



Project management &
implementation activities

ZGURA-M Ltd.

Aims:

- ▶ A1: To ensure that the project is established on a robust and secure organisational structure with clearly defined management functions.
- ▶ A2: To establish rigorous systems for activity and financial monitoring.
- ▶ A3: To ensure a clear understanding by all partners of their specific responsibilities in the work plan and of the timing of detailed tasks.
- ▶ A4: To employ (adapted as required) monitoring systems that follow successful models from previous projects.



Activities

- ▶ A5: P1 as a Project Coordinator to lead the project in terms of organisation and administration. As such it will perform day-to-day management of activities, partners and tasks.
- ▶ A6: P1 to be responsible also for the communication (incl. set up of internal communication platform) between partners and for that purposes will be established dedicated communication platform where the partners will be able to communicate and will be used as file storage.
- ▶ A7: Elaboration of forms for quarterly financial monitoring and (every 4m)
- ▶ A8: Signing of IPR agreement - an internal deliverable that will be prepared and signed by all partners at the beginning of the project, thus ensuring that all parties' interest is protected. The methodology for the evaluation of the internal deliverable will be the peer review.
- ▶ A9: Completion of partnership agreements, detailing roles and responsibilities (by kick-off meeting).
- ▶ A10: Production of a project action plan, risk register and work break down schedules for each partner.



International Partners Meetings: (according to the application form)

- ▶ A11: Organisation of Kick-off meeting in Bulgaria – M1
- ▶ A12: Organisation of Second TSN meeting in Austria – M7 (1st Progress report)
- ▶ A13: Organisation of Third TSN meeting in Bulgaria – M13 (before Progress report)
- ▶ A14: Organisation of Fourth TSN meeting in Turkey – M19 (2nd Progress report)
- ▶ A15: Organisation of Fifth TSN meeting in Spain – M26
- ▶ A16: Organisation of Final TSN meeting and Final Conference in Bulgaria – M35 (before Progress report)



REPORTING

- ▶ 1st progress report-by end of May 2015
- ▶ 2nd progress report-29.3.2016
- ▶ Final report-31.8.2017

National advisory group in each country:

- ▶ A17: Each country to set up of a National advisory group:
- ▶ To be recruited in each partner country consisting of representatives of each stakeholder type.
- ▶ These stakeholders will guide and be involved in all stages of the project development and implementation - this includes research and needs analysis identification, development of COACH@WORK curriculum, training materials, control tool, iterative testing and piloting
- ▶ dissemination, quality assurance and

National advisory group in each country

- ▶ This group can provide voluntary advice which the researchers and project partners can consider in light of their own expertise, the requirements of policy makers and other stakeholders, before making decisions.
- ▶ The partners benefit from the knowledge that the group has of the topic.
- ▶ Determining the membership of the group is therefore important for maximising the value it provides in delivering the desired breadth and depth of advice.



The following **methods** can be used to interact with the NAB groups:

- ▶ Small group facilitated workshops (face to face);
- ▶ Skype/Conference call (ideally only when in person not possible);
- ▶ Additional methods may be used for specific activities, such as user requirements gathering and evaluation.
- ▶ In general it is good practice to begin active engagement as early as possible, rather than just asking people to comment on work that is already planned.
- ▶ Starting involvement early also means that it is more likely that the quality of input will improve over time as relationships and trust develop.
- ▶ It will also help to secure the commitment of all parties involved.



Structure of the NAB

- ▶ 1. Supported employment providers - job coaches, career counselors, social workers, job specialist – **at least 2**
- ▶ 2. VET training providers / VET centres – **at least 2**
- ▶ 3. Non-profit establishments working with people with disabilities – **at least 2**
- ▶ 4. Employers – **at least 2**
- ▶ 5. Governmental bodies - institutions responsible for changes into the social policy and labour legislation such as Job Centers, Executive Employment Agency, The Parliament, The Council of Ministries, Ministry of Labour and Social Affairs, Ministry of Education, Science and Youth, National accreditation/certification bodies etc. – **at least 4**



Quality strategy

- ▶ A18: Development and implementation of Quality strategy including internal and external evaluation approaches
- ▶ This document will define the quality management procedures and the quality assessment procedures that will be applied by the project to evaluate outputs and activities within the project.



Dissemination strategy

- ▶ A19: Development and implementation of Dissemination strategy.
- ▶ It will define a rigorous model of dissemination, promotion and mainstreaming of the project's results including identification of key dissemination targets (media, tools, and channels), stakeholders mapping and mainstreaming of final products.



Exploitation strategy including seeking Accreditation procedures (NAVET)

- ▶ A20: Development and implementation of Exploitation strategy including seeking Accreditation procedures
- ▶ It will define a rigorous model of promotion and mainstreaming of the project's results, including the identification of key exploitation targets (media, tools, and channels), stakeholders mapping and mainstreaming of final products.
- ▶ The possible procedures for Accreditation also will be elaborated.



Milestones:

- ▶ M1 Partners agreements, IPR agreements – M2 (postponed to M3-4 due to changes in the NA requirements) – ZGURA-M and all partners
- ▶ M2 Formalisation project steering committee – M1 (ZGURA-M and all partners)
- ▶ M3 Establishment of national advisory boards - NAB (1 per country) – M2 (postponed to M4)
- ▶ M4 Quality strategy – M3 - Interprojects
- ▶ M5 Dissemination strategy – M3 – Jugend am Werk
- ▶ M6 Exploitation strategy – M3 - NAVET
- ▶ M7 Minutes from all partners meetings - (in 2 weeks after each meeting) – ZGURA-M
- ▶ M8 Minutes from all NAB meetings – (a week after each meeting, at least 2 per year) – all partners



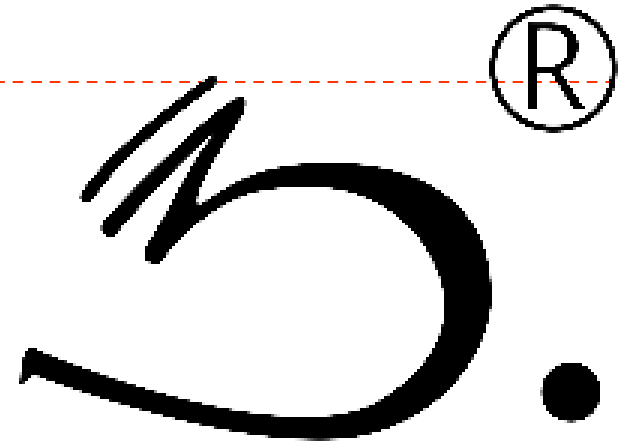
Action plan:

- ▶ 1. Development of the dissemination strategy and plan - P5 with contribution from all partners.
- ▶ 2. Stakeholder mapping identification - P1 with contribution from all partners.
- ▶ 3. Production of promotional materials - leaflets, roll-up banners, logo, conference packages etc. - P4.
- ▶ 4. Development of project website - P1 with contribution from all partners.
- ▶ 5. Identification of key European level dissemination targets and media - P3 with contribution from all partners.
- ▶ 6. Production and delivery of project newsletter to all interested parties - every 6 months - P2 with contribution from all partners
- ▶ 7. Publications and press release - at least 4 per partner country - all partners
- ▶ 8. Organisation of informative sessions (minimum 2 per partner) - all partners
- ▶ 9. Organisation of thematic workshops (minimum 2 per partner) -



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