Project Management Meeting

Friday, 16th 2026
Universitat Politècnica de València

AGENDA

- Revision of WP and activities one by one
- Financial tips
- Next events
- Questions & answers

Work Packages overview

Work Packages

Identification of needs (CCST)
- Survey and report for identification of needs in internet access and IT
- Training in IT for local technicians

E-learning structures (UPV)
- Strategy for optimization of internet access
- Acquisition and installation of hardware for connectivity and e-learning

E-learning platform (UNIC)
- Installing and running of e-learning platform
- Creation of virtual e-learning centers and tools

Training in e-materials (UPV/UNIC)
- Training in Moodle and preparation of e-materials
- Training in new teaching methods

Developing e-modules (UNIC/UPV)
- Structuring e-modules and preparation of educational materials
- Piloting the modules

Management & Quality (UPV)
- Project management and meetings
- Creation of Quality Assessment and Risk plan
- External evaluation

Legal platform (SS) (MHEST)
- Workshop: practices for creation of legal platform for online programs
- Creation of legal document for regulation of online programs in SS

Dissemination & exploitation (TUC)
- Websites, social networks and promotion activities
- Final dissemination conference

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WP2

E-learning structures

(UPV)

- **Strategy for optimization of internet access**
- **Acquisition and installation of hardware for connectivity and e-learning**

D2.1- Brief report of strategy for internet access

D2.2- Equipment

- ✓ Equipment acquisition and installation
- ✓ Provide documentation to coordinator

ACTIVITY	YEAR 1				YEAR 2				YEAR 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
WP2. Development of e-learning structures (UPV)												
2.1. Establishing a strategy for internet access for lecturers and students												
2.2. Deployment of harwdare to host e-learning platforms at universities												

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Supporting documents

✓ **Invoice**(s) and **bank statement**(s) for all purchased equipment

✓ **Documents of the tendering** procedure and the competitive offers from suppliers

- Invitation to tender
- Tender specifications
- Tender evaluation report
- Commercial offers

✓ **Proof** that the equipment is **recorded in the inventory** of the institution

✓ All equipment purchased with the Erasmus+ CBHE funds must bear an **Erasmus+ sticker** (photos)

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WP3

E-learning platform (UNIC)	• Installing and running of e-learning platform • Creation of virtual e-learning centers and tools

- Installing and running *Moodle*

D3.1- Opening virtual e-learning centers

Virtual e-learning centres and e-learning tools/LMS managing centres will be set up to take over the administration of programs and courses. This will include managing access, creating course structures and helping faculty with developing learning content and courses. European and African staff will work very closely to build or update the virtual e-learning centres.

ACTIVITY	YEAR 1				YEAR 2				YEAR 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
WP3. Tunning of a common e-learning platform (UNIC)			■	■	■	■						
3.1. Installing and running the e-learning platform			■	■								
3.2. Creation of virtual e-learning centers and e-learning tools (LMS)					■	■						

WP4

Training in e-materials
(UPV/UNIC)

- Training in Moodle and preparation of e-materials
- Training in new teaching methods

D4.1- Trainings in Moodle and in preparation of e-materials

Nairobi, Valencia, Nicosia, online

D4.2- Training in new e-learning methods and quality assessment

Valencia, Nicosia, Eldoret, online

ACTIVITY	YEAR 1				YEAR 2				YEAR 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.1. Training in e-learning platform and materials		■	■	■								
4.2. New teaching methods and quality control and assessment for e-learning					■	■						

Supporting documents

✓ Travel **tickets, boarding passes** with points of departure and destination, dates and name of the person travelling, invoices, receipts,

✓ **Proof of attendance** in meetings and/or events, agendas, tangible outputs/products, minutes of meetings).

✓ It will **not** be necessary to prove the **actual cost** of the travel.

WP5

Developing e-modules (UNIC/UPV)	• **Structuring e-modules and preparation of educational materials** • **Piloting the modules**

D5.1- Producing online educational materials

D5.2- Creating online courses in Moodle (syllabi)

1) <u>Structuring the e-learning modules</u>: Each university will design at least 2 online courses with at least 3 ECTS each course, and structure the syllabus adapted to the MOODLE platform.

2) <u>Production of educational materials</u>: The topics of the modules will be defined following the needs of the partners, trying that they could be delivered in all partner universities.

3) <u>Piloting the modules</u>: Their structure, the educational materials and the development of the courses itself will be evaluated by UPV, UNIC and all partners, providing feedback in order to improve them for future editions.

ACTIVITY	YEAR 1				YEAR 2				YEAR 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
WP5. Creating e-learning educational modules and piloting (UNIC, UPV)						■	■	■	■	■	■	■
5.1. Structuring the modules						■						
5.2. Configuration and production of educational materials						■	■	■	■			
5.3. Piloting the modules									■		■	■

WP6

Management & Quality (UPV)

- **Project management and meetings**
- **Creation of Quality Assessment and Risk plan**
- **External evaluation**

D6.1- Agenda and minutes of Kick-off meeting

D6.2- Quality assessment and risk management plan

✓ Surveys of trainings

D6.3- Agendas and minutes of management meetings

D6.4- Reports of external evaluator

ACTIVITY	YEAR 1				YEAR 2				YEAR 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
WP6. Quality control and management (UPV)	■	■	■	■	■	■	■	■	■	■	■	■
6.1 Kick-off meeting	■											
6.2 Creation of Quality Assessment and Risk plan	■	■										
6.3 Project management meetings	■	■	■	■	■	■	■	■	■	■	■	■
6.4 External evaluation									■	■	■	■

WP7

Legal platform (SS) (MHEST)

- **Workshop: practices for creation of legal platform for online programs**
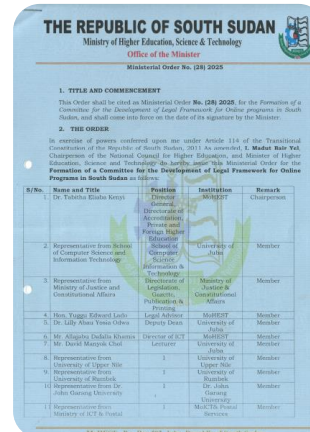- **Creation of legal document for regulation of online programs in SS**

D7.1- Document of appointment of the technical committee

D7.2- Agenda and conclusions of Workshop for legal framework

Workshop: "*Standard practices for the creation of a legal framework for online programs*"

Objective: to have an overview of the legal frameworks of official online courses in EU and neighbouring countries and to discuss the adaptation in South Sudan.

D7.3- Submission of a draft legal framework for online programs to the Ministry

ACTIVITY	YEAR 1				YEAR 2				YEAR 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
WP7. Creation of a legal platform for online programs (CCST)		■	■	■	■	■	■	■				
7.1 Workshop: Standard practices for a legal framework for online programs			■									
7.2 Creation of a draft legal document		■	■	■	■	■	■					

WP8

Dissemination & exploitation (TUC)

- **Websites, social networks and promotion activities**
- **Final dissemination conference**

D8.1- Website and maintenance of social networks

D8.2- Final dissemination conference: agenda and minutes

Promotion of the project and online modules:

✓ Reports, brochures and videos about project activities
✓ Opening ceremonies of e-learning Labs
✓ Promotion and advertising during workshops and trainings in
✓ Promotional e-booklets of online modules created

ACTIVITY	YEAR 1				YEAR 2				YEAR 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
WP8. Dissemination and exploitation (TUC)	■	■	■	■	■	■	■	■	■	■	■	■
8.1 Creation and maintenance of website and social networks			■	■	■	■						
8.2 Promoting online modules					■	■	■	■	■	■	■	■
8.3 Final dissemination conference												■

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Supporting documents

✓ All the staff members participating in the project must have and **employment contract** or similar with the university or institution

✓ Any **material evidence** to verify that the declared workloads correspond to actual activities/outputs (e.g. attendance lists for lectures, tangible outputs / products, etc.)

✓ **Annual reports** with the workload for the activities related to each WP

Questions & Answers