

2011-I-ISI-LEO05-01263 Leonardo da Vinci Tol project

Work Mentor. Mentoring in the workplace. Revised Gantt sheet October 2011.

GANTT blueprint

	2011			2012												2013														
Month in year	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11				
Month in project	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24						
WP / TASKS																														
WP1: Project Management and implementation																														
Starting Work Mentor Project Partner Meeting 1, Wales. Presenting methods, ways of communication and overall workplan. Logo, contracts with partners.	PM 1																											VMA	Logo - discussion at PM1, Payments to partners - discussion at PM1, Contracts to draft, review and sign in November. Short description of Work Mentor project.	
Result: Website in function.																												PM 5	All / VMA	Translation of description of Workmentor Project from all partners. Links on partner websites to WM website. Website, already booked an URL. Discussion with VMA web service. Simple website. Propose Use of Google docs
Result: Interim Management Report																													All / VMA	Narrative of the project work. Materials from project. Work sheets, signed from each partner. Financial declarations for travel cost, etc.
Result: Final Management Report																													All / VMA	Narrative of the project work. Materials from project. Work sheets, signed from each partner. Financial declarations for travel cost, etc.
WP2: Quality Monitoring and Evaluation.																														
Planning quality methodology, decision by partners.	PM 1																											All / VMA	project in PM1.	
External evaluator, suggesting and contracting																													VMA	Discussion with University of Akureyri
Result: Interim Management Report																													All / VMA	All partners declare materials, work and cost.
Result: Final Management Report																													All / VMA	
WP3: Inventory of needs. What do mentors need to learn?																														
Introducing survey for employers.	PM 1																											All / Riverside		
Survey of employers of what they need from course.																												All / Riverside	Publish in Google docs while drafting and a final version?	
Preparing a report and presenting analysis of needs.																												Riverside	Publish in Google docs while drafting and a final version?	
Presentation of results of inventory of needs. Partner Meeting 2 Norway																												PM 2	Riverside	
Result: Interim Management Report																													All / VMA	All partners declare materials, work and cost.

WorkMentor Gantt Revised.

	2011			2012												2013																	
Month in year	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11							
Month in project	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24									
WP / TASKS																																	
WP4: Adaptation of Implementor																																	
Introducing Mentoring/Implementor at PM1	PM 1																															Gower	
Working on Mentor programme, revising and adapting to workplace.								PM 2																								All / Gower	
Using results from Inventory of needs to adapt Mentor programme.																																All / Gower	
Introducing/teaching to use Mentor program. At PM3																																Gower	
Result: Interim Management Report																																All / VMA	
WP5: Training of trainers																																	
Identifying trainers from all partners.																																All	Important that the trainers are familiar with the project and the ideas and the materials before the workshop.
Preparing for and hosting Partner meeting 3 and Training of Trainers seminar.																																France / Gower	Who will be the leaders of the workshop?
WP6: Piloting of Mentor Training																																	
Gathering information on piloting options from partners.																																All / Axxell	
Piloting course materials, in contact with partners and trainers.																																All	
Getting reports on piloting from partners.																																All / Axxell	
Report on piloting.																																Axxell	
Result: Final Management Report																																All / VMA	

WorkMentor Gantt Revised.

Month in year	2011			2012												2013											10	11		
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11				
Month in project	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24						
WP / TASKS																														
WP7: Product Revision and completion																														
Gathering information on results from piloting from partners.																													All / Axxell	
Evaluate comments and experience from piloting.																													Gower	Important to evaluate if the experience from piloting in each country is relevant to the materials in whole or just relevant to the situation and purpose in this country.
Revise and edit the course materials for Mentoring course.																													All / Gower	All partners revise their own translation.
Publish final edition of course materials on website. All languages.																													VMA	
Introducing materials in final conference PM5 Akureyri																													All / VMA	Each partner should explain the experience of piloting, of using the materials end if the Mentor ideas are helpful and relevant to their situation.
Result: Final Management Report																													All / VMA	
WP8: Dissemination & Valorisation																														
Dissemination Plan, agree on ways to disseminate.																													All / IFSAT	Short description of Work Mentor project. VMA has met with Employers Association of Akureyri introducing WorkMentor All partners publish the short description on their website and a link to the Project's website. Each partner suggests a plan about how to advertise the Project.
Each partner with the lead of IFSAT uses opportunity to discuss WorkMentor with workplaces, schools, peers and others.																													All	Evidence: Programs of meetings, slide shows, list of people attending, signed certification from holder of meeting/ conference of participation from Partners of Work Mentor. ** VMA to introduce Work Mentor in a biannual teachers' conference in Akureyri.
Materials available for disseminating, agreed on in PM1																													IFSAT	Leaflets? Other materials to use for introducing the project.
Final conference in Akureyri, PM5 working with University of Akureyri, teachers college.																													VMA	Already in discussion with University of Akureyri.
Result: Interim Management Report																													All / VMA	
Result: Final Management Report																													All / VMA	

Colours:



period of activity for this WP section



operational period of this WP



delivery of the report regarding this activity / WP section, deadline for activity



period of inactivity: holidays