Name of the project: **Workmentoring within a quality management system. WorkQual**

PROJECT TIMETABLE

		2014				2015												2016									
	MONTHS	**M1**	**M2**	**M3**	**M4**	**M5**	**M6**	**M7**	**M8**	**M9**	**M10**	**M11**	**M12**	**M13**	**M14**	**M15**	**M16**	**M17**	**M18**	**M19**	**M20**	**M21**	**M22**	**M23**	**M24**	**M25**	**M26**
	Calendar	**Sept**	**Oct**	**Nov**	**Dec**	**Janu**	**Febr**	**Mar**	**Apri**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Janua**	**Febr**	**Marc**	**April**	**May**	**Jun**	**Jul**	**Aug**		
Project activity*																											
Starting the project																											
Website working. VMA responsible.	**O1-A1**																										
Translating summary of project. Preparing brochures and a presentation. IFSAT responsible.	**O3-A1**																										
Phase 1. Forming a network to inventory the needs from local stakeholders.																											
Local network meetings. Meetings with local stakeholders in each country.	**E1-B1**																										
Report on inventory of needs. Charlottenlund responsible.	**O4-A1**																										
Partner Meeting 1. Iceland, Akureyri.	**M1**			**PM1**																							
At Partner Meeting 1. Short course on European frameworks and tool in VET. Intro to Quality Management systems.	**C1**			**IS**																							
Phase 2. What needs to be included?																											
Partner Meeting 2. France, Nantes	**M2**								**PM2**																		
At Partner Meeting 2. Short course on VET systems, the main ideas and procedures.	**C2**								**FR**																		
Each partner collects sheets, procedures and methods into the system locally. Short report from each partner.	**O5**																										
Interim report, all partners, VMA responsible.																											
Phase 3. Constructing the system. Integration to Quality management systems.																											
Partner Meeting 3. England, Hereford	**M3**														**PM3**												
At Partner Meeting 3. Short course on auditing institutions under a Quality Managemant Systems. How to write procedures.	**C3**														**UK**												
Each partner designs the appropriate system for local situations, National VET system and correlates the system to a general system.	**O2-A1**																										
Phase 4. Evaluation and review.																											
Local network meetings, each partner and stakeholders. Reviewing the procedures.	**E1-B2**																										
Each partner reports the local meetings and outcomes. Collected into a summary report. Axxell responsible.	**O5**																										
Partner Meeting 4. Harderwijk, Netherlands	**M4**																				**PM4**						
At Partner Meeting 4. Short course on how to organize and use a database on workplaces. Visit to a Dutch ROC.	**C4**																				**NL**						
Inspection by internal Quality Inspection from each institution. A short report from each institution.	**O5**																										
Phase 5. Publication and reporting.																											
Different multiplier events.	**E3**																										
Preparing Final Presentation and final conference. All partners, IFSAT responsible.	**O6**																										
Partner Meeting 5. Trondheim, Norway	**M5**																								**PM5**		
Final Conference in Trondheim.	**E2**																								**NO**		
Publishing the final version of Project outputs, Workplacement manual. Broadshoulders responsible.	**O2-A1**																										
Final report, all partners, VMA responsible.																											

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Intellectual outputs. Time of release.																											
The project website	**O1**																										
Workplacement manual, Major output	**O2**																										
Project Brochure and presentation.	**O3**																										
Inventory of needs report	**O4**																										
Report from Review meetings and Quality Inspectors	**O5**																										
Final presentation materials.	**O6**																										
Interim and final reports	**O7**																										