NEXT PROJECT DEADLINES
IO1 – Repository of E-learning Video Lessons and Interviews

Deadline	Results	Partner	Template and Tools
30 October 2017	• IO1.2 Production, by each partner, of 3 Video interviews • IO1.3 Production, by each partner, of 3 Testimonials • IO1.4 Production, by each partner, of 3 real life case scenario learning object • IO1.5 Subtitles' Translation in National Language	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	IO1.A – Video interviews script IO1.B – Case scenario/Learning object IO1.C – Video testimonials script
28 February 2018	• IO1.2 Production, by each partner, of 3 Video interviews • IO1.3 Production, by each partner, of 3 Testimonials • IO1.4 Production, by each partner, of 3 real life case scenario learning object • IO1.5 Subtitles' Translation in National Language	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	IO1.A – Video interviews script IO1.B – Case scenario/Learning object IO1.C – Video testimonials script
30 May 2018	• IO1.2 Production, by each partner, of 3 Video interviews • IO1.3 Production, by each partner, of 3 Testimonials • IO1.4 Production, by each partner, of 3 real life case scenario learning object • IO1.5 Subtitles' Translation in National Language	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	IO1.A – Video interviews script IO1.B – Case scenario/Learning object IO1.C – Video testimonials script
31 July 2018	• IO1.5 Subtitles' Translation in National Language	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	

SR 1 – Platform for Virtual Internship

Deadline	Results	Partner	Template and Tools
15 November 2017	Creation of all the templates needed for carrying out the activities	Pixel (IT), ESMOVIA – System Practice (ES)	
31 December 2017	Creation of the Platform for Virtual Internship	ESMOVIA – System Practice (ES), Pixel (IT)	SR1.A – Structure of the Virtual Platform
31 May 2018	Identification and review, by each partner, of at least 2 assessment tool (validate the skills acquired by the students involved in the internship) and 2 monitoring tool (monitor the internship)	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	SR1.D – Review of Assessment Tool
30 June 2018	Development of the monitoring tool according to the suggestions collected by the partners from companies and students	ESMOVIA – System Practice (ES), Pixel (IT)	
31 May 2018	Involvement of 20 Companies interested in hosting the internship Involvement of 20 students interested in carrying out the internship	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	IO3.B – Company Profile IO3.C – Student Profile

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SR.2 – Guidelines for the Organisation of International Internships

Deadline	Results	Partners Involved	Template and Tools
15 January 2018	Creation of templates needed for carrying out the activities	Pixel (IT), ESMOVIA – System Practice (ES)	
31 January 2018	Proposal of the syllabus of the 5 guidelines.	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	SR2.A – Guidelines to create the chapter contents
31 May 2018	Development of the final version of the guideline for students	eMundus (LT)	SR2.A – Guidelines to create the chapter contents
31 May 2018	Development of the final version of the guideline for trainers	D&A (UK)	SR2.A – Guidelines to create the chapter contents
31 May 2018	Development of the final version of the guideline for companies	Conf. Bergamo (IT)	SR2.A – Guidelines to create the chapter contents
31 May 2018	Development of the final version of the guideline for policy makers	Epimorfotiki Kilkis (EL)	SR2.A – Guidelines to create the chapter contents
31 May 2018	Development of the final version of the guideline for VET directors and administrative staff	ESMOVIA – System Practice (ES)	SR2.A – Guidelines to create the chapter contents

Multiplier Events

Deadline	Results	Partner	Template and Tools
30 September 2018	Organisation of a focus group with 20 VET trainers and company managers: - Promotion of work based learning methodology - Presentation of the intellectual outputs	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Pixel (IT), eMundus (LT), D&A (UK)	ME.1 - Multiplier Event Form ME.2 - Programme Template ME.3 - List of Participants Template ME.4 - Minutes form

Project Management

PM1 - Coordination of Activities			
Deadline	Results	Partner	Template and Tools
31 May 2017	Selection and involvement, by each partner, of - 20 companies willing to host internships - 12 companies' managers for the creation of the video of the intellectual output 1 Upload on the project portal of the Companies Presentation Templates Sending of the scanned version of the Companies letters.	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	PM1.A - Company Information PM1.B – Company Participation Letter PM1.C – Role of the Company
30 June 2017	Selection and involvement, by each partner, of - 10 VET Trainers - 100 students Upload on the project portal of the VET Trainers information	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	PM1.D – VET Trainers information
October 2017 30 January, April, July, October 2018	Production and Uploading of Project Activities Report	All partners	PM1.E – In progress activities reports
End Date for Year 1: 31 August 2017 End Date for Year 2: 15 November 2018	Production of Financial Reports	All partners	PM1.F - Financial Manual

PM2 - Dissemination			
Deadline	**Results**	**Partner**	**Template and Tools**
Monthly activity	Dissemination trough Facebook: at least 1 posts per month on the activities carried out at national level	All partners	
30 October 2017 30 January, April, July, October 2018	Organization of 1 dissemination event on the project every month and uploading the dissemination events description on the project web site (every three months)	All partners	Template: PM2.A – In progress dissemination reports
30 October 2018	Production of the progress Best Practice Dissemination Report	All partners	Template: PM2.B – How to write the Best Practice Dissemination Report

PM3 - Exploitation			
Deadline	**Results**	**Partner**	**Template and Tools**
End Date for Year 1: 30 September 2017 End Date for Year 2: 15 November 2018	Involvement in the project of at least 6 organizations (3 per year) operating in the field of education, who will join the project as associated partner filling in the Associate partner Template. They will be also inserted as Associate Partners on the project portal.	All partners	PM3.A - Associated Partner Letter PM3.B - Associated Partner Information
End Date for Year 1: 30 September 2017 End Date for Year 2: 30 October 2018	Publication of announcements on 6 portals (3 per year) or websites addressed to teachers	All partners	PM3.C - Exploitation links

PM4 - Quality and Monitoring Plan			
Deadline	**Results**	**Partner**	**Template and Tools**
30 September 2018	- Collection of 20 evaluation questionnaires - Sending of the evaluation report - Collection of at least 4 testimonials	All partners	PM4.C – End Users' Evaluation Questionnaires for Intellectual Outputs PM4.D –How to write the Evaluation Report on Intellectual Outputs