**ToWe Project – Project Management Record of Activities**

|  |  |
| --- | --- |
| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | Suara |
| Period: | **July 2016 – october 2016** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Name** | **Activity** | **Cost if Appropriate** |
| 04/07/2016 | Mª Àngels  Mireia | Skype meeting with Suara profesional of dissimination to decide our planning- **Coordination and communication between Suara professionals** |  |
| 06/07/2016  11/07/2016 | Mireia | Procedures to :   * Fill the Dissemination planner * Send it to Helen   **Project management (planning)** |  |
| 05/07/2016  07/07/2016  12/07/2016 | Mireia  Mª Àngels | Economic management.   * Time sheet * Spreadsheet * Project management * Mails to Helen   **Project management** |  |
| 30/08/2016 | Mireia  Mª Àngels | Create a plan and schedule for implementing all the project work during the school year.  **Project management (planning)** |  |
| 02/09/16 | Mireia  Mª Angels | Elaboration the content of the information **FLYER** for the families and to all the peopel who wants to know about **TOWE**  **Dissemination and promotion** |  |
| 15/09/16  18/10/16 | Mireia  Mª Angels | Write a short summary of what actions are being implemented and what impact the project is having in.  **Project management** |  |
| 19/09/2016  30/09/2016  10/10/2016 | Mireia  Mª Angels | Create a document for the families of the autorization of potos and video    **Project management** |  |
| 22/09/16 | Mireia | Send photos about the team of the school implementing towe Project  **Project management** |  |
| 29/09/2016 | Mireia  Mª Àngles  Mª Jose | Meeting of coordinators to organise the planification of the a task schedule for this year:  **Project management** |  |
| 14/10/2016  21/10/2016  28/10/2016 | Mireia  M ª Àngels | Economic management.   * Time sheet * Spreadsheet * Project management * Mails to Helen   **Project management** |  |
| 19/10/2016 | Mireia | * Transalte from catalan to english a short summary of what actions are being implemented and what impact the project is having in.   **Project management** |  |