TENEGEN

LEONARDO DA VINCI - TRANSFER OF INNOVATION

TENEGEN'S QUALITY MANAGEMENT HANDBOOK

Document Control

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Description	Documentation methods and standards in English, in about 30 pages, published electronically. The QMHB will contain all the common concepts and agreements accepted by the partners, defines the methods of communication and documentation, and the agreed standards.

1 General policies

There are many players, actors from different EU countries participating and collaborating in this project, who are working in different national cultures. To achieve the project aims we need common policy and agreements according the working methods. Common quality procedures and quality standards should be created to make sure that the quality of the finished products will meet the requirements of our target groups.

1.1 ISO 9001:2000

Tenegen's Quality Management Handbook (TenQMH) is based on ISO 9001:2000 standard which was adopted by Prompt Education in 2001. This QMS emphasizes the importance of

⇒ **understanding and meeting requirements,**

⇒ **the need to consider processes in term of added value,**

⇒ **obtaining results of process performance and effectiveness, and**

⇒ **continued improvement of processes based on objective measurement.**

MSZ EN ISO 9001:2001
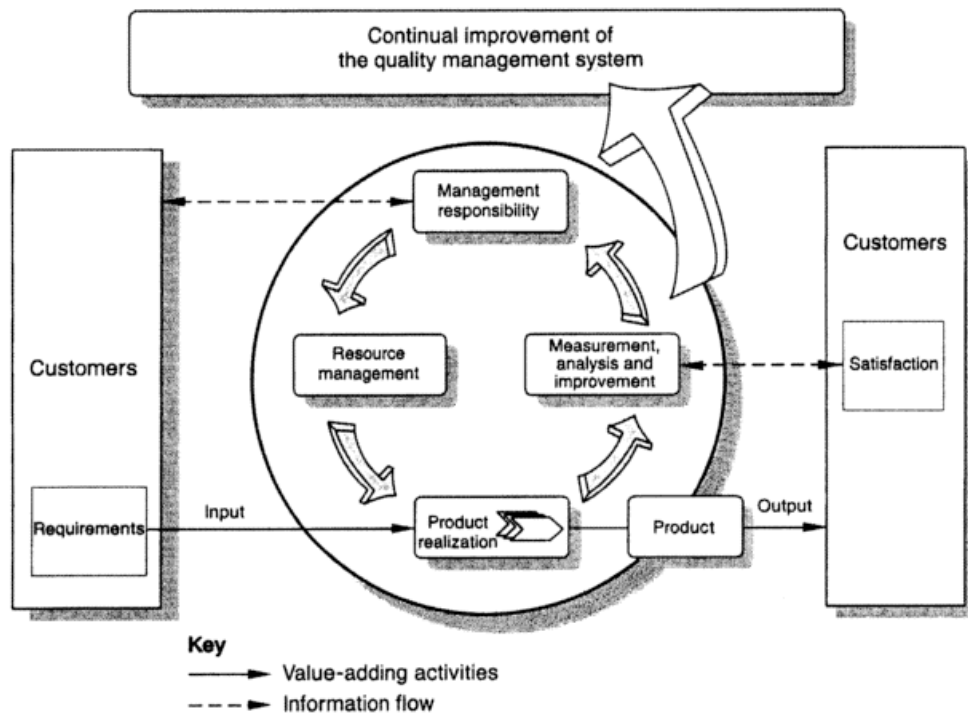
Figure 1 — Model of a process-based quality management system

On the figure (cited from ISO 9001:2000 standard) is the model of a process-based quality management system. **The model illustrates that "costumers" play a significant role in defining requirements as inputs. Monitoring of costumers satisfaction requires the evaluation of information relating to costumer perception as to whether the organization has met the costumer requirements.**

1.2 General principles

The Consortium shall:

1. identify the processes needed for QMS and their application through the project period

2. determine the sequence and interaction of these processes

3. determine the criteria and methods to ensure both the operation and control of these processes are effective

4. ensure the availability of resources and information to support and monitoring of these processes

5. monitor, measure an analyze these processes

6. implement actions necessary to achieved planned results and continual improvement of these processes

1.3 Methodology

The Consortium will use the methodology known as "Plan-Do-Check-Act" (PDCA) to all project processes, **with the aim of to enhance the target group satisfaction through the effective application of QMS, including processes for continual improvement and the assurance of conformity to the target group and applicable regulatory methods.**

Plan-Do-Check-Act	**PDCA**

Plan
Establish the objectives and processes necessary to deliver results in accordance with the target group requirements and the consortium's policies.

Do
Implement the process

Check
Monitor and measure processes and product against the policies, objectives and requirements for the product and report of the result

Act

Take actions to continually improve process performance

The PDCA cycle (development, testing, feedback and correction) should be built in every single activity. The systematic use of the PDCA cycle throughout the project provides for the opportunity to continuously improve the products developed, the methodology applied, the process implemented as well as the quality assurance procedures themselves.

1.4 Product realization

The Consortium plans all of the product realization. Planning of the product realization should be consistent with the requirements of other processes of QMS. The plan should include

1. quality objectives and requirements for the product,

2. the need to establish processes, documents, and provide resources for the production,

3. required **validation, verification**, **monitoring**, inspection and test activities specific to the product and criteria for product acceptance,

4. records needed to provide evidence that the realization processes and resulting product meet the requirements.

2 Tenegen QMS

2.1 Tenegen's "costumers"

With signing the contract between Hungarian Leonardo Agency and PROMPT and between the partners and Prompt we undertake to do our best in order to achieve the project aims and objectives. In the proposal we clearly defined the target group, we carried on a prior need analysis, and on this basis of the analysis we elaborated the work programme for the two years long project period.

Target groups of the project

⇒ primary target group: VET teachers and trainers

⇒ secondary target group: pupils, students, adults, learners in VET

⇒ actors of VET education: VET providers, VET schools, stakeholders

2.2 Responsibilities

2.2.1 Management responsibilities

The Coordinator shall provide evidence of its commitments to the development and implementation of QMS by

1. communicating to the partnership the importance of meeting target group requirements
2. establishing the quality policy,
3. ensuring that quality objectives are established,
4. conducting management reviews.

The quality management and quality assurance activities belongs under the control of the Coordinator all over the WPs, but the partners agreed to follow all regulatory defined in Tenegen QMS.

2.2.2 WP responsibilities

The WP leaders are responsible to conduct the activities in the WP, to control all activities considering the planned outcomes. They should do their best to provide all products of the WP in time and in quality defined in the project plan.

Task	WP description, tasks	WP leader
WP0	Project management	PROMPT
WP1	TENEGEN Systems Analysis and Design based on concepts of NETIS	ISERG
WP2	TENEGEN Systems Analysis and Design based on the concept of SLOOP	CNR
WP3	Content development, review, translation	PROMPT
WP4	Implementation of TENEGEN VLE - communication, collaborating, network learning platform	PROMPT
WP5	Pilot course I. - validation and verification by piloting (VET teachers and trainers)	PROMPT
WP6	Pilot course II. - validation and verification by piloting in Hungarian VET schools	PROMPT
WP7	Evaluation	DEKRA

WP8	Dissemination and valorization	PROMPT

2.2.3   Responsibilities, quality management in WPs

2.2.3.1   WP0 – Project Management

Start and finish: October 2008 – September 2010, 24 months

Activities: communication, collaboration in TenCom online environment, organization of project meetings. To progress and control the project activities, the procedures and rules of ISO 9000/2001 QMS standards will be applied, running in PROMPT (P0) from the year 2000.

In the project period we will monitor, control and evaluate all the activities, and intervene in case of recognizing any deviation from the original project aims. According to the applied QMS every product of the project must be controlled, verified and validated.

WP leader: P0-Prompt-G Educational Centre for Informatics

P0 directs all ongoing processes, provides the partners with all information needed to carry on the actual tasks. Establishes the evaluation tools, summarizes and publishes the results of the feedback.

Meetings

⇒ kick-off meeting in November 2008 in Budapest (Prompt)

⇒ developer meeting: in July 2009 in Italy (CNR)

⇒ developer meeting in November 2009 in Turkey (BUNI)

⇒ workshops with Hungarian VET schools partners (in April 2009, in September 2009., in April 2010)

⇒ final meeting in September, 2010 Budapest (Prompt)

Outcomes:

⇒ **R1 Project QM Handbook (Prompt)**

⇒ **R2 TenCom VLE - communication, collaborating, network learning platform (Prompt)**

⇒ **R3 TenCom VLE user Guide (Prompt)**

Responsibilities:

Partner	Task	Result
P00-PROMPT	WP leader of WP0-Project management	
	Establishes TENEGEN multilingual VLE portal (TenCom) R2	R2
	Provides progress reports for the partners (8-10 issues)	
	Provides interim and final reports, organizes monitoring visits	
	Organizes workshops for VET schools in Hungary	
	Provides partners with the Tenegen's QMH (R1)	R1
	Provides partners with the Tenegen's portal Guide (R3)	R3
	Establish the programs for the meetings, organizes the meetings in Hungary	
	Manage financial issues with partners and with NDA	
	Edits the documents of the results (R1-R19)	
	Translates the results into Hungarian and vica-versa	
	Evaluates the collaborations of the partners	R18

Partner	Task	Result
P01-CNR	Takes part in the online collaboration	
	Organizes the meeting in Italy	
	Provides financial information for the coordinator	
	Evaluates WP0 - Project management	R18
	Evaluates TenCom portal	R2, R3, R18
	Evaluates the meetings	R18
P02-ISERG	Takes part in the online collaboration	
	Provides financial information for the coordinator	
	Evaluates WP0 - Project management	R18
	Evaluates TenCom portal	R2, R3, R18
	Evaluates the meetings	R18
P03-CAPDM	Takes part in the online collaboration	
	Provides financial information for the coordinator	
	Evaluates WP0 - Project management	R18
	Evaluates TenCom portal	R2, R3, R18
	Evaluates the meetings	R18
P04-DEKRA	Takes part in the online collaboration	
	Provides financial information for the coordinator	
	Evaluates WP0 - Project management	R18
	Evaluates TenCom portal	R2, R3, R18
	Evaluates the meetings	R18
	Evaluates Tenegen Quality Management Handbook	R1, R18
P05-BUNI	Takes part in the online collaboration	
	Provides financial information for the coordinator	
	Evaluates WP0 - Project management	R18
	Evaluates TenCom portal	R2, R3, R18
	Evaluates the meetings	R18, R18
	Organizes the meeting in Turkey	
P06-ÖJSZIGK	Takes part in the online collaboration	
	Provides financial information for the coordinator	
	Evaluates WP0 - Project management	R18
	Evaluates TenCom portal	R2, R18
	Evaluates the meetings	R18
P07-NIVE	Takes part in the online collaboration	
	Provides financial information for the coordinator	
	Evaluates WP0 - Project management	R18
	Evaluates TenCom portal	R2, R18
	Evaluates the meetings	R18
P08-BJMSZ	Takes part in the online collaboration	
	Provides financial information for the coordinator	
	Evaluates WP0 - Project management	R18
	Evaluates TenCom portal	R2, R3, R18
	Evaluates the meetings	R18
P09-KGYGIVSZ	Takes part in the online collaboration	
	Provides financial information for the coordinator	
	Evaluates WP0 - Project management	R18
	Evaluates TenCom portal	R2, R3, R18
	Evaluates the meetings	R18
P10-SZIGSZ	Takes part in the online collaboration	
	Provides financial information for the coordinator	

Partner	Task	Result
	Evaluates WP0 - Project management	R18
	Evaluates TenCom portal	R2, R3, R18
	Evaluates the meetings	R18

Quality assurance activities:

⇒ **P1-P10**: evaluation of the meetings

⇒ **P1-P10**: evaluation of TenCom portal

⇒ **P1-P10**: evaluation of the management

⇒ **P0**: evaluation of the collaboration

⇒ **P4**: evaluation the QMH

Quality control resources:

⇒ online questionnaires to get feedback from the partners

⇒ communication on TenCom VLE

⇒ monitoring visit/s from national Leonardo Agency

⇒ evaluation reports

⇒ interim report

⇒ final report

⇒ agreements of meetings (minutes)

⇒ progress reports

2.2.3.2 WP1. TENEGEN Systems Analysis and Design based on pedagogical and sociological outcomes of NETIS

Start and finish: November 2008 – September 2009

Activities: the aim of WP1 is **to design the Tenegen courses**, considering all the pedagogical, technological, collaborative networking points of view based on the need analysis of the target groups. The output of WP1 should serve as a reliable and usable basis of the development, covering the pedagogical, cognitive and cultural aspects of quality of e-learning.

WP leader: P2 -ISERG - HU

ISERG gives professional direction of all ongoing processes, communicates with the developer partners, and provides the developer with information about the outcomes of NETIS project.

Outcomes

⇒ **R4 Needs analysis (EN, HU) (PROMPT, ISERG)**

⇒ **R5 Tenegen's pedagogical and networking model (EN, HU) (PROMPT, ISERG, CNR)**

⇒ **R6 TENEGEN technical handbook - Syllabus-curriculum templates - (EN, HU) (PROMPT, ISERG, CNR)**

⇒ **R7 Workflow and storyboard of TENEGEN's content development (PROMPT)**

Responsibilities

Partner	Task	Result
	Implements survey portal (R4)	R4
	Takes part in the development of the questionnaire (R4)	R4
	Processes the survey results (R4)	R4
P00-PROMPT	Publish Workflow and storyboard of TENEGEN's content development for partners	R7
	Collaborates in developing the pedagogical model (R5) and syllabuses (R6)	R5, R6
	Authoring syllabuses for TC01, TC03, TC04 HU, translates into EN	R6
P01-CNR	Collaborate in developing the pedagogical model (R5) and syllabuses (R6)	R5, R6
	Authoring syllabus for TC05 in EN	R6
	Takes part in the development of the questionnaire (R4)	R4
	Takes part in the development of the questionnaire	
	Takes part in processing the result of the survey (R4)	R5, R6
P02-ISERG	WP Leader of WP1 Systems Analysis and Design based on concepts of NETIS	R5, R6
	Collaborates in developing the pedagogical model (R5) and syllabuses (R6)	R4
	Authoring syllabus for TC02 in HU and translates into EN	R6
	Collaborate in developing the pedagogical model (R5)	
	Evaluates WP1 - System Design on NETIS	R4, R5, R6, R7, R18
P03-CAPDM	Gives professional support to the developers on e-learning standards	
	Designs Tenegen standards for course components (syllabus, curriculum)	R5, R6
	Takes part in the development of the questionnaire	R4
P04-DEKRA	Organize the establishment of the survey in Germany in English	R4
	Takes part in processing the result of the survey (R4)	R4
	Takes part in the development of the questionnaire	R4
P05-BUNI	Translates the questionnaire into Turkish	R4
	Organize the establishment of the survey in Turkey	R4
	Takes part in processing the result of the survey (R4)	R4
P06-ÖJSZIGK	Evaluates the results R5, R6, R7	R5, R6, R7, R18
	Takes part in the development of the questionnaire	R4
	Takes part in testing the questionnaire form	R4
P07-NIVE	Organize the establishment of the survey in the Hungarian VET system	R4
	Takes part in the development of the questionnaire	R4
P08-BJMSZ	Takes part in testing the implementation questionnaire	R4
	Takes part in processing the result of the survey (R4)	R4
P09-KGYGIVSZ	Takes part in testing the implementation questionnaire	R4
	Evaluates R4	R4, R18
	Takes part in testing the implementation questionnaire	R4
P10-SZIGSZ	Evaluates R4	R4, R18
	Takes part in testing the questionnaire	R4

Quality Assurance activities

⇒ **P6-ÖJSZIGK**: evaluation of R5, R6, R7

⇒ **P3-CAPDM**: evaluation of WP1

⇒ **P9-KGYGIVSZ**: evaluation of R4

⇒ **P10-SZIGSZ**:evaluation of R4

Quality Control Resources

⇒ evaluation reports

⇒ collaboration on the portal

⇒ drafts, working materials in the documents repository of the portal

⇒ monitoring visit by Hungarian National Agency

⇒ progress reports

⇒ interim report

⇒ final report

⇒ agreements of meetings (minutes)

2.2.3.3 WP2 - TENEGEN Systems Analysis and Design based on the concept of SLOOP

Start and finish: December 2008-Apryl 2009

WP leader: P1 - CNR - IT

Activities: design the Hungarian adaptation of SLOOP concept, and elaborate the system plan of TenLOs application.

Outcomes

⇒ **R8 System plan of TenLOs application (CNR, PROMPT)**

⇒ **R9 Logical and physical model of TenLOs Relational Database (CNR, PROMPT)**

Responsibilities

Partner	Task	Result
P00-PROMPT	Evaluates WP2 - System Design on SLOOP (R8, R9)	R8, R9, R18
P01-CNR	WP leader of WP2 TENEGEN Systems Analysis and Design based on SLOOP	R8, R9
	Elaborates the TenLOs architecture - user interface and functionality, system plan EN (R8, R9)	R8, R9
P01-CNR	Adaptation of the SLOOP conception in Tenegen (Study and recommendations, EN)	R8, R9
P03-CAPDM	Takes part in the system design on SLOOP	R8, R9

Quality Assurance activities

⇒ **P0-PROMPT**: evaluation of WP2

Quality Control Resources

⇒ evaluation reports

⇒ collaboration on the portal

⇒ drafts, working materials in the documents repository of the portal

⇒ monitoring visit by Hungarian National Agency

⇒ progress reports

⇒ interim report

⇒ final report

⇒ agreements of meetings (minutes)

2.2.3.4   WP3 - Content development, review, translation

Start and finish: April 2009- December 2009

WP leader:P0 − PROMPT - HU

Activities: developing the learning material of the teacher training program "TENEGEN" based on the system design worked out in WP1 and WP2, taking into consideration the results of the needs-analysis of the target group. Authoring, translating and reviewing the learning material (EN, HU, TR) in five modules.

Outcomes:

⇒ **R10 Textbook of Tenegen Course** (250-300 pages, HU, EN, TR) **(PROMPT, ISREG, CNR, BUNI)**

⇒ **R11 Digital version of the modules in standard forms with all learning objects (PROMPT, ISREG, CNR) in HU, EN, TR**

   o Content: 5 modules, 30-40 units (6-8 units/modules), 2-4 pages in each unit, video lectures in each module (15-30 minutes long living movie)

   o Creative research work to solve by collaboration

   o 5 individual task

   o 100-200 tests

The module components (which are not listed above) should be detailed in R7 (Workflow and storyboard of TENEGEN's content development.)

Responsibilities

Module	Title	Author	Translate	Translate

Module	Title	Author	Translate	Translate
TC01	E-learning concepts	PROMPT (HU)	PROMPT (EN)	BUNI (TR)
TC02	Network learning	ISERG (HU)	ISERG (EN)	BUNI (TR)
TC03	Educational ICT tools	PROMPT (HU)	PROMPT (EN)	BUNI (TR)
TC04	E-learning event in Moodle	PROMPT (HU)	PROMPT (EN)	BUNI (TR)
TC05	Open Source Educational Repository	CNR (EN)	PROMPT (HU)	BUNI (TR)

Partner	Task	Result
P00-PROMPT	WP Leader of WP3-Content Development, review, translation Authoring TC01, TC03, TC04 HU with all components, translates into EN	R10, R11
	Translates TC05 EN->HU	R10, R11
	Publishes the Tenegen textbook (HU, EN, TR) (R10)	R10
P01-CNR	Authoring TC05 with all components based on R7 EN	R10, R11
P02-ISERG	Authoring TC02 with all components based on R7 in HU, translates into EN	R10, R11
	Proofreading the textbook (TC01-TC05), EN, HU	R10, R14
	Construct and implementation of module components in Tenegen	R11
P03-CAPDM	Produces the digital version of Tenegen standards	R8, R9
P04-DEKRA	Evaluates of Tenegen course content (EN) concerning the requirement of the target group	R10, R11, R18
P05-BUNI	Translates TC01-TC05 into Turkish	R10, R11
	Proofreading in Turkish: TC01-TC05	R14
Pierfranco Ravotto	Validation report in English	R18
Sediviné, Balassa Ildikó	Validation report in Hungarian	R18

Quality Assurance activities

⇒ **Sediviné, Balassa Ildikó: validation report in Hungarian**

⇒ **Pierfranco Ravotto: validation report in English**

Quality Control Resources

⇒ proofreading reports

⇒ validation summary based on the proofreading reports

⇒ feedback from the evaluators

⇒ monitoring visit by Hungarian National Agency

⇒ evaluation and testing reports

⇒ collaboration on the portal

⇒ drafts, working materials in the documents repository of the portal

⇒ monitoring visit by Hungarian National Agency

⇒ progress reports

$\Rightarrow$ interim report

$\Rightarrow$ final report

$\Rightarrow$ agreements of meetings (minutes)

2.2.3.5   WP4 - Implementation of TENEGEN VLE - communication, collaborating, network learning platform

Start and finish: December 2008 - October 2009.

WP leader:**P0 – PROMPT** - HU

Activities: in WP4 we develop TENEGEN e-learning platform for teachers (learning, researching, collaborating, being connected). In this phase we implement the TENEGEN - Moodle learning environment. One of the main tasks of WP3 is to implement the relational database of TENLOs, and the SW application with comfortable functionality to search, edit and append learning objects defined by SCORM metadata.

Outcomes

$\Rightarrow$ **R12 Multilingual TENEGEN e-learning environment, completed with the learning materials and with the integrated TenLOs application (EN, TR, HU) (PROMPT, CNR, ISERG)**

$\Rightarrow$ **R13 Learning objects (PROMPT)**

o 30 interactive LOs as illustrations for e-learning developments in module 3.

Responsibilities

Partner	Task	Result
	Establishes TENEGEN multilingual learning environment in Moodle LMS, LCMS	R12
	Publishes guides for instructors', learners', tutors' (EN, HU, TR) (R15)	R15
P00-PROMPT	Implements the module's components, learning objects in Moodle TC01, TC03, TC04 (HU, EN) R12	R12
	Creates 30 LOs and uploads them into TenLOs RDB	R13
	Implements the module's components, learning objects in Moodle TC05 (HU) R12	R12
	Implements TenLOs RDB	R12
P01-CNR	Implements the module's components, learning objects in Moodle TC05 (EN) R12	R12
	Evaluates the implemented LOs - R13	R13, R18
P02-ISERG	Collaborates in working out the guides for instructors', learners', tutors' (EN) (R15)	R15
	Implements the module's components, learning objects in Moodle TC02 (HU, EN) R12	R12
P03-CAPDM	Evaluates WP4 - Implementation of TENEGEN VLE	R18
P04-DEKRA	Tests the prototypes of the modules in EN - R12	R12
P05-BUNI	Implements the module's components, learning objects in Moodle TC01-TC05 (TR) with the technological support of PROMPT	R12
	Translates the learners' guide into Turkish	R15
P06-ÖJSZIGK	Tests the prototypes of the modules HU - R12	R12
P07-NIVE	Tests the prototypes of the modules HU - R12	R12
P08-BJMSZ	Tests the prototypes of the modules HU - R12	R12
P09-KGYGIVSZ	Tests the prototypes of the modules HU - R12	R12

P10-SZIGSZ   Tests the prototypes of the modules HU - R12   R12

Quality Assurance activities

> ⇒ **P5-P9** : testing the prototype of the modules

> ⇒ **P3-CAPDM** : Evaluates WP4 Implementation of Tenegen VLE

Quality Control Resources

> ⇒ testing reports

> ⇒ validation of the implementation against the common standards, proof readings (professional, stylistic, hyphenation, grammar).drafts, working materials in the documents repository of the portal

> ⇒ monitoring visit by Hungarian National Agency

> ⇒ progress reports

> ⇒ final report

> ⇒ agreements of meetings (minutes)

2.2.3.6   WP5 - Pilot course I.

Start and finish: October 2009 – April 2010

WP leader: **P0 – PROMPT**-HU

Activities: we establish a pilot course for VET teachers and trainers in the partners' countries. We want to prove by the pilot, that the VET teachers can be connected, if the learning environment meets their requirements, if the content is professional, if tutoring generates real collaboration, and if their creativity is encouraged.

Outcomes

> ⇒ **R15 Instructors' guide, Learners' guide, Tutors' guide (Prompt, CNR, ISERG)**

> ⇒ **R16 Course generated content – results of collaboration during the course (Prompt, CNR, ISREG)**

Groups

> ⇒ 6 groups in Hungarian language

> ⇒ 1 group in Turkish language

> ⇒ 1 group in English language

The author of each module provides 1 instructor for each group.

The participants of the Hungarian groups will complete all modules.

For Group 4 (Italy/Germany) and Group 5 (Turkey) the consortium will choose one module for piloting. It needs a common decision!

Group ID	Organizer Partner		Number of participants	Language	Country	Number of tutors
1	P0	Prompt/ISERG	10-20	HU	Hungary	2-3
4	P4	DEKRA/CNR	10-20	EN	Italy/Germany	2-3
5	P5	BUNI	12	TR	Turkey	1-2
6	P6	ÖJSZIGK	5-10	HU	Hungary	1-2
7	P7	NIVE	5-10	HU	Hungary	1-2
8	P8	BJMSZ	5-10	HU	Hungary	1-2
9	P9	KGYGIVSZ	5-10	HU	Hungary	1-2
10	P10	SZIGSZ	5-10	HU	Hungary	1-2
	Total		**57-102**			**10-18**

Responsibilities

Partner	Task	Result
P00-PROMPT	WP Leader of WP5-Pilot course I.	
P00-PROMPT	Establishes training for tutors	
P00-PROMPT	Organizes the recruitment, administrations, sets up learning groups (Group 1)	
P00-PROMPT	Provides an instructor for TC01, TC03, TC04 for all groups	
P00-PROMPT	Provides tutors for Group 1. HU	
P00-PROMPT	Gives technical support to the courses	
P00-PROMPT	Evaluates the e-learning course of Group 1.	R16, R18
P00-PROMPT	Evaluates the course generated contents of Group 1.	R16, R18
P01-CNR	Provides an instructor for TC05 for all groups	
P01-CNR	Provides tutor for Group 4. (EN)	
P01-CNR	Organizes the recruitment in Italy	
P01-CNR	Generates collaboration in TenLOs with participants (teachers, students)	
P01-CNR	Evaluates the course generated contents in TenLOs.	R16, R18
P02-ISERG	Establishes training for tutors in Hungary	
P02-ISERG	Carries on the recruitment in higher education (5-10 participants) for Group 1.	
	Provides instructor for TC02 for all groups	
	Provides one tutor for TC02 for Group 1.	
P03-CAPDM	Evaluates WP5 - Pilot course I.	R18
P04-DEKRA	Carries on the recruitment in Germany for Group 4.	
	Provides tutors for the Group 4.	
	Establishes training for tutors	
	Evaluates the e-learning course of Group 4.	R16, R18
	Evaluates the course generated contents of Group 4.	R16, R18
P05-BUNI	Carries on the recruitment in Turkey	R11, R12
	Translates instructors', learners' tutors' guide	
	Provides tutors for Group 5.	
	Evaluates the e-learning course of Group 5.	R16, R18
	Evaluates the course generated contents of Group 5.	R16, R18
P06-ÖJSZIGK	Establishes training for tutors	
	Carries out the recruitment in ÖJSZIGK	
	Provides tutors for the Group 6.	
	Evaluates the e-learning course of Group 6.	R16, R18
	Evaluates the course generated contents of Group 6.	R16, R18
P07-NIVE	Carries on the recruitment in its schools	
	Provides tutors for Group 7.	
	Evaluates the e-learning course of Group 7.	R16, R18

Partner	Task	Result
P08-BJMSZ	Evaluates the course generated contents of Group 7.	R16, R18
	Carried on the recruitment in its school (5-10 participants) Provides tutors for Group 8.	
	Evaluates the course generated contents of Group 8.	R16, R18
	Evaluates the e-learning course of Group 8.	R16, R18
P09-KGYGIVSZ	Carried on the recruitment in its school (5-10 participants) Provides tutors for Group 9.	
	Evaluates the course generated contents of Group 9.	R16, R18
	Evaluates the e-learning course of Group 9.	R16, R18
P10-SZIGSZ	Carried on the recruitment in its school (5-10 participants) Provides tutors for Group 10.	
	Evaluates the course generated contents of Group 10.	R16, R18
	Evaluates the e-learning course of Group 10.	R16, R18
Pierfranco Ravotto	Verification report in English	R18
Sediviné, Balassa Ildikó	Verification report in Hungarian	R18

Quality Assurance activities

⇒ **P0, P1, P2, P4, P5, P6, P7, P8, P9, P10** : module, course evaluation

⇒ **Pierfranco Ravotto (EN), Sediviné, Balassa Ildikó (EN)**: verification the course

⇒ **P3-CAPDM-**evaluation of WP5

Quality Control Resources

⇒ evaluating reports by teachers

⇒ evaluation reports by headmasters

⇒ monitoring visit by Hungarian National Agency

⇒ progress reports

⇒ final report

⇒ agenda and minutes of workshops

2.2.3.7   WP6 - Pilot course in VET schools

Start and finish: December 2009- May 2010

WP leader: **P0 – PROMPT** - HU

Partner participating: All partners

Activities:

As a first valorization of the TENEGEN development, the teachers, having finished the course, will try out their self developed e-learning unit by blended methods with their pupils. The administration in Moodle (registration of students, carrying on the e-learning unit, assessment of the activities, etc.) will be the responsibility of the teachers.

Outcomes

⇒ **R17 Moodle platform in European VET schools, evaluated experiments with students**

Responsibilities

Partner	Task	
	WP leader of WP6-Pilot course II.	
	Gives technical support to create the Moodle environment for teachers for pilot II.	R17
P00-PROMPT	Gives tutor and technical support to the teachers' course for Group 1.	
	Generate collaboration in TenLOs with participants	
P01-CNR	Evaluates the course generated contents in TenLOs.	R18
	Gives tutor and technical support to the teachers' course for Group 4.	R17
P04-DEKRA	Evaluates WP6 - Pilot II.	R18
	Gives tutor and technical support to the teachers' course for Group 5.	R17
P05-BUNI	Evaluates WP6 - Pilot II. in Schools	R18
	Gives tutor and technical support to the teachers' course for Group 6.	R17
	Evaluates WP6 - Pilot II. in Schools	R18
P06-ÖJSZIGK	Evaluates WP6 at institutional level	R18
	Gives tutor and technical support to the teachers' course for Group 7.	R17
	Evaluates WP6 - Pilot II. in Schools	R18
P07-NIVE	Evaluates WP6 at national level	R18
	Gives tutor and technical support to the teachers' course for Group 8.	R17
	Evaluates WP6 - Pilot II. in Schools	R18
P08-BJMSZ	Evaluates WP6 at institutional level	R18
	Gives tutor and technical support to the teachers' course for Group 9.	R17
	Evaluates WP6 - Pilot II. in Schools	R18
P09-KGYGIVSZ	Evaluates WP6 at institutional level	R18
	Gives tutor and technical support to the teachers' course for Group 10.	R17
	Evaluates WP6 - Pilot II. in Schools	R18
P10-SZIGSZ	Evaluates WP6 at institutional level	R18

Quality Assurance activities

⇒ **P4, P5, P6, P8, P9, P10** : evaluation at two levels (with teachers and at institutional level)

⇒ **P7** evaluation at national level

Quality Control Resources

⇒ evaluating reports

⇒ monitoring visit by Hungarian National Agency

⇒ final report

2.2.3.8   WP7- Evaluation

Start and finish: October 2008 – September 2010

WP leader: P4 - DEKRA

Partner participating: All partners

Activities: in WP7 we verify and validate all of projects results. The procedures will be carried on at all crucial points of the developments. In this work we involve all partners and the representatives of the primary and secondary target groups (teachers, trainers/pupils, students, leaderships of VET schools).

Outcomes:

⇒ **R18 Evaluation reports**

Responsibilities

Task	WP description	WP leader	Evaluator
WP0	Project management	PROMPT	P1-P10
WP1	TENEGEN Systems Analysis and Design based on concepts of NETIS	ISERG	P3-CAPDM
WP2	TENEGEN Systems Analysis and Design based on the concept of SLOOP	CNR	P0-PROMPT
WP3	Content development, review, translation	PROMPT	Experts
WP4	Implementation of TENEGEN VLE - communication, collaborating, network learning platform	PROMPT	P3-CAPDM
WP5	Pilot course I. - verification by piloting (VET teachers and trainers)	PROMPT	Experts, P3-CAPDM
WP6	Pilot course II. - verification by piloting in Hungarian VET schools	PROMPT	P4-P10
WP7	Evaluation	DEKRA	P0-PROMPT
WP8	Dissemination and valorization	PROMPT	P1-CNR

Partner	Task	Result
P04-DEKRA	WP Leader of WP7 Evaluation	R18
P00-PROMPT	Implements online evaluation for meetings	R18
P00-PROMPT	Evaluates WP7 - Evaluation	R18

Quality Assurance activities

⇒ **P0-PROMPT** : evaluation of WP7

Quality Control Resources

⇒ evaluating reports

2.3 WP8 - Dissemination and valorization

Start and finish: October 2008 – September 2010

WP leader: P0 - PROMPT

Partner participating: All partners

Activities: in WP8 the partners exploit the results at national and European level. The dissemination activities begin when starting the project and we will continue throughout the project period.

Outcomes:

⇒ **R18 Documents of dissemination and valorization**

TENEGEN's Dissemination Plan
TENEGEN layout handbook (layout, colors, logo)
TENEGEN flyers, newsletters
TENEGEN's Valorization plan

Responsibilities

Partner	Task	Result
P00-PROMPT	WP leader of WP8-Dissemination	
	Implements the webform for valorization plan TVP	R19
	Implements online webform for dissemination TDP	R19
	Publishes Newsletters 1.,2., 10. issues	R19
P00-PROMPT	Generates collaboration on Tenegen portal - publishes news on related topics (national, sectoral, institutional or project level) minimum once a months	
	Carries on dissemination and enters the results into the online form	R19
	Makes the valorisation plan for the project	R19
	Creates and publishes the flyers in EN/HU (prints)	R19
	Evaluates WP8 - Dissemination	R18
	Publishes information about Tenegen on its website	R19
	Publishes Tenegen Newsletter in 2009 July, 4. issue	R19
P01-CNR	Publishes news on related topics (national, sectoral, institutional or project level) minimum once a months (EN)	R19
	Carries on dissemination and enters the results into the online form	R19
	Publishes printed dissemination materials in Italian	R19
	Plans the valorization and enters records into the online TVP	R19
	Publishes information about Tenegen on its website	R19
	Publishes Tenegen Newsletter in 2009 October, 5. issue	R19
P02-ISERG	Generates collaboration on Tenegen portal - publish news on related topics (national, sectoral, institutional or project level) minimum once a months	R19
	Produces dissemination materials for higher education	R19
	Carries on dissemination and enters the results into the online form TDP	R19
	Plans the valorization and enters records into the online TVP	R19
	Publishes information about Tenegen on its website	R19
	Publishes Tenegen Newsletter in 2009 December, 6. issue	R19
P03-CAPDM	Generates collaboration on Tenegen portal - publish news on related topics (national, sectoral, institutional or project level) minimum once a months	R19
	Carries on dissemination and enters the results into the online form TDP	R19
	Publishes printed national level dissemination materials in UK	R19
	Plans the valorization and enters records into the online TVP	R19
	Evaluates WP8 - Dissemination R18	R18
	Publishes information about Tenegen on its website	R19
P04-DEKRA	Carries on dissemination and enters the results into the online form TDP	R19
	Publishes printed national level dissemination materials in German	R19
	Plans the valorization and enters records into the online TVP	R19
	Publishes Tenegen Newsletter in 2010 February, 7. issue	R19

Partner	Task	Result
	Publishes information about Tenegen on its website	R19
	Carries on dissemination and enters the results into the online form TDP	R19
P05-BUNI	Publishes printed national level dissemination materials in Turkish	R19
	Plans the valorization and enters records into the online TVP	R19
	Publishes Tenegen Newsletter in 2009 May, 3. issue	R19
	Publishes information about Tenegen on its website	R19
	Carries on dissemination and enters the results into the online form TDP	R19
P06-ÖJSZIGK	Generates collaboration on Tenegen portal - publish news on related topics (national, sectoral, institutional or project level) minimum once a months	R19
	Plans the valorization and enters records into the online TVP	R19
	Publishes Tenegen Newsletter in 2010 April, 8. issue	R19
	Publishes information about Tenegen on its website	R19
P07-NIVE	Carries on dissemination and enters the results into the online form TDP	R19
	Plans the valorization and enters records into the online TVP	R19
	Publishes information about Tenegen on its website	R19
	Generates collaboration on Tenegen portal - publish news on related topics (national, sectoral, institutional or project level) minimum once a months	R19
P08-BJMSZ	Carries on dissemination and enters the results into the online form TDP	R19
	Plans the valorization and enters records into the online TVP	R19
	Publishes Tenegen Newsletter in 2010 June 9. issue	R19
	Publishes information about Tenegen on its website	R19
	Generates collaboration on Tenegen portal - publish news on related topics (national, sectoral, institutional or project level) minimum once a months	R19
P09-KGYGIVSZ	Carries on dissemination and enters the results into the online form TDP	R19
	Plans the valorization and enters records into the online TVP	R19
	Publishes information about Tenegen on its website	R19
	Generates collaboration on Tenegen portal - publish news on related topics (national, sectoral, institutional or project level) minimum once a months	R19
P10-SZIGSZ	Carries on dissemination and enters the results into the online form TDP	R19
	Plans the valorization and enters records into the online TVP	R19

Quality Assurance activities

⇒ **P1-CNR** : evaluation of WP8

Quality Control Resources

⇒ Dissemination plan

⇒ Valorization plan

3 Communication

To keep track of all the partners the project will be supported by many modern communication systems: e-mail, electronic messaging, web based collaborative tools, ftp server.

The Consortium decided to carry on all communication concerning the development mostly on the portal. We try to avoid the e-mail between the partners as far as possible in order to share all the crucial information inside the partnership. The implemented CMS (Content Management System) should provide a comfortable technological background for the collaboration.

Every decision impacting the future of the project must be communicated to all the Project responsibles. Permanently updated, the planning is dispatched to all the partners at each change.

4 Reporting

Financial and general reporting, as the whole administrative management, is prepared by the Coordinator. Every partner has to contribute to this reporting, and to the insurance quality policy, which defines its production (see part below). It includes at least a quarter general and financial account of the project, a day-to-day updated monthly workpackages delivery check.

Partners should follow the progress reports published on the portal, and react on the asks concerning their tasks stated in the document.

5 Document management procedures, Tenegen standards

5.1 Document folder on the Tenegen portal

All the documents created by the partners as working materials or final versions of the results should be uploaded into the Documents folder established on the portal. The tree of the folder is illustrated as follows:
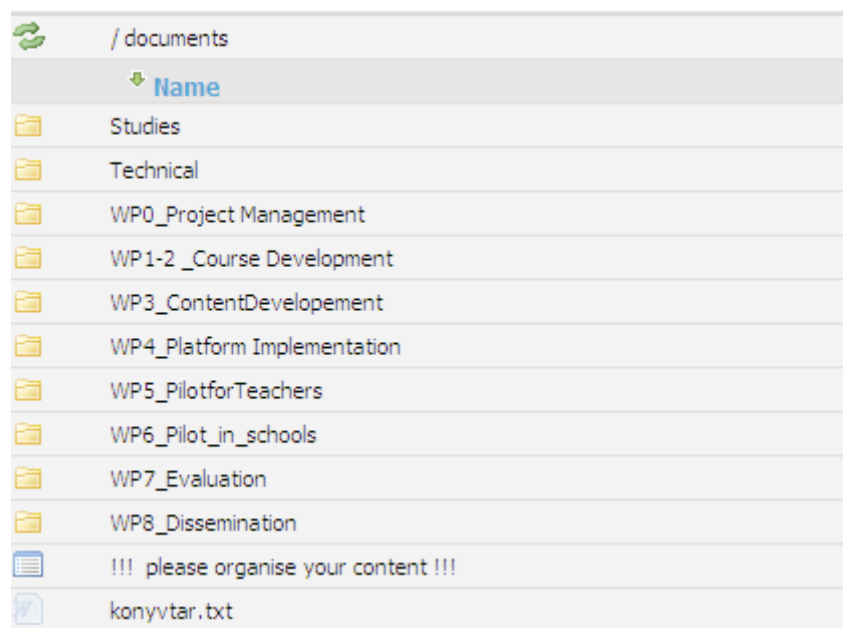
Almost each of WP subfolders (except the first two folders, WP0 and WP8) has the same structure:

results: the documents of the results (products) developed in the WP

This folder contains as many subfolders as many belongs to the WP:

template: Tenegen templates for the partners to use for document

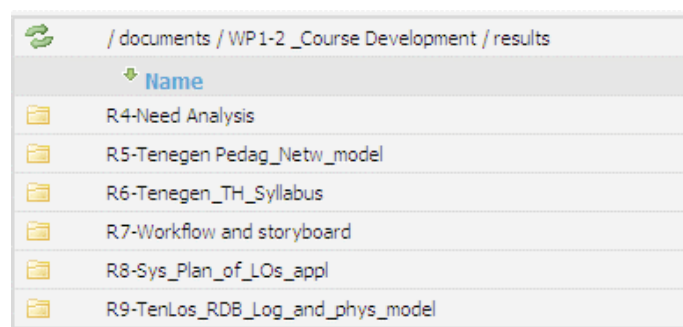**work**: any resources uploaded by the partners for the collaboration – draft versions of the results.

At the beginning of the project period this structure was not worked out. All the documents created and uploaded in that time are reserved in the folder called **Old** in the subfolder Work, under WP1-2_Course_Development
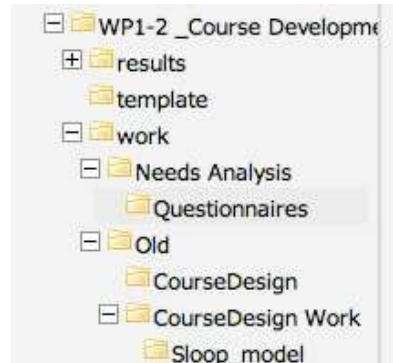
The File Manager modules works under Safari sometimes not quite correctly. Please avoid to use them together if possible!

5.2 Standards

For the Tenegen documents the partners use unified document templates with common word styles. The templates are created parallel with the project progress. Common templates are used for:

⇒ creating reports for sharing among the partners as working materials

⇒ publishing results, longer studies, documentations

⇒ creating Tenegen Newsletters

⇒ creating evaluation reports

The graphical elements (logos, headers) are loaded up into the WP0's Template directory in a zip file named: **TenegenImage.zip**
You find a template for presentation in the same directory – created by **Árpád Bánhidi: presentation_template.ppt**

Some documents have been prepared earlier than the templates were finished. We do not change them.

6 Risk management

We use the table below to plan the risk management.

	Impact					
Probability		very small	small	middle	high	very high
	very high	5	10	15	20	25
	high	4	8	12	16	20
	middle	3	6	9	12	15
	small	2	4	6	8	10
	very small	1	2	3	4	5

RID	Description	Weight	Action	Status	Responsible	Date	Risk Type
R1	The content will be "exaggerated	12	The authors should revise their syllabuses and decrease the content as far as possible	C	P0, P1, P2	05.09	D
R2	Collaboration fails among partners	9	Check the methods and tools of management	C	P0	12.08	M
R3	Difficulties in using ICT in producing e-learning material	15	Revise the tasks of the partners, provide technical support	C	P0-P1	04.09	WP
R4	Survey fails due to uninteresting of teachers	8	Strengthen the organizing, repeat the request, publish the survey on elearningeuropa.eu portal	C	P0, P4, P5, P7	03.09	D
R5	Generating community fails	16	Continuous activity on the portal, involving VET teachers, build contacts on dissemination events	C	P5-P10	01.09	WP

Risk number allocated
Unique identifier for each item in risk log.
Description
Summary of risk
Risk type (delivery, project, stage)
Classification of the risk, risks relate to delivery of achieved aims (D), project risks relate to the management (M) of the project such as timescales and resources, WP risks are risks associated with a specific phase of the project work.
Probability
Provides an assessment on how likely it is that this risk will occur. Classifications are:
VL-very low   <20%

L-Low ,	21%-40%
M-Medium	41-60%,
H-High	61-80%
VH - Very High	>80%

Impact
Provides an assessment of the impact that the occurrence of this risk would have on the project. How many percents of the results will be risked?
VL-very low   <20%
L-Low ,   21%-40%
M-Medium   41-60%,
H-High   61-80%
VH - Very High   >80%

Weight: 1-25 according the figure
Action
Action to be taken to prevent, reduce or transfer the risk. This may include production of contingency plans.
Responsible
Individual responsible for the ensuring this risk is appropriately managed and counter measures are undertaken.
Status
Indicates whether this is a current risk or if risk can no longer arise and impact the project. Classifications are: C-current or E-ended.
Date identified Record of when risk was identified.

7 Annexes

Annex 1.   Terms

Quality management

Quality management includes all the activities that the Consortium use to direct, control, and coordinate quality. These activities include formulating a quality policy and setting quality objectives. They also include quality planning, quality control, quality assurance, and quality improvement.

Quality assurance (QA)

Quality assurance is a set of activities intended to establish confidence that quality requirements will be met. QA is one part of quality management.

Validation

Validation is the first phase of the control whether the product meet the defined requirements or not. Whenever all requirements have been met, a validated status is achieved. **In terms of Tenegen the validation means that all products will be reviewed by internal or external expert.**

Verification

The validated products should be undertaken a verification process too. **The verification will be carried on by involving the target group.**

In Tenegen the developed courses will be **validated** by the internal and external reviewer, who will control that the courses are elaborated correctly to reach the aimed competencies. **The verification process** will be established as pilot course involving teachers and trainers. On the basis of the feedbacks the course can be verified or should be modified against the suggestions.

Valorization

Originally a French term, the concept of valorization is now widely accepted by the European vocational training community. "Valorization" can be described as the process of **disseminating and exploiting** projects outcomes with a view to optimizing their value, enhancing their impact and integrating them into training systems and practices at local/national as well as European level. The valorization activities must be spelled out in a single, coherent valorization plan which must include a balanced description of activities for disseminating and exploiting the project results.

The valorization plan should: identify the needs of interested sectors, domains and end users; define clearly the end users of the project's results; ensure that these end users will be consulted during the life of the project; explain how during and after the end of the project, the results will be disseminated and exploited; how they will reach these objectives both during and after the development of the project, and which outside players and bodies will be involved

Dissemination

Dissemination is A KEY TO VALORISATION. Information on how the project is developing and dissemination of the results to target groups are the essential tools for project valorization. Dissemination involves ongoing production of clear, targeted information on a project's achievements via appropriate means.

Risk Assessment

Risk assessment is a scientifically based process of evaluating hazards and the likelihood of exposure to those hazards, and then estimating the resulting public health impact. It provides a scientific framework for understanding the impact of a wide variety of variables by considering several key questions, such as: What are the factors that result in risk? What is the likelihood of harm? How much harm could occur?

7.1 Annex 2.-Project basics

Acronym: TENEGEN

Title: Connect the teachers to reach and teach the Net Generation
Duration: 1. October 2008 – 30. September 2010
Action type: Transfer of Innovation
Programme: Leonardo da Vinci – LLL Subprogramme
Participating countries: Hungary, Italy, Germany, Turkey
Website: http://tenegen.prompt.hu
Contact: Mária Hartyányi, Prompt-G Educational Centre for Informatics, Hungary
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7.1.1   Partnership

P0-PROMPT   Prompt-G Educational Centre for Informatics, HU (Co-ordinator)
P1-CNR   National Research Council - Institute for Educational Technology, IT
P2-ISERG   Information Society Education and Research Group University of
                West Hungary, HU
P3-CAPDM   CAPDM Ltd,.UK
P4-DEKRA   DEKRA Akademie GmbH, DE
P5-BUNI   Balýkesir University TR
P6-ÖJSZIGK   Öveges József Vocational and Grammar School, HU
P7-NIVE   National Institute of Adult and Vocational Education, HU
P8-BJMSZ   Bottyán János Vocational Secondary School, HU
P9-KGYGIVSZ   Krúdy Gyula Secondary School, HU
P10-SZIGSZ   Széchenyi István Secondary Grammar School, HU

7.1.2   Target groups

⇒   teachers and trainers in vocational education,
⇒   trainers in adult education;
⇒   school-leaders (headmasters) in VET schools and the staff of higher education institutes,
⇒   students of vocational schools ;
⇒   university students;
⇒   policy makers;
⇒   European e-learning providers.

7.1.3   Objectives

⇒   elaborate a pedagogical model of network learning and 'connectivism';
⇒   develop an online repository of Open Source Learning Objects;
⇒   develop a TENEGEN network learning environment based on open source LMS;
⇒   elaborate and implement five training modules in three languages (HU, EN, TR);
⇒   establish pilot training courses for teachers and trainers;
⇒   validate and verify the results in VET schools;
⇒   disseminate the results all over Europe.

7.1.4   Work-packages

WP0   Project management
WP1   TENEGEN System Analysis and Design based on pedagogical and
        sociological outcomes of NETIS
WP2   TENEGEN Systems Analysis and Design based on the concept of
        SLOOP
WP3   Content development, review, translation
WP4   Implementation of TENEGEN networking platform
WP5   E-learning - the school of the future - Pilot course I.
WP6   Pilot course in VET schools
WP7   Evaluation
WP8   Dissemination and valorisation

7.1.5 Planned results

Online further training programme for teachers and trainers in five module in three language (HU, EN, TR), implementing them in Moodle environment, and piloting the course in three countries (HU, EN, TR) and piloting them in the target (importer) countries Hungary and Turkey. The Consortium intended to deliver the new paradigm of network learning to the teachers and trainers in the vocational education, to help them "to reach and teach the Net Generation".

Result ID	Description	WP
R1	Project QM Handbook (EN, HU)	WP0
R2	TenCom VLE - communication, collaborating, network learning platform (EN, HU)	WP0
R3	TenCom VLE user Guide for partners (EN, HU)	WP0
R4	Needs analysis based on feedbacks - study (EN)	WP1
R5	Tenegen's pedagogical and networking model (EN, HU)	WP1
R6	TENEGEN technical handbook - Syllabus-curriculum templates - (EN, HU)	WP1
R7	Workflow and storyboard of TENEGEN's content development – to define the course components and give a technological guide for the implementation the learning objects into Moodle environment. (EN, HU)	WP1
R8	System plan of TenLOs application	WP2
R9	Logical and physical model of TenLOs Relational Database	WP2
R10	Printed text book (EN, HU, TR)	WP3
R11	Digital version of the modules in standard forms, with all the course components defined in R7 (EN, HU, TR).	WP4
R12	Multilingual TENEGEN e-learning environment, completed with the learning material, course components, learning objects.	WP4
R13	Learning objects – 30 objects uploaded into TenLOs	WP4
R14	Proof reading reports (HU, EN, TR)	WP4
R15	Instructors' guide, tutors' guide, learners' guide (EN, HU, TR)	WP5
R16	Course generated content – results of collaboration during the courses	WP5
R17	Moodle platform in European VET schools	WP6
R18	Evaluation reports	WP7
R19	Documents of dissemination and valorization	WP8

7.2 Annex 3   Partners data

Nr	Abr.	Magyar név	Angol név		URL
P0	PROMPT	Prompt-G Számítástechnikai Oktatóközpont	Prompt-G Educational Centre for Informatics	HU	www.prompt.hu
P1	CNR	National Research Council (CNR) - Institute for Educational Technology	Nemzeti Kutatási Tanács, Informatikai Oktatástechnológiai Intézet	IT	http://www.pa.itd.cnr.it
P2	ISNET	Információs Társadalalom Oktató és Kutató Intézet, Nyugat-Magyarországi Egyetem	University of West Hungary (Hungary) - Information Society Education and Research Group	HU	www.nyme.hu
P3	CAPDM	CAPDM Ltd.	CAPDM Ltd.	UK	www.capdm.com
P4	DEKRA	DEKRA Akademie GmbH	DEKRA Akademie GmbH	DE	www.dekra-akademie.de
P5	BKUNI	Balýkesir Egyetem	Balýkesir University TR	TR	www.balikesir.edu.tr
P6	ÖJSZIGK	Öveges József Szakképző Iskola Gimnázium és Kollégium	Öveges József Vocational and Grammar School	HU	www.oveges-szi.hu
P7	NIVE	Nemzeti Szakképzési és Felnőttképzési Intézet	National Institute of Vocational and Adult Education	HU	www://nive.hu/
P8	BJMSZ	Bottyán János Műszaki Szakközépiskola	Bottyán János Vocational Secondary School	HU	www.bottyan-egom.sulinet.hu
P9	ACJÁK	Apáczai Csere János Általános és Középiskola Alapfokú Művészetoktatási Intézmény és Kollégium	Krúdy Gyula Secondary School	HU	http://www.acsjszki.hu
P10	SZIGSZ	Széchenyi István Gimnázium és Szakközépiskola	Széchenyi István Secondary Grammar and Comprehensive School	HU	http://www.szechenyi-pecs.sulinet.hu/

7.3 Annex 4   Project staff

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7.4 Annex 5 Partners' tasks

7.4.1   P00 – PROMPT

Task	WP	Result
WP leader of WP0-Project management	WP0	
Establishes TENEGEN multilingual collaboration portal (TenCom) R2	WP0	R2
Provides progress reports for the partners (8-10 issues)	WP0	
Provides interim and final reports, organizes monitoring visits	WP0	
Organizes workshops for VET schools in Hungary	WP0	
Provides partners with the Tenegen's QMH (R1)	WP0	R1
Provides partners with the Tenegen's portal Guide (R3)	WP0	R3
Establish the programs for the meetings, organizes the meetings in Hungary	WP0	
Manage financial issues with partners and with NDA	WP0	
Edits the documents of the results (R1-R19)	WP0	
Translates the results into Hungarian and vica-versa	WP0	
Evaluates the collaborations of the partners	WP0	R18
Implements survey portal (R4)	WP1	R4
Takes part in the development of the questionnaire (R4)	WP1	R4
Processes the survey results (R4)	WP1	R4
Publish Workflow and storyboard of TENEGEN's content development for partners	WP1	R7
Collaborates in developing the pedagogical model (R5) and syllabuses (R6)	WP1	R5, R6
Authoring syllabuses for TC01, TC03, TC04 HU, translates into EN	WP1	R6
Evaluates WP2 - System Design on SLOOP (R8, R9)	WP2	R8, R9, R18
WP Leader of WP3-Content Development, review, translation	WP3	
Authoring TC01, TC03, TC04 HU with all components, translates into EN	WP3	R10, R11
Translates TC05 EN->HU	WP3	R10, R11
Publishes the Tenegen textbook (HU, EN, TR) (R10)	WP3	R10
Implementation of TENEGEN VLE - communication, collaborating, network learning platform	WP4	R12
Publishes guides for instructors', learners', tutors' (EN, HU, TR) (R15)	WP4	R15
Implements the module's components, learning objects in Moodle TC01, TC03, TC04 (HU, EN) R12	WP4	R12
Creates 30 LOs and uploads them into TenLOs RDB	WP4	R13
Implements the module's components, learning objects in Moodle TC05 (HU) R12	WP4	R12
WP Leader of WP5-Pilot course I.	WP5	
Establishes training for tutors	WP5	
Organizes the recruitment, administrations, sets up learning groups (Group 1)	WP5	
Provides an instructor for TC01, TC03, TC04 for all groups	WP5	
Provides tutors for Group 1. HU	WP5	
Gives technical support to the courses	WP5	
Evaluates the e-learning course of Group 1.	WP5	R16, R18
Evaluates the course generated contents of Group 1.	WP5	R16, R18
WP leader of WP6-Pilot course II.	WP6	
Gives technical support to create the Moodle environment for teachers for pilot II.	WP6	R17
Gives tutor and technical support to the teachers' course for Group 1.	WP6	
Implements online evaluation for meetings	WP7	R18
Evaluates WP7 - Evaluation	WP7	R18

Task	WP	Result
WP leader of WP8-Dissemination	WP8	
Implements the webform for valorization plan TVP	WP8	R19
Implements online webform for dissemination TDP	WP8	R19
Publishes Newsletters 1.,2., 10. issues	WP8	R19
Generates collaboration on Tenegen portal - publishes news on related topics (national, sectoral, institutional or project level) minimum once a months	WP8	
Carries on dissemination and enters the results into the online form	WP8	R19
Makes the valorisation plan for the project	WP8	R19
Creates and publishes the flyers in EN/HU (prints)	WP8	R19

7.4.2   P01 - CNR

Task	WP	Result
Takes part in the online collaboration	WP0	
Organizes the meeting in Italy	WP0	
Provides financial information for the coordinator	WP0	
Evaluates WP0 - Project management	WP0	R18
Evaluates TenCom portal	WP0	R2, R3, R18
Evaluates the meetings	WP0	R18
Collaborate in developing the pedagogical model (R5) and syllabuses (R6)	WP1	R5, R6
Authoring syllabus for TC05 in EN	WP1	R6
Takes part in the development of the questionnaire (R4)	WP1	R4
WP leader of WP2 TENEGEN Systems Analysis and Design based on SLOOP	WP2	R8, R9
Elaborates the TenLOs architecture - user interface and functionality, system plan EN (R8, R9)	WP2	R8, R9
Adaptation of the SLOOP conception in Tenegen (Study and recommendations, EN)	WP2	R8, R9
Authoring TC05 with all components based on R7 EN	WP3	R10, R11
Implements TenLOs RDB	WP4	R12
Implements the module's components, learning objects in Moodle TC05 (EN) R12	WP4	R12
Evaluates the implemented LOs - R13	WP4	R13, R18
Collaborates in working out the guides for instructors', learners', tutors' (EN) (R15)	WP4	R15
Provides an instructor for TC05 for all groups	WP5	
Provides tutor for Group 4. (EN)	WP5	
Organizes the recruitment in Italy	WP5	
Generates collaboration in TenLOs with participants (teachers, students)	WP5	
Evaluates the course generated contents in TenLOs.	WP5	R16, R18
Generate collaboration in TenLOs with participants	WP6	
Evaluates the course generated contents in TenLOs.	WP6	R18
Evaluates WP8 - Dissemination	WP8	R18
Publishes information about Tenegen on its website	WP8	R19
Publishes Tenegen Newsletter in 2009 July, 4. issue	WP8	R19
Publishes news on related topics (national, sectoral, institutional or project level) minimum once a months (EN)	WP8	R19
Carries on dissemination and enters the results into the online form	WP8	R19
Publishes printed dissemination materials in Italian	WP8	R19
Plans the valorization and enters records into the online TVP	WP8	R19

7.4.3   P02 – ISERG

Task	WP	Result
Takes part in the online collaboration	WP0	
Provides financial information for the coordinator	WP0	
Evaluates WP0 - Project management	WP0	R18
Evaluates TenCom portal	WP0	R2, R3, R18
Evaluates the meetings	WP0	R18
Takes part in the development of the questionnaire	WP1	
Takes part in processing the result of the survey (R4)	WP1	R5, R6
WP Leader of WP1 Systems Analysis and Design based on concepts of NETIS	WP1	R5, R6
Collaborates in developing the pedagogical model (R5) and syllabuses (R6)	WP1	R4
Authoring syllabus for TC02 in HU and translates into EN	WP1	R6
Authoring TC02 with all components based on R7 in HU, translates into EN	WP3	R10, R11
Proofreading the textbook (TC01-TC05), EN, HU	WP3	R10, R14
Construct and implementation of module components in Tenegen	WP3	R11
Implements the module's components, learning objects in Moodle TC02 (HU, EN) R12	WP4	R12
Establishes training for tutors in Hungary	WP5	
Carries on the recruitment in higher education (5-10 participants) for Group 1.	WP5	
Provides instructor for TC02 for all groups	WP5	
Provides one tutor for TC02 for Group 1.	WP5	
Publishes information about Tenegen on its website	WP8	R19
Publishes Tenegen Newsletter in 2009 October, 5. issue	WP8	R19
Generates collaboration on Tenegen portal - publish news on related topics (national, sectoral, institutional or project level) minimum once a months	WP8	R19
Produces dissemination materials for higher education	WP8	R19
Carries on dissemination and enters the results into the online form TDP	WP8	R19
Plans the valorization and enters records into the online TVP	WP8	R19

7.4.4   P03 – CAPDM

Task	WP	Result
Takes part in the online collaboration	WP0	
Provides financial information for the coordinator	WP0	
Evaluates WP0 - Project management	WP0	R18
Evaluates TenCom portal	WP0	R2, R3, R18
Evaluates the meetings	WP0	R18
Collaborate in developing the pedagogical model (R5)	WP1	
Evaluates WP1 - System Design on NETIS	WP1	R4, R5, R6, R7, R18
Gives professional support to the developers on e-learning standards	WP1	
Designs Tenegen standards for course components (syllabus, curriculum)	WP1	R5, R6
Takes part in the development of the questionnaire	WP1	R4
Takes part in the system design on SLOOP	WP2	R8, R9
Produces the digital version of Tenegen standards	WP3	R8, R9
Evaluates WP4 - Implementation of TENEGEN VLE	WP4	R18
Evaluates WP5 - Pilot course I.	WP5	R18
Publishes information about Tenegen on its website	WP8	R19
Publishes Tenegen Newsletter in 2009 December, 6. issue	WP8	R19
Generates collaboration on Tenegen portal - publish news on related topics (national, sectoral, institutional or project level) minimum once a months	WP8	R19
Carries on dissemination and enters the results into the online form TDP	WP8	R19
Publishes printed national level dissemination materials in UK	WP8	R19
Plans the valorization and enters records into the online TVP	WP8	R19

7.4.5   P04 – DEKRA

Task	WP	Result
Takes part in the online collaboration	WP0	
Provides financial information for the coordinator	WP0	
Evaluates WP0 - Project management	WP0	R18
Evaluates TenCom portal	WP0	R2, R3, R18
Evaluates the meetings	WP0	R18
Evaluates Tenegen Quality Management Handbook	WP0	R1, R18
Organize the establishment of the survey in Germany in English	WP1	R4
Takes part in processing the result of the survey (R4)	WP1	R4
Evaluates of Tenegen course content (EN) concerning the requirement of the target group	WP3	R10, R11, R18
Tests the prototypes of the modules in EN - R12	WP4	R12
Carries on the recruitment in Germany for Group 4.	WP5	
Provides tutors for the Group 4.	WP5	
Establishes training for tutors	WP5	
Evaluates the e-learning course of Group 4.	WP5	R16, R18
Evaluates the course generated contents of Group 4.	WP5	R16, R18
Gives tutor and technical support to the teachers' course for Group 4.	WP6	R17
Evaluates WP6 - Pilot II.	WP6	R18
WP Leader of WP7 Evaluation	WP7	R18
Evaluates WP8 - Dissemination R18	WP8	R18
Publishes information about Tenegen on its website	WP8	R19
Carries on dissemination and enters the results into the online form TDP	WP8	R19
Publishes printed national level dissemination materials in German	WP8	R19
Plans the valorization and enters records into the online TVP	WP8	R19
Publishes Tenegen Newsletter in 2010 February, 7. issue	WP8	R19

7.4.6 P05 – BUNI

Task	WP	Result
Takes part in the online collaboration	WP0	
Provides financial information for the coordinator	WP0	
Evaluates WP0 - Project management	WP0	R18
Evaluates TenCom portal	WP0	R2, R3, R18
Evaluates the meetings	WP0	R18, R18
Organizes the meeting in Turkey	WP0	
Takes part in the development of the questionnaire	WP1	R4
Translates the questionnaire into Turkish	WP1	R4
Organize the establishment of the survey in Turkey	WP1	R4
Takes part in processing the result of the survey (R4)	WP1	R4
Translates TC01-TC05 into Turkish	WP3	R10, R11
Proofreading in Turkish: TC01-TC05	WP3	R14
Implements the module's components, learning objects in Moodle TC01-TC05 (TR) with the technological support of PROMPT	WP4	R12
Translates the learners' guide into Turkish	WP4	R15
Carries on the recruitment in Turkey	WP5	R11, R12
Translates instructors', learners' tutors' guide	WP5	
Provides tutors for Group 5.	WP5	
Evaluates the e-learning course of Group 5.	WP5	R16, R18
Evaluates the course generated contents of Group 5.	WP5	R16, R18
Establishes training for tutors	WP5	
Gives tutor and technical support to the teachers' course for Group 5.	WP6	R17
Evaluates WP6 - Pilot II. in Schools	WP6	R18
Publishes information about Tenegen on its website	WP8	R19
Carries on dissemination and enters the results into the online form TDP	WP8	R19
Publishes printed national level dissemination materials in Turkish	WP8	R19
Plans the valorization and enters records into the online TVP	WP8	R19
Publishes Tenegen Newsletter in 2009 May, 3. issue	WP8	R19

7.4.7   P06 – ÖJSZIG

Task	WP	Result
Takes part in the online collaboration	WP0	
Provides financial information for the coordinator	WP0	
Evaluates WP0 - Project management	WP0	R18
Evaluates TenCom portal	WP0	R2, R18
Evaluates the meetings	WP0	R18
Evaluates the results R5, R6, R7	WP1	R5, R6, R7, R18
Takes part in the development of the questionnaire	WP1	R4
Takes part in testing the questionnaire form	WP1	R4
Tests the prototypes of the modules HU - R12	WP4	R12
Carries out the recruitment in ÖJSZIGK	WP5	
Provides tutors for the Group 6.	WP5	
Evaluates the e-learning course of Group 6.	WP5	R16, R18
Evaluates the course generated contents of Group 6.	WP5	R16, R18
Gives tutor and technical support to the teachers' course for Group 6.	WP6	R17
Evaluates WP6 - Pilot II. in Schools	WP6	R18
Evaluates WP6 at institutional level	WP6	R18
Publishes information about Tenegen on its website	WP8	R19
Carries on dissemination and enters the results into the online form TDP	WP8	R19
Generates collaboration on Tenegen portal - publish news on related topics (national, sectoral, institutional or project level) minimum once a months	WP8	R19
Plans the valorization and enters records into the online TVP	WP8	R19
Publishes Tenegen Newsletter in 2010 April, 8. issue	WP8	R19

7.4.8 P07 – NIVE

Task	WP	Result
Takes part in the online collaboration	WP0	
Provides financial information for the coordinator	WP0	
Evaluates WP0 - Project management	WP0	R18
Evaluates TenCom portal	WP0	R2, R18
Evaluates the meetings	WP0	R18
Organize the establishment of the survey in the Hungarian VET system	WP1	R4
Tests the prototypes of the modules HU - R12	WP4	R12
Carries on the recruitment in its schools	WP5	
Provides tutors for Group 7.	WP5	
Evaluates the e-learning course of Group 7.	WP5	R16, R18
Evaluates the course generated contents of Group 7.	WP5	R16, R18
Gives tutor and technical support to the teachers' course for Group 7.	WP6	R17
Evaluates WP6 - Pilot II. in Schools	WP6	R18
Evaluates WP6 at national level	WP6	R18
Publishes information about Tenegen on its website	WP8	R19
Carries on dissemination and enters the results into the online form TDP	WP8	R19
Plans the valorization and enters records into the online TVP	WP8	R19

7.4.9   P08 – BJMSZ

Task	WP	Result
Takes part in the online collaboration	WP0	
Provides financial information for the coordinator	WP0	
Evaluates WP0 - Project management	WP0	R18
Evaluates TenCom portal	WP0	R2, R3, R18
Evaluates the meetings	WP0	R18
Takes part in the development of the questionnaire	WP1	R4
Takes part in testing the implementation questionnaire	WP1	R4
Takes part in processing the result of the survey (R4)	WP1	R4
Tests the prototypes of the modules HU - R12	WP4	R12
Carried on the recruitment in its school (5-10 participants)	WP5	
Provides tutors for Group 8.	WP5	
Evaluates the course generated contents of Group 8.	WP5	R16, R18
Evaluates the e-learning course of Group 8.	WP5	R16, R18
Gives tutor and technical support to the teachers' course for Group 8.	WP6	R17
Evaluates WP6 - Pilot II. in Schools	WP6	R18
Evaluates WP6 at institutional level	WP6	R18
Publishes information about Tenegen on its website	WP8	R19
Generates collaboration on Tenegen portal - publish news on related topics (national, sectoral, institutional or project level) minimum once a months	WP8	R19
Carries on dissemination and enters the results into the online form TDP	WP8	R19
Plans the valorization and enters records into the online TVP	WP8	R19
Publishes Tenegen Newsletter in 2010 June 9. issue	WP8	R19

7.4.10   P09 – KGYGIVSZ

Task	WP	Result
Takes part in the online collaboration	WP0	
Provides financial information for the coordinator	WP0	
Evaluates WP0 - Project management	WP0	R18
Evaluates TenCom portal	WP0	R2, R3, R18
Evaluates the meetings	WP0	R18
Takes part in testing the implementation questionnaire	WP1	R4
Evaluates R4	WP1	R4, R18
Tests the prototypes of the modules HU - R12	WP4	R12
Carried on the recruitment in its school (5-10 participants)	WP5	
Provides tutors for Group 9.	WP5	
Evaluates the course generated contents of Group 9.	WP5	R16, R18
Evaluates the e-learning course of Group 9.	WP5	R16, R18
Gives tutor and technical support to the teachers' course for Group 9.	WP6	R17
Evaluates WP6 - Pilot II. in Schools	WP6	R18
Evaluates WP6 at institutional level	WP6	R18
Publishes information about Tenegen on its website	WP8	R19
Generates collaboration on Tenegen portal - publish news on related topics (national, sectoral, institutional or project level) minimum once a months	WP8	R19
Carries on dissemination and enters the results into the online form TDP	WP8	R19
Plans the valorization and enters records into the online TVP	WP8	R19

7.4.11   P10 – SZIGSZ

Task	WP	Result
Takes part in the online collaboration	WP0	
Provides financial information for the coordinator	WP0	
Evaluates WP0 - Project management	WP0	R18
Evaluates TenCom portal	WP0	R2, R3, R18
Evaluates the meetings	WP0	R18
Takes part in testing the implementation questionnaire	WP1	R4
Evaluates R4	WP1	R4, R18
Takes part in testing the questionnaire	WP1	R4
Tests the prototypes of the modules HU - R12	WP4	R12
Carried on the recruitment in its school (5-10 participants)	WP5	
Provides tutors for Group 10.	WP5	
Evaluates the course generated contents of Group 10.	WP5	R16, R18
Evaluates the e-learning course of Group 10.	WP5	R16, R18
Gives tutor and technical support to the teachers' course for Group 10.	WP6	R17
Evaluates WP6 - Pilot II. in Schools	WP6	R18
Evaluates WP6 at institutional level	WP6	R18
Publishes information about Tenegen on its website	WP8	R19
Generates collaboration on Tenegen portal - publish news on related topics (national, sectoral, institutional or project level) minimum once a months	WP8	R19
Carries on dissemination and enters the results into the online form TDP	WP8	R19
Plans the valorization and enters records into the online TVP	WP8	R19

8 Modifications

8.1 Modified: 2.3 WP8 - Dissemination and valorization

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Date: 13 of August 2009

Why?

As BUNI failed to publish the 3. issue in May (we may explain it in the interim report, that before knowing the decisions of the Palermo meeting we did not want to publish the Tenegen news...), CNR published the 3rd issue in July.

The original plan was:

P00-PROMPT   Publishes Newsletters 1.,2., 10. issues
P05-BUNI   Publishes Tenegen Newsletter in 2009 May, 3. issue
P01-CNR   Publishes Tenegen Newsletter in 2009 July, 4. issue
P02-ISERG   Publishes Tenegen Newsletter in 2009 October, 5. issue
P03-CAPDM   Publishes Tenegen Newsletter in 2009 December, 6. issue
P04-DEKRA   Publishes Tenegen Newsletter in 2010 February, 7. issue
P06-ÖJSZIGK   Publishes Tenegen Newsletter in 2010 April, 8. issue
P08-BJMSZ   Publishes Tenegen Newsletter in 2010 June 9. issue

Nr	Partner	Date	Task
1	P0-PROMPT	January 2009	Publishes Tenegen Newsletter in 2009 January 1. issue
2	P0-PROMPT	March 2009	Publishes Tenegen Newsletter in 2009 March, 2. issue
3	P01-CNR	July 2009	Publishes Tenegen Newsletter in 2009 July, 3. issue
4	P02-ISERG	September 2009	Publishes Tenegen Newsletter in 2009 September, 4. issue
5	P03-CAPDM	November 2010	Publishes Tenegen Newsletter in 2009 November, 5. issue
6	P04-DEKRA	January 10	Publishes Tenegen Newsletter in 2010 January, 6. issue
7	P05-BUNI	March 10	Publishes Tenegen Newsletter in 2010 March 7. issue
8	P06-ÖJSZIGK	May 10	Publishes Tenegen Newsletter in 2010 May, 8. issue
9	P08-BJMSZ	July 2010	Publishes Tenegen Newsletter in 2010 July 9. issue
10	P0-PROMPT	September 2010	Publishes Tenegen Newsletter in 2010 September ,10. issues