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

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| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | **Kingston University** |
| Period: | **September 2017 – February 2018** |

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| **Dates** | **Name** | **Activity** | **Cost if Appropriate** |
| 4.9.17 | Helen Sutherland | Confirming room books for E1 and E2 |  |
| 11.9.17 | Helen Sutherland | Emails for next phase of the project to partners |  |
| 14.9.17 | Helen Sutherland | Creating Leaflet for E1 event and emailing out |  |
| 18.9.17 | Helen Sutherland | Email and room books for E2 - AfC local training event |  |
| 26.9.17 | Helen Sutherland | Checking financial reporting 4 in and emailing for if not.  Emailing re: final phase  Time sheets and Spreadsheets |  |
| 2.10.17 | Helen Sutherland | M4 room booking  E1 emails to partners and EELs  Creating E1 and E2, 3, 4 evaluation forms |  |
| 16.10.17 | Helen Sutherland | Emails |  |
| 16.10.17 | Helen Sutherland and Ruth Wood | meeting |  |
| 17.10.17 | Helen Sutherland | Emails |  |
| 19.10.17 | Helen Sutherland | Emails |  |
| 19.10.17 | Helen Sutherland, Amanda Chase and Anastasiya Stravolemova | Meeting re E1 prep |  |
| 20.10.17 | Helen Sutherland | Emails and questions re:E1 and dissemination |  |
| 30.10.17 | Helen Sutherland | Emails to partners |  |
| 6.11.17 | Helen Sutherland | Emails and phone calls – partners and British Council |  |
| 7.11.7 | Helen Sutherland | Emails |  |
| 10.11.17 | Helen Sutherland | Emails |  |
| 13.11.17 | Helen Sutherland | Emails –FG3 and article |  |
| 14.11.17 | Helen Sutherland | Emails and dissemination |  |
| 20.11.17 | Helen Sutherland and Monika Røthle | Skype discussion on IOs content |  |
| 21.11.17 | Helen Sutherland | E1 International Workshop emails and programme  AfC financial reporting 3B sorting and checking |  |
| 22.11.17 | Helen Sutherland | FG3B AfC and UiS |  |
| 23.11.17 | Helen Sutherland | Emails re: IOs |  |
| 24.11.17 | Helen Sutherland | Emails and texts supporting E2  Financial Reporting 4 |  |
| 7.12.17 | Helen Sutherland and Alison McGee | AfC and KU meeting to discuss project |  |
| 7.12.17 | Helen Sutherland | Emails re E1 and E2 |  |
| 3.1.18 | Helen Sutherland | E2 emails |  |
| 4.1.18 | Helen Sutherland | Emails on Job shadowing and website |  |
| 8.1.18 | Helen Sutherland and Yngve Rossell | IO7 Skype and dissemination |  |
| 9.1.18 | Helen Sutherland and Alison McGee | E2 phone call and texts |  |
| 10.1.18 | Helen Sutherland | Keynote to E2 event  E2 event support  Emails |  |
| 11.1.18 | Helen Sutherland | Emails to partners |  |
| 18.1.18 | Helen Sutherland | Emails re: dissemination to Nursery World  Emails re: E1 |  |
| 22.1.18 | Helen Sutherland | Phone interview with Nursery World  Email to Nursery World re: E1 |  |
| 23.1.18 | Helen Sutherland and Yasmin Mukadam | Meeting to look at jobs and dates |  |
| 29.1.18 | Helen Sutherland | Emails to partners re IOs and strategies |  |
| 30.1.18 | Helen Sutherland | Emails and information to partners and team. Working on E1 |  |
| 31.1.18 | Helen Sutherland | Emails to partners re: IO strategies  Phone call to AfC re their query |  |
| 1.2.18 | Helen Sutherland | Emails to partners re: IO strategies and E1 |  |
| 2.2.18 | Helen Sutherland | Emails to partners |  |
| 5.2.18 | Helen Sutherland | Emails to partners and keynote speaker for E1 |  |
| 6.2.18 | Helen Sutherland | Emails to partners and Nursery World  Inputting data onto EU mobility platform |  |
| 8.2.18 | Helen Sutherland | Emails re: strategies |  |
| 9.2.18 | Helen Sutherland | Emails re: Nursery World article |  |
| 12.2.18 | Helen Sutherland | Emails regarding E1 to interested parties |  |
| 13.2.18 | Helen Sutherland | Emails regarding E1 to interested parties |  |
| 21.2.18 | Helen Sutherland and Monika Röthle | Phone conversation about IO7 and staff sickness, EECERA application and E1 presentations. Strategies to overcome issues discussed. |  |
| 23.2.18 | Helen Sutherland and Amanda Chase | Phone discussion re: E1 preparation  Emails to partners |  |
| 26.2.18 | Helen Sutherland | Emails to Amanda Chase and partners re: E1 and Nicole re website and posters |  |
| 27.2.18 | Helen Sutherland | Emails to Amanda Chase and partners re: E1  **Email, texts and phone calls re: loss of Keynote speaker due to the Italian elections** |  |
| 28.2.18 | Helen Sutherland | E1 organising partners and new keynote |  |

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| Date | 1.3.18 | Signature (project manager) | H:\Helen's Signature.PNG |
| Date | 1.3.18 | Signature (employer) |  |