



PROJECT DOCUMENTS FLOW
Project working papers – 8rd Draft – 27 April 2022

No	Title	Responsible	Development of draft	Draft due date	Reviewing period	Versions (if is the case)	Proposed date of final version	Final version
A General documents								
1	Kick-off Meeting Agenda - Draft	USAMV	November	20 November 2019	20 - 25 November 2019	-	25 November 2019	Kick-off Meeting Agenda – 25 November 2019
2	Kick-off Meeting Minute - Draft	USAMV	26 November - 2 December 2019	2 December 2019	2-6 December 2019	-	6 December 2019	Kick-off Meeting Minute – 6 December 2019
2.1	Folder Transnational Meeting Bucharest - Declarations – ALS, UAL, HUB - USAMV - Certificate – ALS, UAL, HUB - USAMV - Participants list - Materials - USAMV	USAMV	26 November	26 November			26 November	26 November
3	Internal Management Structure - Draft	USAMV	25 November 2019	25 November 2019 <i>Presented during 1st project management meeting</i>	25 November - 6 December 2019	-	6 December 2019	Internal Management Structure – 6 December 2019





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4	Spain Meeting Agenda - Draft	UAL	26 November - 20 December 2019	20 December 2019	20 December 2019 - 11 January 2020	-	11 January 2020	Spain Meeting Agenda – 11 January 2020
5	Spain Meeting minute – Draft	UAL	20 January - 28 January 2020	28 January 2020	28-30 January 2020	-	30 January 2020	Spain Meeting Minute – 30 January 2020
5.1	Folder Transnational Meeting Almeria - Declarations – ALS, UAL, HUB - USAMV - Certificates – ALS, UAL, HUB - USAMV - List of participants	UAL	16 January	16 January			16 January	16 January
6	Header and logo - drafts	USAMV	20 January 2020 – 1 March 2020	1 March 2020	1 March 2020 - 1 April 2020	-	2 April 2020	Blank documents with project header and logos – 2 April 2020 <i>Approval 03 April meeting</i>
7	Implementation Plan – draft	USAMV	26 November 2019 – 12 January 2020	12 January 2020 <i>Format proposal presented during 2st project management meeting</i>	<i>Proposals for draft</i> 12 January 2020 – 10 April 2020 <i>Reviewing</i> 10 April 2020 – 28 April 2020	Implementation Plan – Format proposal - 12 January 2020 Implementation Plan– Draft - 10 April 2020	29 April 2020	<i>Discussions 03 April meeting -Draft</i> Implementation Plan – 29 April 2020 <i>Approval 29 April meeting</i>



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8	Communication Plan - draft	USAMV	26 November 2019 – 12 January 2020	12 January 2020 <i>Format proposal presented during 2st project management meeting</i>	<i>Proposals for draft</i> 12 January 2020 – 10 April 2020 <i>Reviewing</i> 10 April 2020 – 28 April 2020	Communication Plan – Format proposal - 12 January 2020 Communication Plan – Draft - 10 April 2020	29 April 2020	<i>Discussions 03 April meeting -Draft</i> Communication Plan – 29 April 2020 <i>Approval 29 April meeting</i>
9	Dissemination Plan - draft	USAMV	26 November 2019 – 12 January 2020	12 January 2020 <i>Format proposal presented during 2st project management meeting</i>	<i>Proposals for draft</i> 12 January 2020 – 10 April 2020 <i>Reviewing</i> 10 April 2020 – 28 April 2020	Dissemination Plan – Format proposal - 12 January 2020 Dissemination Plan – Draft - 10 April 2020	29 April 2020	<i>Discussions 03 April meeting -Draft</i> Dissemination Plan – 29 April 2020 <i>Approval 29 April meeting</i>
10	Risk assessment Plan - draft	USAMV	26 November 2019 – 12 January 2020	12 January 2020 <i>Format proposal presented during 2st project management meeting</i>	<i>Proposals for draft</i> 12 January 2020 – 10 April 2020 <i>Reviewing</i> 10 April 2020 – 28 April 2020	Risk assessment Plan – Format proposal - 12 January 2020 Risk assessment Plan – Draft - 10 April 2020	29 April 2020	<i>Discussions 03 April meeting -Draft</i> Risk assessment Plan – 29 April 2020 <i>Approval 29 April meeting</i>
11	Evaluation Plan – draft 11.1 Interim evaluation activities form – draft 11.2 Evaluation form for learning and	USAMV	26 November 2019 – 12 January 2020	12 January 2020 <i>Format proposal presented during 2st project management meeting</i>	<i>Proposals for draft</i> 12 January 2020 – 10 April 2020 <i>Reviewing</i> 10 April 2020 – 28 April 2020	Evaluation Plan – Format proposal - 12 January 2020 Evaluation Plan – Draft - 10 April 2020	29 April 2020	<i>Discussions 03 April meeting -Draft</i> Evaluation Plan – 29 April 2020 <i>Approval 29 April meeting</i>



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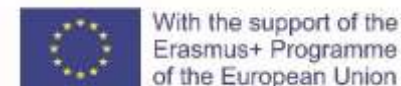


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	multiplication events and IO – draft							
12	Sustainability Plan - draft	USAMV	26 November 2019 – 12 January 2020	12 January 2020 <i>Format proposal presented during 2st project management meeting</i>	<i>Proposals for draft</i> 12 January 2020 – 10 April 2020 <i>Reviewing</i> 10 April 2020 – 28 April 2020	Sustainability Plan – Format proposal - 12 January 2020 Sustainability Plan – Draft - 10 April 2020	29 April 2020	<i>Discussions 03 April meeting -Draft</i> Sustainability Plan – 29 April 2020 <i>Approval 29 April meeting</i>
13	Agenda and Minutes of the online Meetings	USAMV	November 2019	November 2019		Until the end of the project		April 2022
Training and ISP								
14	Evaluation google form	USAMV/ALS/UAL	January 2020	January 2020	January 2020	Version for Spain	January 2020	April 2020
14.1	Evaluation form responses (Excel)	USAMV/UAL	January 2020	January 2020	January 2020		June 2020	May-June 2020
14.2	Training session Almeria – presentation (for site)	USAMV/UAL	January 2020	January 2020	January 2020		September 2020	September 2020
14.3	Almeria evaluation report	USAMV/UAL	June 2020	September 2020	September 2020		September 2020	September 2020
14.4	Agenda Almeria	USAMV/UAL	January 2020	January 2020	January 2020		January 2020	January 2020
15	Evaluation google form	USAMV/Germany	March 2021	April 2021	April 2021	Version for Germany	April 2021	April 2021
15.1	Evaluation form responses (Excel)	USAMV/Germany	March 2021	April 2021	April 2021		April 2021	April 2021
15.2	Training session Germany – presentation (for site)	Humboldt	January 2021	March 2021	March 2021		April 2021	April 2021



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15.3	Germany evaluation report	USAMV/Humboldt	April 2021	September 2021	September 2021		September 2021	September 2021
15.4	Final program training April 2021	Humboldt	January 2021	March 2021	March 2021		April 2021	April 2021
16	Evaluation google form	USAMV	November 2021	November 2021	November 2021	Version for Romania	November 2021	November 2021
16.a	Evaluation Form - Acquired Knowledge on Coop	USAMV	November 2021	November 2021	November 2021	Version for Romania	November 2021	November 2021
16.1	Evaluation form responses (Excel)	USAMV	November 2021	November 2021	November 2021		December 2021	December 2021
16.1a	Evaluation Form - Acquired Knowledge on Coop - Responses	USAMV	November 2021	November 2021	November 2021		December 2021	December 2021
16.2	ISP presentation (for site)	USAMV	November 2021	November 2021	November 2021	Version for Romania	November 2021	November 2021
16.3	Romania evaluation report	USAMV	December 2021	December 2021	December 2021		December 2021	December 2021
16.4	Agenda ISP	USAMV	September 2021	October 2021	October 2021		November 2021	November 2021
16.5	List of participants	USAMV	November 2021					November 2021
Multiplier Events								
17	Report ME 1 – Romania (E2 – workshop 1)	ALS	June 2021	June 2021	June 2021		December 2021	January 2022



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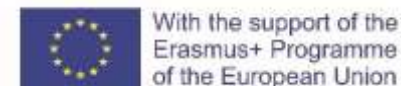


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18	Report ME 1 – Romania (E1 – workshop 1)	USAMV	September 2021	September 2021	September 2021		September 2021	December 2021
19	Folder feedback – ME	USAMV						April 2022
20	Folder feedback Training	USAMV						April 2022
21	Report ME 2 – Romania (E2 – workshop 2)	ALS	December 2022	January 2022	January 2022		January 2022	January 2022
22	Report ME 4 – Spain (E3 – workshop)	UAL	October 2021	January 2022	January 2022		January 2022	January 2022
23	Report ME 3 – Romania online (E4 –workshop from Germany)	ALS					January 2022	April 2022
24	Report ME 2 – Romania	USAMV					January 2022	April 2022
Dissemination activities								
25	Report Romania online	USAMV	June 2021	June 2021	June 2021		June 2021	December 2021
26	Report Germany workshop online	USAMV/Humboldt	June 2021	June 2021	June 2021		June 2021	December 2021
Others								
27	Implementation Plan – final	USAMV	December 2021	January 2022	February 2022		March 2022	March 2022
28	Communication Plan - final	USAMV	December 2021	January 2022	February 2022		March 2022	March 2022
29	Dissemination Plan - final	USAMV	December 2021	January 2022	February 2022		March 2022	March 2022



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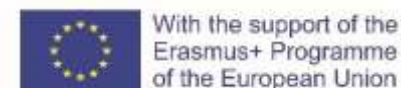


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30	Risk assessment Plan - final	USAMV	December 2021	January 2022	February 2022		March 2022	March 2022
31	Evaluation Plan	USAMV/ALS	December 2021	January 2022	February 2022		March 2022	March 2022
31.1	Interim evaluation activities	ALL Partners	December 2021	January 2022	February 2022		March 2022	March 2022
31.2	Evaluation Training Almeria FORM	UAL	April 2020	April 2020	April 2020		April 2020	April 2020
31.3	Evaluation Training Berlin FORM	Humboldt	April 2021	April 2021	April 2021		April 2021	April 2021
31.4	Evaluation ISP Bucharest FORM	USAMV	October 2021	October 2021	October 2021		October 2021	October 2021
31.5	Feedback Teaching Materials after ISP FORM	USAMV	October 2021	October 2021	October 2021		October 2021	October 2021
31.6	Multiplier Event - Evaluation FORM (model for all)	USAMV/ALS	April 2020	April 2020	April 2020		April 2020	April 2020
31.7	Evaluation-Multiplication Event 17.12.2021	ALS	December 2021	December 2021	December 2021		December 2021	December 2021
32	Sustainability Plan – final	USAMV	December 2021	January 2022	February 2022		March 2022	March 2022
33	Interim Report		December 2020	February 2021	February 2021		February 2021	March 2021
34	All the Project presentations	USMAV	January 2020				April 2022	April 2022
35	Document with the GDPR declarations	USAMV	January 2020				April 2022	April 2022
36	Report on the integration of the curricula in the O4 (Course description)							April 2022



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37	3 rd Transnational Project Meeting Germany (online)							April 2022
38	Google analytics & other statistics							April 2022
B	Intellectual output							
1.	O 1							
1.1	CooPerformance Template Case Studies	UAL	January 2020	March 2020	March 2020		March 2020	23.03.2020
1.2	CooPerformance Template Case Studies - v. 2 - covid19	UAL	April 2020	June 2020	July 2020		July 2020	16.07.2020
1.3	Spain Case Studies	UAL	During 2020	28.02.2021	01.01.2021-31.03.2021	Draft version to published and to be reviewed in multiplier events and ISP	31.01.2022	31.01.2022 (to be approved in meeting)
1.4	Germany Case Studies	Humboldt	During 2020	28.02.2021	01.01.2021-31.03.2021	Draft version to published and to be reviewed in multiplier events and ISP	31.01.2022	31.01.2022 (to be approved in meeting)
1.5	Romania Case Studies	ALS	During 2020	28.02.2021	01.01.2021-31.03.2021	Draft version to published and to be reviewed in multiplier events and ISP	31.01.2022	31.01.2022 (to be approved in meeting)
1.6	Case Studies pdf (final per each)							March 2022
2.	O 2							
2.1	Link Youtube (films)							February 2022
	Spain movie	USAMV	February 2020	June 2020				June 2020
	Spain photo editing	USAMV	November 2020	December 2020				December 2020
	Germany movie	Germany	April 2021	May 2021				May 2021



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	Romania movie	USAMV	June 2021	September 2021				September 2021
3.	O3							
3.1	Spain Country Report	UAL	During 2020	January 2021 To Germany	February 2021 01.03.2021-31.03.2021 translation By USAMV	Draft version reviewed by Germany Draft version to published and to be reviewed in multiplier events and ISP	28.02.2021 31.01.2022	28.02.2021 The version for translation and publishing 31.01.2022 (to be approved in meeting)
3.2	Romania Country Report	ALS & USAMV	During 2020	January 2021 To Germany	February 2021 01.03.2021-31.03.2021 translation By USAMV	Draft version reviewed by Germany Draft version to published and to be reviewed in multiplier events and ISP	28.02.2021 31.01.2022	28.02.2021 The version for translation and publishing 31.01.2022 (to be approved in meeting)
3.3	Germany Country Report	Humboldt	During 2020	January 2021	February 2021 01.03.2021-31.03.2021 translation By USAMV	Draft version reviewed by Germany Draft version to published and to be reviewed in multiplier events and ISP	28.02.2021 31.01.2022	28.02.2021 The version for translation and publishing 31.01.2022 (to be approved in meeting)
3.4	Draft policy guidelines	Humboldt	January-March 2021	March 2021	April-May 2021 By USAMV Reviewing for publishing and translation	Policy guidelines to be reviewed in multiplier events and ISP	31.01.2022	31.01.2022 (to be approved in meeting)



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3.5	PDF (separate files for the project webpage)							January 2022
4.	O4							
4.1	Draft Summary O4	USAMV	During 2020	December 2020	December 2020 - March 2021	Draft Summary O4 based on selected bibliography and partner proposals; splitting parts between partners	February 2021	31 December 2021 After multiplier and ISP revision
4.2	O4 Part I	USAMV	March 2021	April 2021	June 2021		July 2021	July 2021
4.3	O4 Part II	USAMV	March 2021	April 2021	June 2021		July 2021	July 2021
4.4	O4 Part III	USAMV	March 2021	April 2021	June 2021		July 2021	July 2021
4.5	O4 – final English	USAMV	September 2021	January 2022	Until January 2022		January 2022	January 2022
4.6	O4 – final Romanian	USAMV	September 2021	January 2022	Until January 2022		January 2022	January 2022
5.	Materials for the Publishing House							February-march 2022



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