



LEONARDO DA VINCI Programme II PHASE 2000-2006

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Planning and Monitoring

Project Management



DATE	Rif. WP PHAS	INPUT	ACTION	OUTPUT	Partners and involved functions
1° Transnational Workshop JANUARY 2006	WPT1 PHASE 1	<p>Preliminary Materials and Documents of synthesis</p> <p>Power Point Presentations</p> <p>Poster</p>	<p>-Team Buiding</p> <p>-Sharing materials, tools and preliminary informations</p> <p>- Set tools and research's methodology for WP1</p>	<p>Informations Sharing</p> <p>Poster drawing for general framework</p>	<p>ISS (Leader) + CHI Onlus (Coordinator)</p> <p>All Partners (collaborators)</p>

PERIODO/ DATA PIAN.	Rif WP/ FASE	INPUT	DESCRIZIONE PROCESSO	OUTPUT	Partners e funzioni Coinvolte
within 10 days from 1° Transnat. Workshop	WP1 PHASE 2	Poster –General framework Documents of synthesis Power Point Presentations	Definition of tools and research methodology for WP1 “Research and Analyses of context”	INSTRUMENTS FOR DESK ANALYSES OF CONTEXT + Guidelines + National reports format	ISS (L) + CHI Onlus (Cr)
Within the end of January 2006	WP1/ FASE 2	INSTRUMENTS FOR DESK ANALYSeS OF CONTEXT + Guidelines + National reports formati	Send instruments to all partners Possible changes/accepta nce/validation from partners	INSTRUMENTS FOR DESK ANALYSES OF VALIDATED CONTEXT START UP NATIONAL RESEARCHES	ALL PARTNERS

PERIODO / DATA	Rif WP/ FASE	INPUT	DESCRIZIONE PROCESSO	OUTPUT	Partners e funzioni Coinvolte
Within the end of APRIL 2006	WP1/ PHASE 2	INSTRUMENTS FOR DESK ANALYSIS OF VALIDATED CONTEXT CARRY OUT NATIONAL RESEARCHES	Desk research on context/facility/training system Collecting of informations about workers' curricula and training opportunities	6 NATIONAL REPORTS + 6 ABSTRACT THE REASERCHES WILL BE CARRY OUT IN EACH NATIONAL COUNTRIES BY INDICATED PARTNERS	DSM-italy EPAPSY-Greece KOLEZDA-Latvia RINO-Netherlands GAMH- UK CMHCD-Czech Rep.
Within the end of MAY 2006	WP1/ PHASE 2	6 NATIONAL REPORTS + 6 ABSTRACT	Put on website the abstracts of national reports Transnational comparation (EN and IT) Mailing and sharing the Comparative Report proof	Proof of the Comparative Transnational Report (IT and EN) Partners'feedback on comparative report	ISS (L) + CHI Onlus (Cr)

PERIOD O/ DATA PIAN.	Rif WP/ FASE	INPUT	DESCRIZIONE PROCESSO	OUTPUT	Partners e funzioni Coinvolte
Within 15 June 2006	WP1/ PHASE 2	<p>Comparative Report proof (IT and EN))</p> <p>Partners'feedback on comparative report</p>	Production of the comparative report (IT and EN)	<p>COMPARATIVE REPORT (IT and EN) + Abstracts</p> <p>Power Point Presentation of the report outcomes</p> <p>Conduction tools for 2° Transnational Workshop</p>	<p>ISS (L) + CHI Onlus (Cr)</p>

PERIODO / DATA	Rif WP/ FASE	INPUT	DESCRIZIONE PROCESSO	OUTPUT	Partners e funzioni Coinvolte
Within the end of JUNE 2006	WP2/ PHASE 3	COMPARATIVE REPORT (IT and EN) WORKING PAPER WP2 Power Point Presentation of the report outcomes Conduction tools for 2°Trans. Workshop (POSTER)	Organization and accomplishment 2° Tran. Workshop -Sharing comparison report outcomes -Planning research's tools and methodologies for WP2 - Sharing hypothesis for choising the facilities to be interviewed (sampling)	Informations'shar ing of intermediate results Poster drawing for choise of the facilities to be interviewed Sharing research's tools and methodologies for WP2	<i>Organization and accomplish ment 2° Workshop</i> <i>+ Working Paper</i> <i>WP2: EPAPSY (L) + ISS;</i> CHI Onlus (Cr) Partecipatio n to the WS: ALL PARTNERS

PERIODO/ DATA PIAN.	Rif WP/ FASE	INPUT	DESCRIZIONE PROCESSO	OUTPUT	Partners e funzioni Coinvolte
Within 10 days from II° Trans. Workshop	WP2/ PHASE 3	Poster – General framework for choising the facilities to be interviewed	-Set criteria to choise the facilities -Set instruments and research methodologies for WP2 “Research and Analysis of needs”	Tools for field analysis on needs: Guidelines Interview’s tools National reports format	ISS (L) + CHI Onlus; EPAPSY; KOLEZDA (Cr)
Within the end of July 2006	WP2/ PHASE 3	Tools for field analysis on needs: Guidelines Interview’s tools National reports format	-Mailing instruments to all partners -Possible changes/accepta nce/validation from partners	INSTRUMENTS FOR FIELD ANALYSES ON VALIDATED NEEDS START UP NATIONAL RESEARCHES	all partners

PERIODO/ DATA PIAN.	Rif WP/ FASE	INPUT	DESCRIZIONE PROCESSO	OUTPUT	Partners e funzioni Coinvolte
WHITIN 15 SEPTEMBRE 2006	WP2 / PHASE 3	INSTRUMENTS FOR FIELD ANALYSES ON VALIDATED NEEDS CARRIED OUT NATIONAL RESEARCHES	FIELD research on facilities: interviews and report elaboration on needs and competencies' fra mework Identifying the training lacks and the cross and specific competencies Collecting Informations on methods and good practices of services and human resources management	6 national reports + interviews + 6 ABSTRACTS The research actions will be carried out in each national countries by partners	UNISAN – Italy EPAPSY - Greece KOLEZDA - Latvia RINO - Netherlands GAMH – UK CMHCD – Czech. Rep.

PERIODO/ DATA PIAN.	Rif WP/ FASE	INPUT	DESCRIZIONE PROCESSO	OUTPUT	Partners e funzioni Coinvolte
Within the end of SEPTEMBER 2006	WP2/ PHASE 3	6 NATIONAL REPORTS + INTERVIEWS + 6 ABSTRACT	PUT ON WEBSITE THE ABSTRACTS TRANSNATIONAL COMPARATION MAILING AND SHARING THE PROOF AND THE COMPARATIVE TRANSNATIONAL REPORT (IT and EN)	Proof of Comparative Report (IT and EN) Partners Feedback on comparative report	ISS (L) + CHI Onlus; EPAPSY; KOLEZDA (Cr) Collaboration : All Partners

PERIODO/ DATA PIAN.	Rif WP/ FASE	INPUT	DESCRIZIONE PROCESSO	OUTPUT	Partners e funzioni Coinvolte
within 10 OCTOBER 2006	WP2/ PHASE 3	<p data-bbox="477 189 763 382">Proof of Comparative Report (IT and EN)</p> <p data-bbox="477 496 763 689">Partners Feedback on comparative report</p>	Production of the comparative report (It and En)	<p data-bbox="1220 189 1530 332">COMPARATIVE REPORT (IT and EN)</p> <p data-bbox="1220 396 1530 489">Mapping of competencies</p> <p data-bbox="1220 554 1530 839">Power Point Presentation about Comparative Report outcomes</p> <p data-bbox="1220 903 1530 1046">Conduction tools ofor 3° Trans. Workshop</p>	<p data-bbox="1582 189 1791 232">ISS (L)</p> <p data-bbox="1582 297 1873 439">+ CHI Onlus; EPAPSY; KOLEZDA (Cr)</p> <p data-bbox="1582 504 1873 639">Collaboration: All Partners</p>

PERIODO / DATA	Rif WP/ FASE	INPUT	DESCRIZIONE PROCESSO	OUTPUT	Partners e funzioni Coinvolte
PIAN within 10 OCTOBER 2006	WP3 / PHAS E 4 + WPT 3/ PHAS E 5	COMPARATIVE REPORT + MAPPING OF COMPETENCIES (it and EN) Working paper WP3 Presentazione Power Point Presentation of Comparative Report outcomes Conduction tools III Trans. Workshop GUIDELINES AND DOCUMENTATION FOR INTERIM REPORT	-Organization and accomplishment of III Trans. Workshop -Sharing outcomes of Comparative Report - Analysis of good practices pointed out by research -Analysis of Mapping of competencies - Set tools and methodologies for WP3 "Modelling"	Sharing informations and interim outcomes+ Sharing tools and methodologies for WP3 "Modelling" Sharing Guidelines INTERIM Report documentation Collect documentation for interim financial statement	Organization and accomplish ment of III Trans. Workshop <i>Working Paper WP3:</i> RINO (L) + ISS; CHI Onlus (Cr) Partecipatio n to the Workshop ALL PARTNERS

PERIODO/ DATA PIAN.	Rif WP/ FASE	INPUT	DESCRIZIONE PROCESSO	OUTPUT	Partners e funzioni Coinvolte
Within 30 OCTOBER 2006	WPT3/ PHASE 5	<p>Guidelines and Documentation for INTERIM Report</p> <p>Collecting documentation for interim financial statement</p> <p>Format and tools for interim report (National Agency)</p>	<p>Examination, replanning and intermediate reporting</p> <p>Drafting INTERIM report in accordance with National Agency's requests</p>	<p>INTERIM REPORT</p> <p>INTERMEDIATE PRODUCTS</p> <p>COMMUNICATION to the NATIONAL AGENCY</p>	<p>ISS (L)</p> <p>+ CHI Onlus (Cr)</p> <p>Collaboration All partners</p>