Structuring of work related competences in Chemical Engineering
STRENGTH

Leonardo da Vinci Tol Project
2013-1-ES1-LEO05-66726

RESULT 6

STRENGTH Project Management Guide

Trayana Nedeva & Roumen Pankov

STRENGTH Project Management Guide

The goal: establishment of written instructions for arrangement and keeping of project documentation dossiers at each PU with the purpose to enhance the local management of project overall activities and facilitate the compliance with the deadlines and quality criteria for execution of project tasks

The **Management Guide** promotes planning, monitoring and coordination of all project activities, distributed by partners, tasks and time according to the management plan.

STRENGTH Project Management Guide

The **Management Guide** includes:

- ✓ Project documentation dossier template
- ✓ Stage/Team plan documents
- ✓Detailed time schedule chart of project activities, distributed by WPs and Pus
- ✓Guidelines for project financial management;
- ✓ IPR and Vaslorisation Agreement template documents, which determine partners' responsibilities and rights in respect to project specific products.

The project documentation dossier:

2013-1-ES1-LEO05-66726 Project Documentation Dossier

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Project documentation dossier

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The purpose: to enhance the local management of project overall activities and facilitate the compliance with the deadlines and quality criteria for execution of project tasks.

Dossier files:

- ✓Official project documents
- ✓Project specific activities general documentation
- ✓Instructions for managerial, financial and specific activities
- ✓Partner's daily activities
- ✓Partner's specific activities
- ✓Project results and products
- ✓Project valorisation
- ✓Financial documents

The stage/team plans:

2013-1-ES1-LEO05-66726 Project Stage / Team Plan 2

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Stage/Team Plan 2

June – December, 2014

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The purpose: to outline project activities foreseen for 6 month periods following TMNs, distributed in project stages, WPs and responsible partners.

The plans issued:

- ✓Stage/team plan 1: 3rd – 9th month
- ✓Stage/team plan 1: 9th – 15th month
- ✓Stage/team plan 1: 15th – 21st month
- ✓Stage/team plan 1: 21st – 24th month

STRENGTH Project Management Guide

Time schedule chart of project activities:

The purpose: to enhance the local management of project overall activities and facilitate the compliance with the deadlines and quality criteria for execution of project tasks.

2013-1-ES1-LEO05-66726 TIME SCHEDULE CHART

Structuring of work related competences in chemical engineering – STRENGTH 2013-1-ES1-LEO05-66726		2013				
		1	2	3		
		X	XI	XII		
WP	Activities				Partners	SC work foreseen
1. Project commencement and tools developing	A1 Reports on the needs about a model for Green jobs development and description in knowledge intensive Chemical Engineering sector: selection of exemplary results of VQTS-PH				P0-P4	Translation of documents: A1, 5, 12; Technic docume
	A2 Specification of target groups; end- and potential users of the project at country level				P0-P4	Technic informat
	A3 Assignment of web-site				P3	Preparat
	A4 Report on project technical e-platform design, organization and operation: need analysis				P3	dissemi
	A5 Elaboration of e-portal vision documentation				P3	A11, 12
	A6 Arrangement of projects tasks distribution – flow charts preparation				P0, PSC	Populari
	A7 Report on the discussions about STRENGTH model organization and implementation				P1	Distribu
	A8 Analysis and discussion on intelligent tool for competence description approach				P0-P4	informat
	A9 Analysis and discussion on project products/outcomes foreseen				P0-P4	
	A10 Reporting project quality management plan				P1	
	A11 Reporting the discussion on valorisation strategy				P0, PSC	
	A12 Project valorisation approach and methods - practical guidelines				P0-P4	
	A13 Kick-off TNM in Spain; scheduling of the rest TNM and valorisation events				P0-P4	
6. Project management and coordination	A1 Establishment of Partners' Units (PUs) at partner's level				P0-P4	Technic monitori
	A2 Assignment of PUs' leader and team members for local project governance				P0-P4	plans: A
	A3 Overall tasks definition and scheduling; building up of relationships with relevant institutions supporting project idea and activities; Participants				P0-P4	Translat material
	A4 Setting up of Project Steering Committee (PSC)				PUs	Spreadi
	A8 Contribution of Dissemination and Exploitation Group (DEG)				P0-P4	informat

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2013-1-ES1-LEO05-66726 TIME SCHEDULE CHART

Structuring of work related competences in chemical engineering – STRENGTH 2013-1-ES1-LEO05-66726		2014				
		4	5	6		
		I	II	III		
WP	Activities				Partners	S
1. STRENGTH e-platform development planning.	A1 Exploring the potential users' expectations on the e-portal design options; users' demands processing and review				P0-P4	Prepa quest
	A2 Selection of suitable technology (design, applications, functionality) for e-portal arrangement and operation				P0-P4	On-lin elabor
	A3 Issue of technical documentation for the e-platform arrangement and operation				P3	Doma
	4 Set up of the e-platform: domain registration & support, multilanguage functionality, design of project e-database frame, formation of on-line partners restricted communication area				P0, P3	Spreа infort
	A5 Testing of e-platform: functional operation and technical parameters minding				P0-P4	
	A6 Checking of e-portal reliability: loading, security and user testing				P0-P4	
3. Framework of VQTS-PH results transfer	A1 Translation of the VQTS-PH model - Competence Matrix, Institutional/Individual Competence Profiles generation in partners' languages				P0-P4	Techi projec
	A2 Survey on selected professions and common Green skills and competences in Chemical Engineering sector				P0-P4	Trans mater
	A3 Working out of national (ES, BG, SI, UK) reports on Green skills and competences				P0-P4	Enter
	A11 Following up the work progress key indicators				P0-P4	Advertising and popularization: A11
4. Mobility procedure establishment within	A1 Organization of preliminary mobility phase: establishment of partnership between competent bodies/institutions and development of memorandum of Understanding (MoU)				PUs, PSC	Online presentations of project information: A1, 6;
	A2 Establishment of preparatory mobility phase: conclusion of Learning Agreement (LA) in the frame of MoU				PUs, PSC	Reparation of leaflets and advertising materials;
	A3 Performance of implementation phase: realization of training period (VET placement) abroad				PUs, PSC	performance of seminars: A2, 6;

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Structuring of work related competences in chemical engineering – STRENGTH 2013-1-ES1-LEO05-66726		2014				
		7	8	9		
		IV	V	VI		
WP	Activities				Partners	SC work foreseen
1. STRENGTH e-platform development planning, arrangement and operation	A5 Testing of e-platform: functional operation and technical parameters minding				P0-P4	Translation of project materials: A11, 12; Consulting services: A7, 8; Spreading of project information/materials: A 11-13; On line services and diffusion of e-based info: A8, 11-13.
	A6 Checking of e-portal reliability: loading, security and user testing				P0-P4	
	A7 e-Portal demo version issue approbation, review of the comments/errors, bugs fixing				P0, P3	
	A8 Updating and final version issue				P0-P4	
	A9 Elaboration of competence description intelligent tool: establishment of the e-frame				P0, 3, PSC	
	A10 Set up of descriptive tables for building of Organizational/Individual Professional Profiles, generation Competence-based Certificates				P3	
	A11 Project development progress evaluation – 2nd TNM in Slovenia				P0-P4	
	A12 e-portal operation as multilanguage e-database and information spreading tool				P0-P4	
	A13 Implementation of the e-portal in dissemination: e-portal operation as a communication tool for everyday project work				P0-P4	
	A14 Implementation of the e-portal in exploitation of results: transferring of project outcomes to end-users/target groups				P0-P4	
3. Framework of VQTS-PH results transfer	A1 Translation of the VQTS-PH model - Competence Matrix, Institutional/Individual Competence Profiles generation in partners' languages					
	A3 Working out of national (ES, BG, SI, UK) reports on Green skills and competences					
	A4 Competence Matrix upgrading through organization of e-data base comprising Green skills and competences descriptions accumulated and processed by project partners					
	A5 Selection of key Green skills and competences and definition of benchmarks regarding specific EQF levels					
	A6 Implementation of smart decision logic for formulation of Organizational/Individual Professional Profiles and generation of corresponding Certificates					

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Structuring of work related competences in chemical engineering – STRENGTH 2013-1-ES1-LEO05-66726		2014				
		10	11	12		
		VII	VIII	IX		
WP	Activities				Partners	SC work foreseen
1. STRENGTH e-platform development planning.	A12 e-portal operation as multilanguage e-database and information spreading tool				P0-P4	Translation of project materials: A12; Spreading of project information/materials: A13; On line services and diffusion of e-based info: A3.
	A13 Implementation of the e-portal in dissemination: e-portal operation as a communication tool for everyday project work				P0-P4	
	A14 Implementation of the e-portal in exploitation of results: transferring of project outcomes to end-users/target groups				P0-P4	
3. Framework of VQTS-PH results transfer	A3 Working out of national (ES, BG, SI, UK) reports on Green skills and competences				P0-P4	Technical preparation of project materials: A3, 4, 5; Technical preparation of e-presentations: A3, 10; Translation of project materials: A1, 5, 10; External consultancy: A1, 6; Advertising and popularization: A10.
	A4 Competence Matrix upgrading through organization of e-data base comprising Green skills and competences descriptions accumulated and processed by project partners				P0-P4	
	A5 Selection of key Green skills and competences and definition of benchmarks regarding specific EQF levels				P0-P4	
	A6 Implementation of smart decision logic for formulation of Organizational/Individual Professional Profiles and generation of corresponding Certificates				P0-P4	
	A7 Generation of Organizational Professional Profiles in Chemical Engineering - indication of the relevant competences on the intelligent tool for competence description				P0-P4	
	A8 Assignment of the relevant Credit Points, reflecting the duration of competence acquisition				P0-P4	
	A11 Following up the work progress key indicators				P0-P4	
	A10 STRENGTH model prototype evaluation and valorisation - 3rd TNM in Bulgaria				P0-P4	

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The financial management guidelines:

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Guidelines for Project Financial Management

This project has been funded with support from the European Commission. This material reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

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The purpose: to serve as a practical guide for sound financial management of project activities on the basis of Spanish National Agency regulations.

The guidelines include:

- ✓Basic rules
- ✓Project financial cycle
- ✓Project monitoring
- ✓Income and eligibility
- ✓Categories of eligible costs and
- ✓Budget changes

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IPR and Vaslorisation Agreements:

The purpose: to determine partners' responsibilities and rights in respect to project specific products.

2013-1-ES1-LEO05-66726 Lifelong Learning Programme Copyright Agreement

COPYRIGHT AGREEMENT

between:

University of Granada, Spain
registered at: Avenida del Hospicio, s/n. 18071. Granada. Spain
represented by: Prof. Nikolay Vassilev
Contractor of Leonardo da Vinci Tol Project 2013-1-ES1-LEO05-66726 "*Structuring of work related competences in chemical engineering - STRENGHT*"

and

name of the partner's institution,
registered at: *address of the partner's official office*
represented by: *contact person for the partner*

have agreed as follows:

1. COPYRIGHTS
   All authors agree hereby that the copyrights will be in accordance with the EC law and will cover the text and illustrations of the prepared project results, produced with the financial support of Leonardo da Vinci Tol Project 2013-1-ES1-LEO05-66726 **"*Structuring of work related competences in chemical engineering - STRENGHT*"**. Part of the copyrights will be allocated to each author as each of them retains the rights for the sector of work they have done.
2. The project results will be available on-line and the ownership of it will be distributed in accordance with Art. 1 of this Copyright Agreement.
3. The ownership of the distribution rights is given equally to all partnership institutions.
4. The number of copies: all authors agreed that the number of copies of the results will as follows:

Result 1: Questionnaires (TXT): 2 types / partner / EN and native language (total 20 copies)
Evaluation reports (TXT): 2 types / partner / EN (total 10 copies); 2 types /P0/ ES (total 2 copies)

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2013-1-ES1-LEO05-66726 Lifelong Learning Programme Valorisation Agreement

VALORISATION AGREEMENT

between:

University of Granada, Spain
registered at: Avenida del Hospicio, s/n. 18071. Granada. Spain
represented by: Prof. Nikolay Vassilev
Contractor of Leonardo da Vinci Tol Project 2013-1-ES1-LEO05-66726 "*Structuring of work related competences in chemical engineering - STRENGHT*"

and

name of the partner's institution,
registered at: *address of the partner's official office*
represented by: *contact person for the partner*

have agreed as follows:

1. The partner agrees hereby that the dissemination materials will be prepared and produced with the financial support of Leonardo da Vinci Transfer of Innovation project Project 2013-1-ES1-LEO05-66726 ***"Structuring of work related competences in chemical engineering - STRENGHT".***

2. The dissemination materials include: ***Booklets, Leaflets, Folders, Articles, Presentations, Posters, Pens, flash-memory sticks, e-mail (template), e-material, info-sheets and others.***

4. The partner declares that he will use the following channels for dissemination: ***the press, targeted information, electronic information, networks, participation in various events and others.***

5. The partner declares that for the dissemination and exploitation of project procedures, objectives and outcomes he will use the following target groups: ***partner's organization, NGOs, policy makers, chambers and associations, relevant SMEs, intermediaries, training and vocational organizations and others.***

6. The partner agrees to undertake valorisation activities as an ongoing activity, throughout the duration of the project.

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