

Please complete the following work plan.

## E.5 Work Plan

Please use the model provided below. Applicants are expected to complete a one-page work plan for each project year.

For each year of your proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place. Please create additional work plan tables if further space is needed.

The same reference and sub-reference numbers as used in the Logical Framework Matrix must be assigned to each outcome and related activities.

Activity carried out in the Programme Country (ies): = (E.g. activity in France for two weeks in the first month of the project 2= under M1)

Activity carried out in the Partner Country (ies): X (E.g., activity in Tunisia for three weeks in the second month of the project: 3X under M2)

### WORKPLAN for project year 1

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
<b>1P</b>	<b>Analysis of governance of vocational teacher education</b>													
1.1.	Workshop for need analysis	1		1=										
1.2.	Developing instruments for need analysis	4		3x	1x									
1.3.	Writing reports on collected and processed data	5			2x	2x	1x							
1.4.	Organising the 1 <sup>st</sup> round table on roadmap for changes	1				1x								
<b>2DEV</b>	<b>Elaboration and implementation of PBG</b>													
2.1.	Organisation of study visits of staff involved in VTE	1										1=		
2.2.	Elaborating of concepts for PBG	12					2x	2x	2x	2x	2x	1x	1x	
2.3.	Piloting new structures of PBG; installing the equipment	4											1x	3x
2.4.	Organising the 2 <sup>nd</sup> round table on elaborated concepts	1											1x	
<b>3DEV</b>	<b>Content input from European partners on PBG</b>													
3.1.	Developing training materials	2					2=						2=	
3.2.	Organising staff trainings	2						1x						1x
<b>5Q</b>	<b>Quality assurance of the project</b>													

5.1.	Preparing regular reports on WP1-4, 7	5				3x	2x							
5.2.	Preparing evaluation sheets and conducting evaluations	5				1x		1x				1x	1x	1x
5.3.	Organisation of visits of external experts for evaluation													1x
5.5.	Participation in seminars of EACEA, NA in Germany	2	1=			1=								
<b>6DE</b>	<b>Project dissemination plan and exploitation of results</b>													
6.1.	Developing project branding	4	2=	2=										
6.2.	Posting news in social networks	12	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x
6.3.	Sending newsletters / leaflets	2						1x						1x
<b>7M</b>	<b>Coordination and management of the project</b>													
7.1.	Conducting project meetings (workshops, video meetings)	2		1=			1=							
7.2.	Organisation of info session on software usage	1		1=										
7.3	Financial management	12	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=

## WORKPLAN for project year 2

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
<b>2DEV</b>	<b>Elaboration and implementation of PBG</b>													
2.1.	Organisation of study visits of staff involved in VTE	1	1=											
2.3	Piloting new structures of PBG; installing the equipment	34	2x	3x	3x	3x	3x	3x	3x	3x	3x	3x	3x	2x
<b>3DEV</b>	<b>Content input from European partners on PBG</b>													
3.1.	Developing training materials	10			2=	2=	2=				2=	2=		
3.2.	Organising staff trainings	5				1x	1x	1x				1x	1x	
<b>4DEV</b>	<b>Setting up PBG mechanisms for the national level</b>													
4.1.	Organising a staff training (involving of external experts)	2			1x		1x							
4.2.	Organising students visits for developing policy paper	1												1=
4.3.	Designing and launching an online platform	12							2x	2x	2x	2x	2x	2x
<b>5Q</b>	<b>Quality assurance of the project</b>													
5.1.	Preparing regular reports on WP1-4	2												2=
5.2.	Preparing evaluation sheets and conducting evaluations	6			1x	1x	1x	1x				1x	1x	
5.3.	Organisation of visits of external experts for evaluation	1					1x							
5.5.	Visiting onsite by EU partners during activities in Ukraine	4			1x	1x		1x					1x	
<b>6DE</b>	<b>Project dissemination plan and exploitation of results</b>													
6.2.	Posting news in social networks	12	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x
6.3.	Sending newsletters / leaflets	2						1x						1x
<b>7M</b>	<b>Coordination and management of the project</b>													
7.1.	Conducting project meetings (workshops, videomeetings)	2		1=							1=			
7.2.	Organisation of info session on software usage	1		1=										
7.3	Financial management	12	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=
7.4.	Monitoring of tasks performance	12	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=

## WORKPLAN for project year 3

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
<b>2DEV</b>	<b>Elaboration and implementation of PBG</b>													
2.4.	Organising 3 <sup>rd</sup> round table on concepts implementation	1	1x											
<b>4DEV</b>	<b>Setting up PBG mechanisms for the national level</b>													
4.2.	Writing a policy paper on PBG in VTE	21	1x,1=	2x	2x,1=	2x	2x,1=	2x	2x,1=	2x	2x,1=			
4.3.	Designing and launching an online platform	18	2x	2x	2x	2x	2x	2x	2x	2x	2x			
4.4.	Developing amendments to standards for VTE	23		2x,1=	2x	2x,1=	2x	2x,1=	2x	2x,1=	2x	2x,1=		
4.5.	Initiating Ukrainian vocational teacher network	2		1x								1x		
<b>5Q</b>	<b>Quality assurance of the project</b>													
5.1.	Preparing regular reports on WP1-4	6	2=											2x, 2=
5.2.	Preparing evaluation sheets and conducting evaluations	4	1=,1x								1=	1x		
5.3.	Organisation of visits of external experts for evaluation	1										1x		
<b>6DE</b>	<b>Project dissemination plan and exploitation of results</b>													
6.2.	Posting news in social networks	12	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x
6.3.	Sending newsletters / leaflets	2						1x						1x
6.4.	Organising a conference	1										1x		
6.5.	Increasing awareness on VTE (anthology)	10								1=,1x	1=,1x	1=,1x	1=,1x	1=,1x
<b>7M</b>	<b>Coordination and management of the project</b>													
7.1.	Conducting project meetings (workshops, videomeetings)	2		1x							1=			
7.3	Financial management	12	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=
7.4.	Monitoring of tasks performance	12	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=