

EINFOSE PROJECT MANAGEMENT PLAN

INTRODUCTION

The Introduction provides an overview of the project and what is included in this Project Management Plan (e.g. description of the project and of the projects deliverables and benefits).

The aim of EINFOSE project is to overcome differences that exist in the area of entry requirements and learning outcomes in the field of Information Science (IS). These differences cause large mobility barriers between HEIs that offer MA in IS and recognition of learning outcomes and ECTSs at the EU level. The common entry requirements that will mitigate or even eliminate the differences in enrolment procedures at different HEIs offering programs in IS could contribute to the higher enrolment of students with different educational background at the graduate level programs in IS. According to this statement, EINFOSE project seeks to achieve: a) a high quality of teaching by exchange of best practices between teachers from partner institutions; b) a high quality learning during and after summer schools that will provide students with the most relevant basic knowledge to allow them to start their MA programs in IS well prepared; c) design and delivery of online teaching and communication platform, and OERs; d) intellectual activities that would contribute to the preparation of the international symposium on recognition and harmonization of entry requirement and learning outcomes in IS; e) recommendations for the improvement of learning outcomes and their recognition; f) strengthening the purposeful mobility at the European level.

One of the main outcomes of the project will be a document: *Policy Recommendation for the entry requirements and learning outcomes harmonization* that will be a) presented in the draft form at several international meetings such as BOBCATSSS 2017 and 2018, i-school Conference 2018, LIDA 2018, IFLA 2017 and 2018, and b) adopted at the EINFOSE International Symposium in September 2018.

Students at the partner HEIs will directly benefit from the high quality lessons and the OERs during the project and beyond the duration of the project. They will also benefit from the online alumni platform that will allow them to use all of the OERs whenever they need in their further education, in working environment, in teaching and researching if they choose to continue their careers at HEI. The open access to the new and tested high quality OERs on topics agreed upon by the partner HEIs will help the individuals, but will also contribute to the international perspective in teaching at the IS graduate programs.

At the local level all partner HEIs will benefit from strengthening their position inside their universities and local community by bringing in the international and interdisciplinary dimension. At the national levels project will contribute to the improvement of the legal framework concerning the facilitation of diploma recognition and mobility programs, the inclusion of the accepted learning outcomes, in the guidelines and legal documents related to the national qualification frameworks (NQF).

The ideas developed for the summer schools will be further developed according to the evaluation process results and will aspire for a self-sustained model. All partners will try to contribute with at least two scholarships each to attract the students. The funding will be sought out inside the HEIs, the national funding agencies and donations.

Partner HEIs intend to improve learning and teaching and build up a strong partnership network to be able take an active part in the implementation of the goals of the 2013

Communication on Opening Up Education and to an easier recognition of digital skills and qualifications across borders.

Project Management Approach

The overall management approach for the project is based upon sharing information, developing tools for optimal communication between partners, handling all planned activities on time and dissemination information about EINFOSE project's achievements to partners institutions, international bodies in the IS fields, media and other interested parties.

The Project Management Team – which was established at the Kick-off meeting on November 4, 2016 – has taken responsibility to manage planned activities, provide documents that help in managing processes at partner institutions levels and general coordinative actions which are also responsibility of the main project's coordinator.

This Plan consists of several sections which underline the roles and authority of project team members. It include also which organizations is responsible for providing resources for the project and any resource constraints or limitations.

MILESTONE LIST

This section provides a summary list of milestones including dates for each milestone.

Milestone	Description	Date
First Transitional Meeting of the project teams representatives	This meeting – know also as Kick-off meeting – should result in: acceptance of the main project's goals and activities; establishing of the Project Management Team; agreements about steps in 2017.	04/11/2016
Other Transitional meetings	These meetings (3) follow the time line and some changes due to efforts to rationalize work.	from September 2017 to April 2018
Preparations and signing of Project Agreements	Each Agreement contains responsibilities and tasks of each partner including the financial part. It should be signed by the Rector of the University of Osijek and rectors of partner institutions: This is the base for managing, observing and contolling how the partners' tasck are executed.	23/01/2017
Preparation and instalation of the EINFOSE Platform	Include detailed description of all steps, technical features and access to the Patform.	20/04/2017
Complete Platform Testing and Debugging	All functionality tested and all identified errors corrected.	31/05/2017
Improvements after evaluation period	Following the list of recommendations from the Evaluation Framework Group improvements of existing and instalation of aditional features.	10/11/2017

Online Educational Material – OERs Draft version	There are four OERs which will be available for the Summer School and further sharing with interested parties.	27/08/2017
Online Educational Material – OERs Improvements	Improvements according to students and teachers suggestions	30/06/2018
Online Educational Material – OERs Final version and translations	Final version of 4 OERs enriched with learning materials, translated into other languages than English as planned	30/09/2018
Evaluation Framework Draft version	The evaluation framework should consist of four basic elements: 1. criteria for the verification of the project's goals accomplishments connected with EINFOSE Platform; 2. methodology for the measurement of the participants expectations, achievements and experience in using EINFOSE Platform and OERs; 3. methodology for the documentation analysis and production of the recommendation that will meet the expectations of all partners involved; 4. methodology to evaluate efficiency and perceived aesthetics of the EINFOSE Platform.	25/06/2017
Evaluation Framework Modified version	After discussions and suggestions modified version should be prepared	20/10/2017
Evaluation Framework Final version	The final version should be prepared and offered via EINFOSE web site	10/11/2017
Didactic Framework Draft version	The Framework is expected to help in managing the implementation and provision of a variety of approaches, to suit different learning styles which includes didactic principles while preparing the OERs and making them available for use. Methodology will relay upon critical evaluation of known approaches.	20/10/2017
Didactic Framework Modified version	After discussions and suggestions modified version should be prepared.	30/03/2018
Didactic Framework Final version	The final version should be prepared and offered via EINFOSE web site.	30/05/2018
Policy Recommendations for the Harmonization of the Entry Requirements and learning outcomes in IS Draft version	Appropriate ways and modes of the harmonization and recognition of the basic entry requirements should be prepared. The document contains elements which support the promotion of the European Qualifications Framework and its policy statements and documents as a reference tool to facilitate cooperation and dialogue with non-European countries.	30/03/2018

Policy Recommendations Modified version	After discussions and suggestions modified version should be prepared.	30/06/2018
Policy Recommendations	The final version should be prepared and offered via EINFOSE web site.	30/09/2018
Organization of Multiplier events	According to plan there are 5 MEs.	from 20/04/2017 to 11/09/2018
ME 1 – EINFOSE Platform	Presentation of the first version of the platform, Osijek	21/04/1917
ME 2 – Evaluation Framework	Presentation of the draft version of the Evaluation Framework, Barcelona	29-30/06/2017
ME 3 – Didactic Framework	Presentation of the draft version of the Didactic Framework, Böros	21/10/2017
ME 4 – Recommendations	Presentation of the draft version of the Recommendations, Ljubljana	20/04/2018
ME 5 – International Symposium	International Symposium The future of the education for information professionals including session on Recommendations	10-11/09/2018
Organizations of Summer Schools	According to plan there are 2 Summer Schools	August, 2017 July, 2018
ESSIS 1	ESSIS in Kathlnburg, Germany	27/08 til 01/09/2017
ESSIS 2	ESSIS in Graz, Austria	02/07 til 06/07 2018

Change Management Plan

Change Management Plan is a part of another Document – Risk Management Plan – and provides elements of how to controll problems arisen during the project life. In short, the following steps comprise organization change control process:

Step 1: Identify the need for a change (any partner or project team member). Requestor is expected to submit a completed change request form to the project manager;

Step 2: Conduct an evaluation of the change (PMT). The project manager is supposed to prepare information about the request to the PMT which conducts an evaluation of the impact of the change to cost, risk, schedule, and scope;

Step 3: Submit change request to Agency (Project Manager). The project manager is responsible for submitting the change request and analysis to the Agency for approval;

Step 4: Implement change (Project Manager).

PROJECT TEAM DIRECTORY:

Name	Function	Email	Phone
Aparac-Jelušić, Tatjana	Main coordinator	taparacjelusic@ffos.hr	+385915737183
Angel Borrego	Barcelona coordinator	borrego@ub.edu	+34934035770
Serap Kurbanoglu	Ankara coordinator	kurbanogluserap@gmail.com	+90 5325967096
Elena Maceviciute	Boras coordinator	Elena.Maceviciute@hb.se	+46334354355
Thomas Mandl	Hildesheim coordinator	mandl@uni-hildesheim.de	+4915207555624
Kornelija Petr Balog	Osijek coordinator	kpetr@ffos.hr	+385 915038901
Salvatore Ruggieri	Pisa coordinator	ruggieri@di.unipi.it	+39 3476767272
Christian Schloegl	Graz coordinator	christian.schloegl@uni-graz.at	+43 67762105439
Maja Žumer	Ljubljana coordinator	Maja.Zumer@ff.uni-lj.si	+38612411374

COMMUNICATIONS CONDUCT:

Meetings:

The Project Manager will distribute a meeting agenda at least 7 days prior to any scheduled meeting and all participants are expected to review the agenda prior to the meeting. Meeting minutes will be distributed no later than 7 days after each meeting is completed.

Email:

All email should be professional, free of errors, and provide brief communication. Email should be distributed to the correct project participants in accordance with the communication matrix above based on its content. If the email is to bring an issue forward then it should discuss what the issue is, provide a brief background on the issue, and provide a recommendation to correct the issue.

Skype communications:

Skype communications could be organized with one or more members of the project teams, preferably with PMT members.

Google docs communication:

Google docs is used as a way to make handling project's documentation easier and visible to each member of the project teams.

Informal Communications:

While informal communication is a part of every project and is necessary for successful project completion, any issues, concerns, or updates that arise from informal discussion between team members must be communicated to the Project Manager so the appropriate action may be taken.

COST MANAGEMENT PLAN

The Cost Management Plan clearly defines how the costs on a project will be managed throughout the project's lifecycle.

The Project Manager is responsible for managing and reporting on the project's cost throughout the duration of the project. The Project Manager will present and review the project's cost performance during the PMT meeting.

Cost Baseline

Partner	Project Managem. and Implement.	Transnation. project meetings	Intellectual Outputs	Multiplier Events	Learning/Teaching/ Training Activities		Total Grant	20% pre-financing
					Travel	Individual support		
Sveučilište J. J. Strossmayer u Osijeku	12.000,00 €	4.025,00 €	11.556,00 €	3.600,00 €			31.181,00 €	24.944,80 €
Universitaet Graz	6.000,00 €	4.025,00 €	14.124,00 €		4.950,00 €	5.940,00 €	35.039,00 €	28.031,20 €
Univerza v Ljubljani	6.000,00 €		9.590,00 €	3.600,00 €			19.190,00 €	15.352,00 €
Universitat de Barcelona	6.000,00 €		9.864,00 €	3.600,00 €			19.464,00 €	15.571,20 €
Hoegskolan i Boras	6.000,00 €	4.025,00 €	12.050,00 €				22.075,00 €	17.660,00 €
Universita di Pisa	6.000,00 €		11.556,00 €	10.000,00 €			27.556,00 €	22.044,80 €
Stiftung Universität Hildesheim	6.000,00 €	4.025,00 €	11.984,00 €		4.950,00 €	5.940,00 €	32.899,00 €	26.319,20 €
Hacettepe Universitesi	6.000,00 €		5.328,00 €	3.600,00 €			14.928,00 €	11.942,40 €
TOTAL	54.000,00 €	16.100,00 €	86.052,00 €	24.400,00 €	9.900,00 €	11.880,00 €	202.332,00 €	161.865,60 €