

## **PROJECT MANAGEMENT PLAN**

### **Introductory notes**

This short section 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).

In order to contribute to the building of inclusive HE systems and promoting internationalisation, DECriS project (Digital Education for Crisis Situations: Times When There is no Alternative) is focused on innovative digital practices experienced during the academic years 2019-20 and 2020-21 during lockdown and other mitigation periods without complete lockdown but without face-to-face classes. According to the current situation with pandemic continuity the Project Management Team decided to go beyond these two academic years and include the 2021-22 academic year as well.

The project aims to produce 6 IOs, organize 4 MEs, 2 Summer Schools in the form of blended learning as an ‘hybrid’ arena for exchange of experience and knowledge transfer, and to design and produce 2 tutorials which will equip teachers with new skills required in the production, reutilization and use of DE. The project’ target groups are students/teachers at partner HEIs and European HEIs that offer programs in (L)IS, which will be approached widely in regards to the use of OERs and ways for promoting, enriching and improving of DE for crisis situations, and beyond.

Project focuses in particular on digital competencies, new innovative curricula and educational methods; international cooperation; and cooperation with business sector. DECriS project aims to create a framework for proper adoption of OERs in general, and in crisis situations in particular, making sure they will: improve the quality of the DE and expand the possibilities for collaboration and knowledge sharing, which may decrease the feeling of isolation common in situations like lockdowns; support both teachers and students in their development, especially in terms of adaptive, personalized and smart learning; possibly, lead to cost savings and repurposing finances to other educational activities and resources, which, may further reduce the existing gaps and barriers; be used as adaptive, flexible and smart ‘tools’; improve students’ participation in virtual classrooms, i.e. generate appropriate level of interest and engagement which is also one of the common issues in the context of DE.

Partner HEIs intend to improve learning and teaching and build up a strong partnership network to be able to take an active role in the implementation of the goals and recommendations of EU and UNESCO as well as their national development plans.

## Project Management Approach

The overall management approach for the DECriS project is based upon cooperation and jointly taken activities, sharing information, developing tools for optimal communication between partners, handling all planned activities related to the changed time line and dissemination information about project's achievements to partners institutions, international bodies in the (L)IS fields, media and other interested parties.

The Project Management Team – which was established at the Kick-off meeting on June 10, 2021 – has taken responsibility to manage planned activities, provide documents that are crucial for 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 includes 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 in Submission document	Changed date due to the COVID-19
First Transitional Project Meeting(TEM)	Kick-off meeting – should result in: <ul style="list-style-type: none"> <li>a) Approval of the Project Management Team (PMT) – two representatives from each partner</li> <li>b) Acceptance of the proposal to sign official agreements between each partner HEI and the beneficiary institution, University of Osijek</li> <li>c) Selection of student candidates for Summer School – DESS 2021</li> <li>d) Selection of teachers for Summer School – DESS 2021</li> <li>e) Acceptance of the changes in the project's Time Line</li> <li>f) Distribution of tasks among partners for each IO</li> </ul>	March 1, 2021	June 10, 2021
Other Transitional Project Meetings	These meetings (another 5) follow the time line and some changes due to the COVID-19 restrictions.	From September 2021 to November 2022	from November 2021 to May 2023

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 controlling how the partners' tasks are executed.	June 2021	September 2021
Design and installation of DECriS website	All relevant section will be included	May 2021	June 2021
Preparations and installation of the DECriS Platform	Include detailed description of all steps, technical features and access to the Platform.	May 2021	June 2021
Complete Platform Testing and Debugging	All functionality tested and all identified errors corrected.	June 2021	End of August 2021
Improvements after evaluation period	Following the list of recommendations from all partners improvements of existing features and installation of additional features.	August 2022	August 2022
Online Educational Material – OERs Draft version	There are five OERs which will be available for the DESS 2021 students and teachers; these OERs will be evaluated and improved for DESS 2022 and for further use/sharing with interested parties.	August 2021- May 2023	August 2022- May 2023
IO 1	Survey of the State-of-the-play on the use and policy making documents on OERs at European HEIs during COVID-19 crisis	March 1, 2021 – September 07, 2021	May 2021 – December 31, 2021
IO 2	Digital education appraisal and quality perception by students, teachers and trainers at partner HEIs during COVID-19 crisis	March 1, 2021 – July 11, 2021	July 2021 – May 2022
IO 3	A list of critical success factors and their typological classification for the evaluation of the OERs	September 30, 2021 – April 4, 2022	October 2021 – May 2022
IO 4	Case study on the critical success factors work in practice	August 15, 2022 – November 14, 2022	June 2022 – November 14, 2022
IO 5	Optimisation of OERs	September 9, 2021 – September 1, 2023	January 2022 – June 2023
IO 6	Apprenticeship Framework for crisis situations	February 20, 2022 – January 23, 2023	October 2021 – May 2023

<b>Organization of Multiplier events (ME)</b>	According to plan there are 4 MEs.		
ME 1	Presentation and discussion about the results of IO 1	September, 2021	November 4-5, 2021
ME 2	Presentation and discussion about the IO2 and IO3 from the point of view of their results use during the crisis periods	November 2021	May 2022
ME 3	Presentation and discussion about the results of IO 4 and some preliminary information about other IOs	May 2022	December 2022
ME 4	International conference – presentation of the DECriS outcomes and deliverables	November 2022	May 2023
DESS 2021	University of Osijek	August 2021	September 6-10, 2021
DESS 2021	University of Hildesheim	August 2022	August 2022
Tutorial 1	University of Barcelona	September 2021	November 3-4, 2021
Tutorial 2	SRCE, Zagreb	May 2022	December 2022

## Change Management Plan

Change Management Plan is a part of another Document – Risk Management Plan – and provides elements of how to control problems which appeared during the project life. In short, 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
Boris Bosančić	Main coordinator	<a href="mailto:bbosancic@ffos.hr">bbosancic@ffos.hr</a>
Aparac-Jelušić, Tatjana	Assistant to main coordinator	<a href="mailto:taparacjelusic@ffos.hr">taparacjelusic@ffos.hr</a>
Sanjica faletar Tanacković	Coordinator for Osijek team	<a href="mailto:sfaletar@ffos.hr">sfaletar@ffos.hr</a>
Cristobal Urbano	Barcelona coordinator	<a href="mailto:urbano@ub.edu">urbano@ub.edu</a>
Juan Jose Bote	Assistant to coordinator	<a href="mailto:juanjo@ub.edu">juanjo@ub.edu</a>
Thomas Mandl	Hildesheim coordinator	<a href="mailto:mandl@uni-hildesheim.de">mandl@uni-hildesheim.de</a>
Lea Wöbbekind	Assistant to coordinator	<a href="mailto:woebbek@uni-hildesheim.de">woebbek@uni-hildesheim.de</a>
Sandra Kučina-Softić	SRCE, Zagreb coordinator	<a href="mailto:sskucina@srce.hr">sskucina@srce.hr</a>
Sabina Rako	SRCE, Zagreb assistant coordinator	<a href="mailto:sabina@srce.hr">sabina@srce.hr</a>
Tania Todorova	SULSIT, Sofia coordinator	<a href="mailto:t.todorova@unibit.bg">t.todorova@unibit.bg</a>
Evgenia Khovaceva	SULSIT, Sofia assistant coordinator	<a href="mailto:e.kovatcheva@unibit.bg">e.kovatcheva@unibit.bg</a>

## 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. Meetingminutes 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.

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

*Google Drive communication:* Google Drive 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 meetings.

### Cost Baseline

Partner	PM&I	TPM	IO	ME	Learning/ Teaching/ Training Activities	Total Grant	20 %	NOTES
University of Osijek	12.000,00	4.600,00	25.520,00	3.600,00	8.450,00	54.170,00		TPM 1 – virtual – 60% (2.200,00) transferred to DESS 2021
University of Barcelona	6.000,00	5.750,00	26.030,00	3.200,00	7.976,00	48.956,00		Transferred 16.800,00 (June 2021)
SRCE, Zagreb	6.000,00	5.750,00	17.380,00	3.600,00	6.701,00	39.431,00		Transferred 70% of the whole amount – 27.601,00 (June 2021)
SULSIT, Sofia	6.000,00	5.750,00	16.280,00	3.200,00	11.040,00	42.270,00		Transferred 6.725,00 (June, 2021)
University of Hildesheim	6.000,00	5.750,00	32.100,00		6.219,00	50.069,00		Transferred 7.550,00 (17 July 2021)
<b>Total</b>	<b>36.000,00</b>	<b>27.600,00</b>	<b>117.310,00</b>	<b>13.600,00</b>	<b>40.386,00</b>	<b>234.896</b>		<b>Transferred in 2021 – total: 58.476,00</b>