

# Project Progress Monitoring 1 01/09/19- 13/01/2020

PROJECT TITLE	I-TALES	PARTNERSHIP	Erasmus+/ KA204/Adult Education/ Strategic Partnership/ Convention n. 2019-1-IT02-KA204-062118
PROJECT MANAGER	Vita Maria Torelli	STARTING DATE	01/09/19
		PROGRESS MONITORING DATE	05/11/19
		NEXT MONITORING DATE - WBS1/WBS2	30/11/19 (no longer deferrable)
		MONITORING DATE - WBS3 13/01/20	13/1/20

PROJECT WBSs								DELIVERIES	
STATUS	PRIORITY	STARTING DATE	COMPLETION DATE	LENGHT	ACTIVITY	RESPONSIBLE	DESCRIPTION	DELIVERABLES	5th November 2019

## I-TALES PART 1-PREPARATION

Complete	High	01/09/19	04/10/19	33	Preliminary Activity	V.M. Assoc	In order to succeed in project implementing, we need design a project implementation plan which is one of the major project management documents. Having such a plan we are able to implement project management processes, coordinate effort of the team members, state the project scope, identify project deliverables, and respond to any scenarios actually running within our project.	I-TALES Project Implementation	Italy 100%
In progress	High	01/10/19	30/10/19	29	WBS1	See WBS1	idem	1)The Project Logo designs 2)The Project website and Facebook page 3)Presentation of the learners clubs 4)The Partner Agreement and Annexes 5)The Stakeholders Engagement Plan Template 6) The Stakeholders' Memorandum of Understanding 7) The Partner Stakeholders Engagement Plan	Bulgaria1)The Project Logo design 100% 2)Presentation of the learners clubs <b>0%</b> 3)The Stakeholders Engagement Plan <b>0%</b> 4)The Stakeholders' Memorandum of Understanding <b>0%</b>
In progress	High	01/10/19	30/10/19	29	WBS1	See WBS1	idem	idem	Cyprus 1)The Project Logo design 100% 2)Presentation of the learners clubs <b>0%</b> 3)The Stakeholders Engagement Plan <b>0%</b> 4)The Stakeholders' Memorandum of Understanding <b>0%</b>
In progress	High	01/10/19	30/10/19	29	WBS1	See WBS1	idem	idem	Greece1)The Project Logo design 100% 2) Presentation of the learners clubs <b>0%</b> 3)The Stakeholders Engagement Plan <b>0%</b> 4)The Stakeholders' Memorandum of Understanding 0% 5)The Project website and Facebook page <b>0% (depending on the general delay)</b>

In progress	High	01/10/19	30/10/19	29	WBS1	See WBS1	idem	idem	Italy 1)The Project Logo design 100% 2)Presentation of the learners clubs <b>0%</b> 3)The Partner Agreement and Annexes <b>99%</b> 4)The Stakeholders Engagement Plan Template 100% 5) The Stakeholders' Memorandum of Understanding Template 100% 6) The Partner Stakeholders Engagement Plan 100% 7) The Partner Stakeholders' Memorandum of Understanding <b>99%</b>
In progress	High	01/10/19	30/10/19	29	WBS1	See WBS1	idem	idem	Lithuania 1)The Project Logo design 100% 2)Presentation of the learners clubs 0% 3)The Stakeholders Engagement Plan 0% 4)The Stakeholders' Memorandum of Understanding0%
In progress	High	01/10/19	30/10/19	29	WBS1	See WBS1	idem	idem	Portugal 1)The Project Logo design <b>0% (not obligatory)</b> 2)Presentation of the learners clubs <b>0%</b> 3)The Stakeholders Engagement Plan <b>0%</b> 4)The Stakeholders' Memorandum of Understanding <b>0%</b>
In progress	High	01/10/19	30/10/19	29	WBS1	See WBS1	idem	idem	Spain 1)The Project Logo design 100% 2)Presentation of the learners clubs <b>0%</b> 3)The Stakeholders Engagement Plan <b>0%</b> 4)The Stakeholders' Memorandum of Understanding <b>0%</b>
In progress	Media	01/11/19	30/11/19	29	WBS2	See BBS2	idem	1)Plan Template 2)Annexes templates 3) Communication Plan 4) Dissemination Plan 5) Sustainability/exploitation Plan 6) Risk Assessment Plan 7) Governance Plan 8) Brochure with a brief description of the project's main project poster	Bulgaria Risk Assessment Plan
In progress	Media	01/11/19	30/11/19	29	WBS2	See BBS2	idem	idem	Cyprus Dissemination Plan
In progress	Media	01/11/19	30/11/19	29	WBS2	See BBS2	idem	idem	Greece The Project website and Facebook page
In progress	Media	01/11/19	30/11/19	29	WBS2	See BBS2	idem	idem	Italy 1)Plan Template 100% 2)Annexes templates <b>50%</b> 3)Governance Plan in collaboration with Portugal <b>50%</b>
In progress	Media	01/11/19	30/11/19	29	WBS2	See BBS2	idem	idem	Lithuania Sustainability/Exploitation Plan
In progress	Media	01/11/19	30/11/19	29	WBS2	See BBS2	idem	idem	Portugal Governance Plan
In progress	Media	01/11/19	30/11/19	29	WBS2	See BBS2	idem	idem	Spain Communication Plan
		01/11/19	30/11/19	29	WBS2	See BBS2	idem	idem	
				29	WBS2	See BBS2	idem	idem	Italy 100%  Bulgaria 100%  Cyprus 100%

I-TALES INTERNATIONAL PROJECT MEETING

Completed

13/01/20

43

WBS3

Kick Off Meeting

Kick off Agenda  
Kick off minutes  
Poster  
Certificates  
Work materials  
Mobility Tool  
Social networks posts, press releases

WBS3

idem

idem

Greece 100%

Lithuania 100%

Portugal 100%

Spain 100%

13th January 2020

Italy: 100%

Kick off AgendaKick off minutes

Poster

Certificates

Work materials

Mobility Tool

Social networks posts, press releases

Partners 100%    Social networks posts, press releases