

TOOLKIT WORKPLAN



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA



**TOOLKIT Kick-off Meeting,
Bologna 8th-10th April 2019**



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PLAN OF THE PRESENTATION

PART 1 - GENERAL INTRODUCTION AND CONCEPTS

- Definition of Work Packages (WP);

PART 2 - WORKPLAN

- WP organization and description;
- Timeline and schedule.



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Part 1 – GENERAL INTRO AND CONCEPTS

PROJECT STRUCTURE:

The work packages (WP)

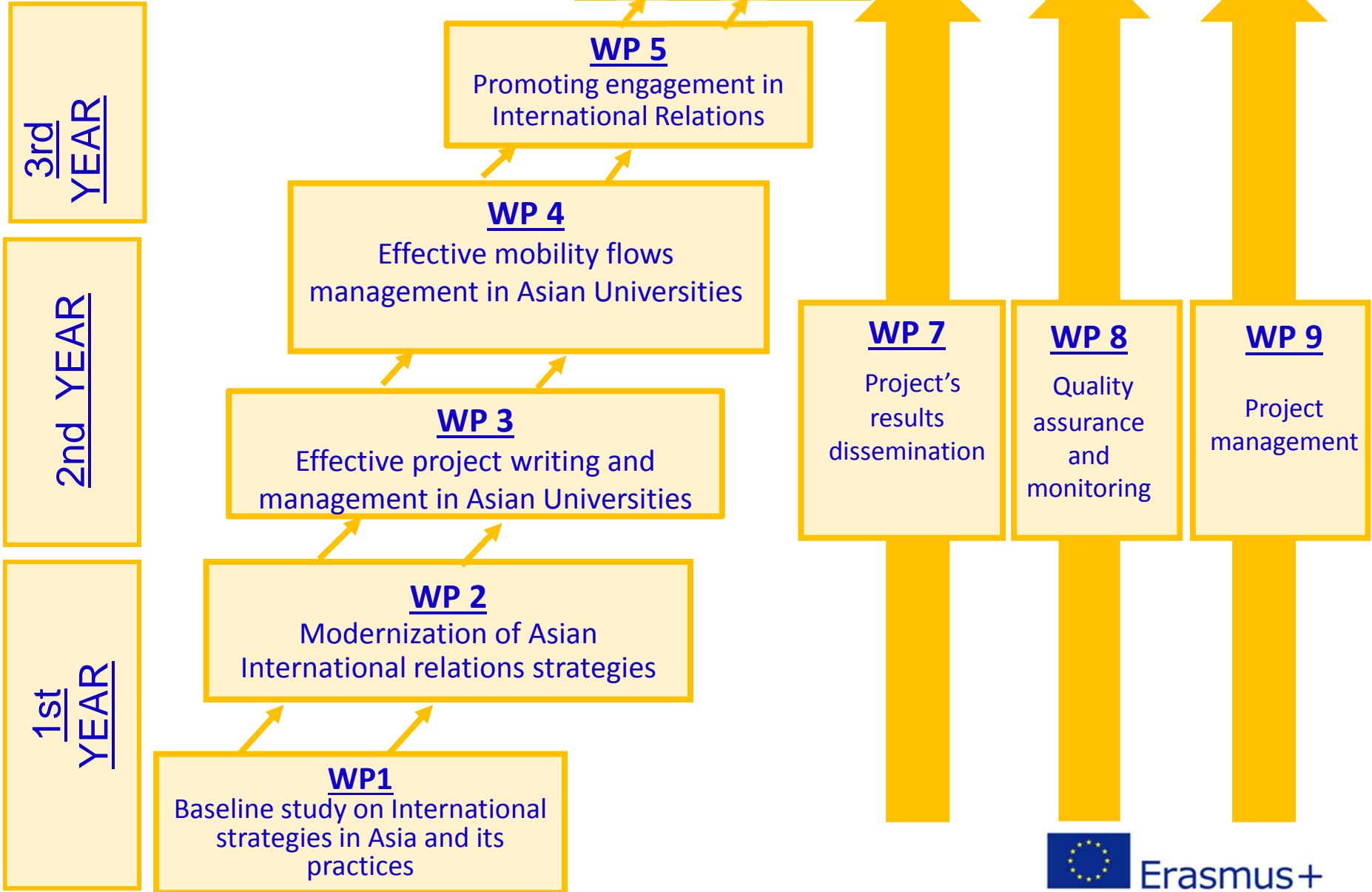
The entire project is generally divided according to **5 different stages** which cooperate to achieve the final result.

Each stage can be composed by one or more **Work Packages** with specific aims which help to better frame and organize the workflow.

Each Work Package is composed several practical **Activities**.



WPs



Part 2 – WORKPLAN

WP 1 – NEED ANALYSIS

Timeframe - Aim -

PERIOD: Kick off Meeting – July 2019

WP LEADER: UNIBO - University of Bologna, UoP - University of Peradeniya

AIMS: The primary goal in this preparatory WP is to gather all the relevant info and data on the present status of internationalization strategies, IRO structure, tools and actions pursued by the three Asian Countries to identify their main needs and priorities in such fields.



WP 1 – NEED ANALYSIS

Activities

Activities		Personnel
No.	Title	
1	Analysis of the existing policies, strategies and IRO status	Co-leaders + ASIAN PARTNERS
2	Analysis of the existing EU funded projects and their management difficulties	Co-leaders + ASIAN PARTNERS
3	Analysis of the existent mobility flows and their management difficulties	Co-leaders + ASIAN PARTNERS
4	Analysis of needs and priorities expressed by the target group	Co-leaders+ ASIAN PARTNERS



WP 2 – MODERNIZATION OF ASIAN INTERNATIONAL RELATIONS STRATEGIES

Timeframe - Aim - Team

PERIOD: July 2019 – January 2020

WP LEADER: VU – Vilnius University, NUoL- National University of Laos

AIMS: Supporting the Asian Universities in developing or updating their international relations strategies in a way which can better reflect the modern HE Asian challenges needs and strategies.

WP 2 – MODERNIZATION OF ASIAN INTERNATIONAL RELATIONS STRATEGIES

Activities

Activities		Personnel
No.	Title	
1	Designing the WP on the basis of baseline study	Co-leaders and Asian partners
2	Train the trainers - International Relations Strategies	VU and Asian Partners
3	Writing/updating Asian Universities International Relations Strategic Plan	Consortium partners
4	National Workshop at the Ministry of Education	Asian Partners

WP 3 – EFFECTIVE PROJECT WRITING AND MANAGEMENT IN ASIAN UNIVERSITIES

Timeframe - Aim

PERIOD: November 2019 - November 2020

WP LEADER: UNIBO- University of Bologna, UY- University of Yangon

AIMS: enhance the ability of Asian Universities to write and manage educational international projects, with a focus on ERASMUS+ Projects.

WP 3 – EFFECTIVE PROJECT WRITING AND MANAGEMENT IN ASIAN UNIVERSITIES

Activities

Activities		Personnel
No.	Title	
1	Designing the WP activities rooted in the baseline study and consistent with partner's international relations strategies	Coleaders and Asian partners
2	Train the trainers – Project writing	UNIBO and Asian partners
3	Train the trainers – Project management	UNIBO and Asian partners
4	Adoption of new tools at Institutional level	Consortium Partners
5	Cascade trainings on project writing and management	Asian partners



WP 4 – EFFECTIVE MOBILITY FLOWS MANAGEMENT IN ASIAN UNIVERSITIES

Timeframe - Aim

PERIOD: November 2019 – November 2020

WP LEADER: UU- Uppsala University, YAU- Yezin Agricultural University

AIMS: The overall aim of this WP is enhancing the capacity of Asian Universities in strategizing, promoting and managing students mobility schemes by designing a shared mobility model defined in a Handbook.

WP 4 – EFFECTIVE MOBILITY FLOWS MANAGEMENT IN ASIAN UNIVERSITIES

Activities

Activities		Personnel
No.	Title	
1	Identification of 3 focus groups	Coleaders and Asian partners
2	Train the Trainers – Mobility flows	UU and Asian partners
3	Workshop in each Asian University to institutionalize trainings outcomes	Asian partners
4	TOOLKIT Handbook for the management of students mobility	Consortium Partners
5	Cascade trainings on national level on mobility management	Asian partners

WP 5 –PROMOTING ENGAGEMENT IN INTERNATIONAL RELATIONS

Timeframe - Aim

PERIOD: November 2020 – November 2021

WP LEADER: VU- Vilnius University, YUEco- Yangon University of Economics

AIMS: Placing the newly consolidated expertise at the service of the local academic communities as the ultimate beneficiaries of the TOOLKIT project's legacy

WP 5 – PROMOTING ENGAGEMENT IN INTERNATIONAL RELATIONS

Activities

Activities		Personnel
No.	Title	
1	INFO DAYS for academic staff	Asian Partners
2	INFO DAYS for students	Asian Partners
3	Meetings with University Governance	Asian Partners
4	Meeting with National Governance	Consortium

WP 6 – TOOLKIT EXPLOITATION

Timeframe - Aim

PERIOD: May 2021- November 2021

WP LEADER: SU – Souphanouvong University, UY – University of Yangon

AIMS: Contributing to the enhancement of the International dimension of Asian HEIs by developing tools that can be available for exploitation.



WP 6 – TOOLKIT EXPLOITATION

Activities

Activities		Personnel
No.	Title	
1	TOOLKIT's MOOC for Asian University Leadership	Consortium
2	TOOLKIT's MOOC for Asian Students	Consortium
3	TOOLKIT's Helpdesk for project management	Consortium
4	TOOLKIT's Policy paper	Consortium

WP 7 – DISSEMINATION OF PROJECTS RESULTS

Timeframe - Aim

PERIOD: During the entire duration of the project

WP LEADER: NUoL National University of Laos, UoK- University of Kelaniya

AIMS: Maximize the spread and dissemination of project's results



WP 7 – DISSEMINATION OF PROJECTS RESULTS

Activities

Activities		Personnel
No.	Title	
1	Development of Project's website and social networks' profiles	Consortium
2	Designing new promotional materials for Asian Partner to attract new international partners	Asian Partners
3	Visibility actions for Asian IROs (Institutional website, distribution of leaflets and brochures)	Asian Partners
4	Development of Handbook on TOOLKIT methodology and best practices	Consortium

WP 8 – QUALITY ASSURANCE AND MONITORING

Timeframe - Aim

PERIOD: During the entire duration of the project

WP LEADER: SU – Souphanouvong University, UoP University of Peradeniya

AIMS: establishing criteria, tools and procedures for monitoring and evaluating the project in terms of both processes and outputs. It is also aimed at the actual implementation of the stated quality control in line with the fixed strategies, the schedule deliverables and the budget.

WP 8 – QUALITY ASSURANCE AND MONITORING

Activities

Activities		Personnel
No.	Title	
1	Constitution of Quality Board and Quality Plan	Consortium
2	Internal Formative Evaluation (IFE)	Consortium
3	External Formative Evaluation (EFE)	Consortium
4	Internal Summative Evaluation (ISE)	Consortium
5	External Summative Evaluation (ESE)	Consortium

WP 9 – GENERAL PROJECT MANAGEMENT

Timeframe - Aim -

PERIOD: During the entire duration of the project

WP LEADER: UNIBO – University of Bologna

AIMS:. Guarantee a positive commencement and unventful implementation and successful conclusion of the project. To set up an efficient and cost effective communication strategy among project partners including a clear and well defined decision making process. Coordinate the overall project management and financial administration.

WP 9 – GENERAL PROJECT MANAGEMENT

Activities

Activities		Personnel
No.	Title	
1	Organization of General Assembly meeting	Consortium
2	Organization of the Partnership Management Board meetings	Consortium
3	Overall management of the project and financial administration	UNIBO + Partners

Thank you for your attention

Contacts

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