

**Project title:**

## **STEAME - Guidelines for Developing and Implementing STEAME Schools**

**Reference number:** 2019-1-CY01-KA201-058240

**Implementation period:** November 2019 – October 2021

### **Work Plan**

**Updated 19.11. 2019**

<b>Date</b>	<b>No</b>	<b>Activity</b>	<b>Duration</b>
<b>2019</b>			
<b>MONTH 1 November 2019</b>	<b>M1</b>		
November 2019	<b>MGT</b>	Partner agreements signed between the Coordinating Organization and each partner.	
	<b>Outputs</b>	Formation of the project Outputs Steering Committee chaired by Gr. Makrides and with IO leaders as members.	
	<b>MGT</b>	First instalment payment to partners is made	
	<b>MGT</b>	Project Quality Assurance Chair Quality Assurance Committee: 1 representative from each partner	
	<b>O1 M1-M7</b>	<b>Output 1 work begins</b> <b>O1: Guidelines for dynamic and adaptive STEAME curricula</b>  O1/A1: Analysis of European and Global characteristics in terms of activities, curricula and organizational structure	<b>7 months</b>  <b>M1-M4 4 months</b>
	<b>O1</b>	O1/A2: Analysis of results of at least 50 EU funded projects on STEM or STEAM	<b>M1-M4 4 months</b>

	<b>MGT</b>	Quality Assurance strategy statement developed and signed during meeting 1	
	<b>MGT</b>	Contingency Plan developed and signed during meeting 1	
	<b>MGT</b>	Initial Dissemination plan agreed during meeting 1	
		<b>STEAME OBSERVATORY</b>	
		<b>ANNOUNCEMENT</b> Electronic publication called: “ <b>Journal of STEAME Creations for and by School students</b> ” Formation of first Editorial Board by the partner representatives . Development of specs	
	<b>TPM1</b>	<b>Meeting 1, Nicosia</b> <b>18-19 November 2019</b> <b>Location: Cyprus Math Society offices, Nicosia</b>	
<b>MONTH 2</b> <b>December 2019</b>			
	<b>MGT</b>	Website <a href="http://www.steame.eu">www.steame.eu</a> published	
	<b>MGT</b>	First Press Release in English. Partners translate into national languages and they publish. Send copies of published Press Release to the coordinator and url links to published locations.	<b>EN ready</b> <b>GR ready</b> <b>IT ready</b> <b>PL ready</b> <b>BG ready</b>
		Meeting Evaluation (online)	
	<b>MGT</b>	Minutes of meeting 1 finalized and approved	
	<b>MGT</b>	Dissemination	
<b>2020</b>			
<b>MONTH 3</b> <b>January 2020</b>			
		<b>O1 progress development</b>	
	<b>MGT</b>	Dissemination	
<b>MONTH 4</b> <b>February 2020</b>			

	<b>O2 M4-M16</b>	<b>O2. Guidelines for STEAME Activities in Schools for two age groups</b>	<b>13 months</b>
	<b>MGT</b>	Quarter I (Nov2019-January 2020) reports to be sent. Forms F1, F2, F3 Send times sheets F3reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
	<b>O2/A1 M4-M9</b>	O2/A1: Sample inquiry based learning and creativity plans:  Grades 7-9	<b>6 months</b>
	<b>O2/A2 M4-M9</b>	O2/A2: Sample inquiry based learning and creativity plans:  Grades 10-12	<b>6 months</b>
		<b>O1 Completion ending</b>	
<b>MONTH 5 March 2020</b>			
		<b>O2 progress development</b>	
	<b>DISS</b>	Dissemination at EUROMATH & EUROSCIENCE 2021	
<b>MONTH 6 April 2020</b>			
<b>Meeting 2</b>		Sofia, Bulgaria	
		Quarter 2 (Feb2021-April 2021) reports to be sent. Forms FQ, F1, F2, F3 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
		<b>O2 progress development</b>	
<b>MONTH 7 May 2020</b>			
		<b>O2 progress development</b>	
	<b>MGT</b>	Dissemination	
<b>MONTH 8 June 2020</b>			

	<b>MGT</b>	Minutes of meeting 2 finalized and approved	
	<b>MGT</b>	Each partner reports on Dissemination Activities and Indicator related evidence covering the project period until the end of March 2021 (first six months). Evidence should be reported.	
	<b>MGT</b>	<b>2<sup>nd</sup> payment after the 7<sup>th</sup> month</b>	
<b>MONTH 9 July 2020</b>			
	<b>O2/A3 M9-M16</b>	O2/A3: Sample activity plan for cooperation between schools and	<b>8 months</b>
	<b>MGT</b>	Dissemination	
		Quarter 3 (May2021-July 2021) reports to be sent. Forms FQ, F1, F2, F3 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
<b>MONTH 10 August 2020</b>			
Meeting 3	<b>TPM3</b>	Meeting 3 Krakow, Poland	
	<b>O3 M10-M23</b>	<b>O3. Guidelines for STEAME School Organizational Structure M10-M23</b>	<b>14 months</b>
	<b>O3/A1 M10-M20</b>	O3/A1: TYPE A Schools (how to modify structures in existing schools)	<b>11 months</b>
	<b>O3/A2 M10-M20</b>	O3/A2: TYPE B Schools (how new schools should be structured)	<b>11 months</b>
<b>MONTH 11 Sept 2020</b>			
		<b>O2 progress development</b>	
		O4/A1: Define the learning outcomes of the course	M11 – M13
	<b>MGT</b>	Minutes of meeting 3 finalized and approved	
<b>MONTH 12 October 2020</b>			
	<b>O2/A4 M12-M16</b>	O2/A4: Pilot testing and compilation of Guidelines	
		Quarter 4 (August2021-October2021) reports to be sent. Forms FQ, F1, F2, F3	

		Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
<b>End of Interim Report Period</b>			
	<b>MG</b>	Partners submit required documentation for interim report	
<b>MONTH 13</b> Sept November 2020			
		<b>O2 progress development</b>	
	<b>QEV</b>	1 <sup>st</sup> Quality Evaluation Report	
		Follow up projects (discuss during meeting 3)	
<b>MONTH 14</b> December 2020			
	<b>O3/A3</b> <b>M14-M21</b>	O3/A3: Discussion with school authorities to determine the level of possible adaptability under current structures of flexibility to change	8 months
	<b>O3/A4</b> <b>M14-M23</b>	O3/A4: Design a training course for teachers, school heads and authority representatives	10 months
		<b>O2 progress development</b>	
<b>2021</b>			
<b>MONTH 15</b> January 2021			
		<b>O2 progress development near finalization</b>	
	<b>MGT</b>	Quarter 5 (Nov2020-Jan2021) reports to be sent. Forms FQ, F1, F2, F3 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
	<b>MGT</b>	<b>2<sup>nd</sup> payment after the 14<sup>th</sup> month</b>	
<b>MONTH 16</b> February 2021			
		<b>O2 completion ending</b>	
	<b>MGT</b>	Dissemination	
<b>MONTH 17</b> March 2021			

		O3/A4: Development of the Guidebook in the form of an e-book. First final version in English	M17 – M19
		O3/A5: Coordinate the translation of an executive summary of the Guidebook into the partner	M19 – M20
<b>Meeting 4</b>	<b>MGT</b>	Meeting 4 Athens, Greece	
<b>TRAINING EVENT</b>	<b>C1</b>	Training Activity back-to-back to meeting 4 Duration: Piloting Training days: Place:	
2021	<b>DISS</b>	Dissemination in EUROMATH & EUROSCIENCE 2021	
	<b>MGT</b>	Exploitation plan finalized in Meeting 4	
	<b>E2</b>	Greece	
<b>MONTH 18 April 2021</b>			
		Quarter 6 (Feb2021-April2021) reports to be sent. Forms FQ, F1, F2, F3 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
	<b>MGT</b>	Minutes of meeting 4 finalized and approved	
<b>MONTH 19 May 2021</b>			
	<b>MGT</b>	Send photos of dissemination activities	
	<b>E3</b>	BG	
	<b>E4</b>	PL	
	<b>E5</b>	IT	
<b>MONTH 20 June 2021</b>			
	<b>E1</b>	Cyprus or move it to September 2021	
	<b>MGT</b>	Dissemination	
<b>MONTH 21 July 2022</b>			
2021	<b>DISS</b>	Dissemination and Promotion Activity during ERACON 2021	
		Quarter 7 (May2021-July2021) reports to be sent. Forms FQ, F1, F2, F3 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in	

		pdf. You keep the original. Evidence for travel and hotel should be saved also.	
		<b>O3 completion ends</b>	
<b>MONTH 22</b> August 2021			
		Translations in partner languages	
	<b>MGT</b>	<b>4<sup>th</sup> payment after the 21<sup>st</sup> month</b>	
<b>MONTH 23</b> September 2021			
<b>FINAL Meeting</b>	<b>MGT</b>	Final Meeting 5 in Cyprus	
	<b>MGT</b>	PRESS Conference during meeting 5 Dissemination (public articles)	
	<b>MGT</b>	Minutes of meeting 5 finalized and approved	
		Translations in partner languages	
<b>MONTH 24</b> October 2021			
	<b>MGT</b>	Dissemination	
	<b>QEV</b>	<b>2<sup>nd</sup> Quality Evaluation Report</b>	
		Final Report Documents	
	<b>MGT</b>	Quarter 8 (Aug2021-Oct2021) reports to be sent. Forms FQ, F1, F2, F3 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
		<b>END OF PROJECT</b>	

### **Other results/deliverables include:**

D1. Electronic Reference Collection of activities and material developed by the 55 projects relating to STEAM approved from 2015-2018 under ERASMUS+. (Annex to O1)

D2. Dissemination Plan and implementation Results

D3. Contingency Plan and Quality Assurance Evaluation report

D4. Exploitation Plan with a workspace for continuous development, updating, support, networking and sharing

D5. A STEAME Observatory with an international committee. Regulations to be developed by the partnership.

D6. STEAME Symposium within the annual EUROMATH & EUROSCIENCE Pupils Conference.

D7. An announcement and invitation for a new electronic publication called: "Journal of STEAME Creations for and by School students"