>carried out</p> <ul style="list-style-type: none"> ▪ Product quality and results achieved ▪ Learning outcomes and impact on participants Impact on participating organizations ▪ The quality and extent of dissemination activities undertaken ▪ The potential impact of the project on larger individuals and organizations outside the participating directly to the project.
<p>Dissemination and Exploitation activities</p>	<p>All partners</p>	<p>During project</p>	<p>See Dissemination Plan See pages 40-44 from Application Form</p>

ANNEX 1. WORK PLAN – Gantt Chart

Activity	2014				2015												2016								
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	
Start of the project and developing the project management plan organized in work packages (management, evaluation, dissemination, communication, etc.). Online Communication about "SLL Project Management Plan".																									
Selection of students who will participate at project activities and their initial assessment.																									
Making dissemination tools: logo, poster, flyer, website.																									
Activities for developing the first Module from the Training Programme for students "The teaching of Life Skills with Literacy" (A Training Manual): "Reading Strategies".																									
Organizing the first transnational meeting of the project in order to discuss about the first module, "Reading Strategies" and about dissemination tools.																									
Documents/materials "follow-up meeting": <ul style="list-style-type: none"> ▪ Minute 1 (meeting report) ▪ Evaluation report for the first meeting ▪ "e-Newsletter 1" 																									
Activities for developing the second Module of the Training Programme for students "The teaching of Life Skills with Literacy" (A Training Manual): "Writing Strategies".																									
Organizing the second transnational meeting of the project in order to discuss about the second module "Reading Strategies".																									
Documents/materials "follow-up meeting": <ul style="list-style-type: none"> ▪ Minute 2 (meeting report) ▪ Evaluation report for the second meeting ▪ "e-Newsletter 2" 																									
Interim evaluation, interim report. Evaluating the Dissemination and Exploitation with the occasion of the mid-term evaluation. Completing the Dissemination and Exploitation Report for																									

ANNEX 2. LIST OF MAIN TANGIBLE RESULTS – Gantt Chart

Activity	2014				2015												2016								
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	
SLL Project Management Plan		■																							
Dissemination tools: project logo, flyer/leaflet, poster, project site.						■																			
First project meeting						■																			
Follow-up documents/materials							■																		
First module from the Training Program for students "The teaching of Life Skills with Literacy" (A Training Manual): "Reading Strategies".						■																			
Second project meeting								■																	
Follow-up documents/materials									■																
Interim report										■															
The second module of the Training Programme for students "The teaching of Life Skills with Literacy" (A Training Manual): "Writing Strategies".										■															
Interim evaluation report											■														
Third project meeting													■												
Follow-up documents/materials														■											
the third module from the Training Program for students "The teaching of Life Skills with Literacy" (A Training Manual): "Speaking and Listening Strategies" (Oral Communication).																■									
Fourth project meeting																	■								
Follow-up documents/materials																		■							
Fifth project meeting																			■						
Follow-up documents/materials																				■					
The guide "Think Literacy: Cross-Curricular Approaches" ("Literacy lessons")																					■				
Final evaluation report																						■			
Final report																							■		