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

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| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | **Kingston University** |
| Period: | **November 2016 – February 2017** |

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| **Dates** | **Name**  | **Activity**  | **Cost if Appropriate** |
| 2.11.16 | Helen Sutherland | Emails to partners  |  |
| 5.11.16 | Helen Sutherland | Emails to partners Phoned KU finance department – Denis Leahy |  |
| 7.11.16 | Helen Sutherland | Interim Report and EU platform |  |
| 7.11.16 | Helen Sutherland and Yasmin Mukadam | Interim Report  |  |
| 14.11.16 | Helen Sutherland | Financial Reports and EU platformEmails to partners |  |
| 15.11.16 | Helen Sutherland | Emails to Finance |  |
| 15.11.16 | Helen Sutherland and Denis Leahy | Financial reporting meeting |  |
| 15.11.16 | Helen Sutherland | Financial Reports checks |  |
| 21.11.16 | Helen Sutherland and Yasmin Mukadam | Interim report, Financial Reports checks and EU platform |  |
| 5.12.16 | Helen Sutherland and Yasmin Mukadam | Preparation for the transnational meeting 3 |  |
| 21.12.17 | Helen Sutherland and Yasmin Mukadam | Preparation for the transnational meeting 3 |  |
| 3.1.17 | Helen Sutherland  | Impact Exercise from Conference |  |
| 4.1.17 | Helen Sutherland  | Preparation for the transnational meeting 3Emails re: funding payment |  |
| 6.1.17 | Helen Sutherland and Alison McGee | Meeting with Setting Partner - Achieving for Children  |  |
| 6.1.17 | Helen Sutherland  | Working on EECERA proposal for dissemination |  |
| 11.1.17 | Helen Sutherland | Responding to emails to Sandnes Kommune re transnational meeting |  |
| 11.1.17 | Helen Sutherland and Yasmin Mukadam | Preparation for the transnational meeting 3 |  |
| 24-27.1.17 | Helen Sutherland and Yasmin Mukadam | Transnational Meeting 3 |  |
| 9.2.17 | Helen Sutherland | Marketing leaflet for M1 |  |
| 13.2.17 | Helen Sutherland | Financial reporting 3BCertificates of Attendance for M3Email to partners |  |
| 13.2.17 | Helen Sutherland and Yasmin Mukadam | Minutes, impact exercise and time line for the transnational meeting 3Email to partners |  |
| 14.2.17 | Helen Sutherland | Financial reporting 3BM3 minutes Email to partners |  |
| 15.2.17 | Helen Sutherland | M3 minutes Email to partners |  |
| 16.2.17 | Helen Sutherland | QA questionnaires for EEL group setting visits and reflective sessionQA questionnaire for job shadowingJob shadowing programme template |  |
| 20.2.17 | Helen Sutherland | Project management of paperwork and electronic folders |  |

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| Date | 28.2.17 | Signature (project manager) | H:\Helen's Signature.PNG |
| Date  |  | Signature (employer) |  |