



Project title:

BYOD-Learning: Learning at Any Time, at Any Place via any Device

Reference number: 2021-1-PL01-KA220-SCH-000034458

Implementation period: 01/01/2022 – 31/12/2023

Management Plan Work Flow

Updated January 2022

R1: European Platform of Video Lessons hosting videos accessible by teachers, students at any time and any place and through any device applying an approach of BYOD (Bring Your Own Device). (Leader: P1)

R2: Methodology and specifications for the design of the video lessons and set of digital tools and guidance on the digitalisation of the educational content to facilitate the learning process. (Leader P7)

R3: Training course for supporting teachers and educators to digital transformation through development of digital readiness, resilience and capacity in mathematical education. (Leader P4)

| Date | No | Activity | Leader + Status | DONE? |
|-------------------------|------------|--|-----------------------------------|----------------|
| 2022 | | | | |
| MONTH 1 January 2022 | M1 | | Leader + Status | Progress |
| Jan. 2022 | MGT | Partner agreements signed between the Coordinating Organization and each partner. P1 PUC - PL P2 DOUKAS -GR P3 AMETA – MKD P4 CMS P5 IVAN VAZOV – BG P6 SKYBRIDGE – GR P7 PLOVDIV Uni – BG P8 I.E.S. ARCEBISPO- ES | P1, P4 | Pending |
| Jan. 2022 | MGT | Formation of the project Quality Assurance committee. | P3 – AMETA (Leaders of | |



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| | | <p>*The consortium will also establish a Quality Assurance Committee with 1 representative from each partner organisation, preferably managers, with enough experience to be able to identify risks and decide upon the necessary corrective/ preventive actions.</p> <p>Preparation of the Quality Assurance Plan, The Risk Management Plan, The Quality Assurance Statement and the Indicators spreadsheet.</p> | Quality Assurance) | |
| Jan. 2022 | MGT | First instalment payment to partners is made | P1 | |
| Jan. 2022 | MGT | Preparation of the Dissemination Spreadsheets, Dissemination Strategy and Plan, Flyers, provide promotional content ideas, social media etc. | P6 SKYBRIDGE PARTNERS (Leaders of Dissemination) | |
| Jan. 2022 | MGT | Creating of the Project's Logo | P1,P4 | |
| Jan. 2022 | MGT | Evaluation | P3 | |
| Jan. 2022 | MGT | Dissemination | P6 | |
| Jan. 2022 | MGT | First Press Release in English. Partners translate into national languages and then publish. Send copies of published Press Release to the coordinator and URL links to published locations. | P4 | |
| MONTH 2 February 2022 | | | Leader + Status | Progress |
| Feb. 2022 | R1 | <p>Result 1 Begins.</p> <p>R1.A1. Design and programming of the interface</p> | <p>R1. Leaders: P1- Pedagogical University of Krakow</p> <p>E-platform and mobile application will be created by Skybridge(P6).</p> | |
| Feb. 2022 | MGT | <p>Project image development: Web design structure (www.byod-learning.eu) Facebook Page creation</p> | P4 | |
| Feb. 2022 28 Feb. – 1 March | TPM1 | <p>Kick off Meeting, Poland. Location: Krakow- Poland Host: Pedagogical University of Krakow</p> | | |



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| Feb. 2022 | MGT | Kick-off meeting minutes and TO-DO-LIST to be prepared, finalized, and approved. | P4 | |
| Feb. 2022 | MGT | Quality Assurance Statement to be signed | P3 | |
| Feb. 2022 | MGT | Evaluation | P3 | |
| Feb. 2022 | MGT | Dissemination | P6 | |
| MONTH 3 March 2022 | | | Leader + Status | Progress |
| March 2022 | R1 | Result 1 Developing. R1.A1. Design and programming of the interface R1.A2. Development of the methodology and educational approach | R1. Leaders: P1- Pedagogical University of Krakow E-platform and mobile application will be created by Skybridge(P6). | |
| March 2022 | MGT | Kick-off Meeting post- Evaluation (online through google forms) Preparation of Minutes and to-do list form the meeting | P4 | |
| March 2022 | MGT | Dissemination | P6 | |
| MONTH 4 April 2022 | | | Leader + Status | Progress |
| April 2022 | | Result 1 Developing. R1.A1. Design and programming of the interface R1.A2. Development of the methodology and educational approach | R1. Leaders: P1- Pedagogical University of Krakow E-platform and mobile application will be created by Skybridge(P6). | |
| April 2022 | MGT | Quarter 1 (Jan. – March 2022) reports to be sent. Forms F1, F2, F3 Send times sheets F3 reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also. F2 reports are done after physical TPMs. | ALL P1, P4 | |



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| April 2022 | MGT | Evaluation | P3 | |
| April 2022 | MGT | Dissemination | P6 | |
| MONTH 5 May 2022 | | | Leader + Status | Progress |
| May 2022 | R1 | Result 1 Developing. R1.A1. Design and programming of the interface R1.A2. Development of the methodology and educational approach | R1. Leaders: P1- Pedagogical University of Krakow E-platform and mobile application will be created by Skybridge(P6). | |
| May 2022 | MGT | Evaluation | P3 | |
| May 2022 | MGT | Dissemination | P6 | |
| MONTH 6 June 2022 | | | Leader + Status | Progress |
| June 2022 | R1 | Result 1 Developing. R1.A1. Design and programming of the interface R1.A2. Development of the methodology and educational approach R1.A3. Development of the materials and creation of the first BETA version | R1. Leaders: P1- Pedagogical University of Krakow E-platform and mobile application will be created by Skybridge(P6). | |
| June 2022 | MGT | Creation of the First Newsletter (Content ideas: The Kick-off meeting, progress of Result, register to the project newsletter, become an associated partner) | P6 | |
| June 2022 | MGT | Quarter 2 (Apr. – June 2022) reports to be sent. Forms F1, F3 Send times sheets F3 reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also. | P1,P4 | |
| June 2022 | MGT | Each partner reports on Dissemination Activities and Indicator related evidence covering the | P6 | |



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| | | project period until the end of October 2021 (first six months). Evidence should be reported. | | |
| June 2022 | MGT | Indicator's measurement (first 6 months) | P3 | |
| June 2022 | MGT | Evaluation | P3 | |
| June 2022 | MGT | Dissemination | P6 | |
| MONTH 7 July 2022 | | | Leader + Status | Progress |
| July 2022 | R1 | Result 1 Developing. R1.A2. Development of the methodology and educational approach R1.A3. Development of the materials and creation of the first BETA version | R1. Leaders: P1- Pedagogical University of Krakow E-platform and mobile application will be created by Skybridge(P6). | |
| July 2022 | MGT | Evaluation | | |
| July 2022 | MGT | Dissemination | | |
| MONTH 8 August 2022 | | | Leader + Status | Progress |
| August 2022 | R1 | Result 1 Developing. R1.A3. Development of the materials and creation of the first BETA version. | R1. Leaders: P1- Pedagogical University of Krakow E-platform and mobile application will be created by Skybridge(P6). | |
| August 2022 | MGT | Evaluation | | |
| August 2022 | MGT | Dissemination | | |



| MONTH 9 September 2022 | | | Leader + Status | Progress |
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| September 2022 | R1 | Result 1 Developing. R1.A3. Development of the materials and creation of the first BETA version. | R1. Leaders: P1- Pedagogical University of Krakow E-platform and mobile application will be created by Skybridge(P6). | |
| September 2022 | R2 | Result 2 Starting. R2.A1. Guide how the BYOD method and E- platform can be used in the teaching and learning process. R2.A2. Guide how the teachers can create their own Creativity Plans based on BYOD method and other resources according to their needs and the needs of the students. | R2. P7-Leaders: Plovdiv University P6-Skybridge is responsible for design of the interface. | |
| September 2022 | MGT | Dissemination | | |
| September 2022 | MGT | Evaluation | | |
| September 2022 | TPM2 | Second Meeting, Bulgaria. Location: Plovdiv- Bulgaria Host: Plovdivski University | | |
| September 2022 | MGT | TPM2 Meeting post- Evaluation (online through google forms) Preparation of Minutes and to-do list form the meeting | | |
| September 2022 | MGT | Quarter 3 (July – September 2022) reports to be sent. Forms F1, F2, F3 Send times sheets F3 reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also. F2 reports are done after physical TPMs. | | |
| MONTH 10 October 2022 | | | Leader + Status | Progress |
| October 2022 | R1 | Result 1 Developing. | R1. Leaders: Pedagogical | |



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| | | <p>R1.A3. Development of the materials and creation of the first BETA version.</p> <p>R1.A4. Testing of the BETA version</p> <p>R1.A5. Localization of materials</p> | <p>University of Krakow</p> <p>E-platform and mobile application will be created by Skybridge.</p> | |
| October 2022 | R2 | <p>Result 2 Starting.</p> <p>R2.A1. Guide how the BYOD method and E-platform can be used in the teaching and learning process.</p> <p>R2.A2. Guide how the teachers can create their own Creativity Plans based on BYOD method and other resources according to their needs and the needs of the students.</p> | <p>R2. Leaders: Plovdivski University</p> <p>Skybridge is responsible for design of the interface.</p> | |
| October 2022 | MGT | Evaluation | | |
| October 2022 | MGT | Dissemination | | |
| MONTH 11 November 2022 | | | Leader + Status | Progress |
| November 2022 | R1 | <p>Result 1 Developing.</p> <p>R1.A3. Development of the materials and creation of the first BETA version.</p> <p>R1.A4. Testing of the BETA version</p> <p>R1.A5. Localization of materials</p> | <p>R1. Leaders: Pedagogical University of Krakow</p> <p>E-platform and mobile application will be created by Skybridge.</p> | |
| November 2022 | R2 | <p>Result 2 Developing.</p> <p>R2.A1. Guide how the BYOD method and E-platform can be used in the teaching and learning process.</p> <p>R2.A2. Guide how the teachers can create their own Creativity Plans based on BYOD method and other resources according to their needs and the needs of the students.</p> <p>R2.A3. Methodology and specifications for the design of the video lessons.</p> | <p>R2. Leaders: Plovdivski University</p> <p>Skybridge is responsible for design of the interface.</p> | |
| November 2022 | MGT | Evaluation | | |



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| November 2022 | MGT | Dissemination | | |
| | MGT | Preparation for the Interim Report | | |
| MONTH 12 December 2022 | | | Leader + Status | Progress |
| December 2022 | R1 | Result 1 Developing. R1.A4. Testing of the BETA version R1.A5. Localization of materials | R1. Leaders: Pedagogical University of Krakow E-platform and mobile application will be created by Skybridge. | |
| December 2022 | R2 | Result 2 Developing. R2.A1. Guide how the BYOD method and E- platform can be used in the teaching and learning process. R2.A2. Guide how the teachers can create their own Creativity Plans based on BYOD method and other resources according to their needs and the needs of the students. R2.A3. Methodology and specifications for the design of the video lessons. | R2. Leaders: Plovdivski University Skybridge is responsible for design of the interface. | |
| December 2022 | MGT | Quarter 4 (October 2022-December 2022) reports to be sent. Forms F1, F3 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. | | |
| December 2022 | MGT | Quality evaluation report | | |
| December 2022 | MGT | Preparation of the Second Newsletter (12 months) | | |
| December 2022 | MGT | Indicator's measurement (first 12 months) | | |
| December 2022 | MGT | Evaluation | | |
| December 2022 | MGT | Dissemination | | |
| 30 June | | DEADLINE FOR INTERIM REPORT | | |



| 2023 | | | | |
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| MONTH 13 January 2023 | | | Leader + Status | Progress |
| January 2023 | R1 | Result 1 Closing. R1.A4. Testing of the BETA version R1.A5. Localization of materials | R1. Leaders: Pedagogical University of Krakow E-platform and mobile application will be created by Skybridge. | |
| January 2023 | R2 | Result 2 Developing. R2.A1. Guide how the BYOD method and E- platform can be used in the teaching and learning process. R2.A3. Methodology and specifications for the design of the video lessons. R2.A4. Exploration of existing tools | R2. Leaders: Plovdivski University Skybridge is responsible for design of the interface. | |
| January 2023 | R3 | Result 3 Starting R3.A1. Development of the methodology, learning outcomes and syllabus of the course. | R3. Leaders: Cyprus Mathematical Society Co-leaders: AMETA | |
| January 2023 | MGT | Evaluation | | |
| January 2023 | MGT | Dissemination | | |
| MONTH 14 February 2023 | | | Leader + Status | Progress |
| February 2023 | R2 | Result 2 Developing. R2.A1. Guide how the BYOD method and E- platform can be used in the teaching and learning process. R2.A3. Methodology and specifications for the design of the video lessons. R2.A4. Exploration of existing tools | R2. Leaders: Plovdivski University Skybridge is responsible for design of the interface. | |



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| February 2023 | R3 | Result 3 Developing R3.A1. Development of the methodology, learning outcomes and syllabus of the course. | R3. Leaders: Cyprus Mathematical Society Co-leaders: AMETA | |
| February 2023 | MGT | Evaluation | | |
| February 2023 | MGT | Dissemination | | |
| MONTH 15 March 2023 | | | Leader + Status | Progress |
| March 2023 | R2 | Result 2 Developing. R2.A1. Guide how the BYOD method and E-platform can be used in the teaching and learning process. R2.A4. Exploration of existing tools R2.A5. Guide to a rapid adaptation and digitalisation of educational content. | R2. Leaders: Plovdivski University Skybridge is responsible for design of the interface. | |
| March 2023 | R3 | Result 3 Developing R3.A1. Development of the methodology, learning outcomes and syllabus of the course. R3.A2. Development of the Modules and materials of the course. | R3. Leaders: Cyprus Mathematical Society Co-leaders: AMETA | |
| March 2023 | MGT | Quarter 5 (January 2023- March 2023) reports to be sent. Forms F1, F3, F6 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. F6 form gets completed after using the exceptional cost budget (for translations) | | |
| March 2023 | MGT | Evaluation | | |
| March 2023 | MGT | Dissemination | | |
| MONTH 16 April 2023 | | | Leader + Status | Progress |
| April 2023 | R2 | Result 2 Developing. R2.A4. Exploration of existing tools | R2. Leaders: Plovdivski University | |



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| | | R2.A5. Guide to a rapid adaptation and digitalisation of educational content. | Skybridge is responsible for design of the interface. | |
| April 2023 | R3 | Result 3 Developing R3.A1. Development of the methodology, learning outcomes and syllabus of the course. R3.A2. Development of the Modules and materials of the course. | R3. Leaders: Cyprus Mathematical Society Co-leaders: AMETA | |
| April 2023 | MGT | Evaluation | | |
| April 2023 | MGT | Dissemination | | |
| MONTH 17 May 2023 | | | Leader + Status | Progress |
| May 2023 | R2 | Result 2 Developing. R2.A5. Guide to a rapid adaptation and digitalisation of educational content. | R2. Leaders: Plovdivski University Skybridge is responsible for design of the interface. | |
| May 2023 | R3 | Result 3 Developing R3.A1. Development of the methodology, learning outcomes and syllabus of the course. R3.A2. Development of the Modules and materials of the course. | R3. Leaders: Cyprus Mathematical Society Co-leaders: AMETA | |
| May 2023 | MGT | Evaluation | | |
| May 2023 | MGT | Dissemination | | |
| MONTH 18 June 2023 | | | Leader + Status | Progress |
| June 2023 | R2 | Result 2 Developing. R2.A5. Guide to a rapid adaptation and digitalisation of educational content. R2.A6. Development of infographics with information and comparison of digital tools. | R2. Leaders: Plovdivski University Skybridge is responsible for design of the interface. | |



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| June 2023 | R3 | Result 3 Developing R3.A2. Development of the Modules and materials of the course. | R3. Leaders: Cyprus Mathematical Society Co-leaders: AMETA | |
| June 2023 | MGT | Quarter 6 (April 2023- June 2023) reports to be sent. Forms F1, F3 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. | | |
| June 2023 | MGT | Preparation of the Third Newsletter (month 18) | | |
| June 2023 | MGT | Indicator's measurement (18 months) | | |
| June 2023 | MGT | Evaluation | | |
| June 2023 | MGT | Dissemination | | |
| MONTH 19 July 2023 | | | Leader + Status | Progress |
| July 2023 | R2 | Result 2 Developing. R2.A6. Development of infographics with information and comparison of digital tools. | R2. Leaders: Plovdivski University Skybridge is responsible for design of the interface. | |
| July 2023 | R3 | Result 3 Developing R3.A2. Development of the Modules and materials of the course. R3.A3. Pilot test Based on pilot testing notes from partners and feedback from the participants | R3. Leaders: Cyprus Mathematical Society Co-leaders: AMETA | |
| July 2023 | MGT | Evaluation | | |
| July 2023 | MGT | Dissemination | | |
| MONTH 20 August 2023 | | | Leader + Status | Progress |
| August 2023 | R2 | Result 2 Developing. R2.A6. Development of infographics with information and comparison of digital tools. | R2. Leaders: Plovdivski University | |



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| | | | Skybridge is responsible for design of the interface. | |
| August 2023 | R3 | Result 3 Developing R3.A3. Pilot test Based on pilot testing notes from partners and feedback from the participants | R3. Leaders: Cyprus Mathematical Society Co-leaders: AMETA | |
| August 2023 | MGT | Sustainability and Promotion | | |
| August 2023 | MGT | Evaluation | | |
| August 2023 | MGT | Dissemination | | |
| MONTH 21 September 2023 | | | Leader + Status | Progress |
| September 2023 | R2 | Result 2 closing. R2.A6. Development of infographics with information and comparison of digital tools. | R2. Leaders: Plovdivski University Skybridge is responsible for design of the interface. | |
| September 2023 | R3 | Result 3 Developing R3.A3. Pilot test Based on pilot testing notes from partners and feedback from the participants | R3. Leaders: Cyprus Mathematical Society Co-leaders: AMETA | |
| September 2023 | TPM3 | Final Meeting, Greece. Location: Athens - Greece Host: SKYBRIDGE | | |
| September 2023 | MGT | TPM3 Meeting post- Evaluation (online through google forms) Preparation of Minutes and to-do list form the meeting | | |
| September 2023 | MGT | Quarter 7 (July 2023 - September 2023) reports to be sent. Forms F1, F2, F3, F4, F5 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. | | |



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| | | You keep the original. Evidence for travel and hotel should be saved also. | | |
| September 2023 | MGT | Sustainability and Promotion | | |
| September 2023 | MGT | Evaluation | | |
| September 2023 | MGT | Dissemination | | |
| MONTH 22 October 2023 | | | Leader + Status | Progress |
| October 2023 | MGT | Result 3 Developing R3.A3. Pilot test Based on pilot testing notes from partners and feedback from the participants R3.A4. Fine tuning and localization of materials | R3. Leaders: Cyprus Mathematical Society Co-leaders: AMETA | |
| October 2023 | MGT | Begin Exploitation plan | | |
| October 2023 | ME | Multiplier Events – Location: Poland, North Macedonia, Greece, Bulgaria, Cyprus, Spain Organized by: PUC, AMETA, DOUKAS SCH., PLOVDIVSKI UNI., CYMS, I.E.S. (All partners) | | |
| October 2023 | MGT | Sustainability and Promotion | | |
| October 2023 | MGT | Evaluation | | |
| October 2023 | MGT | Dissemination | | |
| MONTH 23 November 2023 | | | Leader + Status | Progress |
| November 2023 | R3 | Result 3 Developing R3.A4. Fine tuning and localization of materials | R3. Leaders: Cyprus Mathematical Society Co-leaders: AMETA | |
| November 2023 | MGT | Exploitation plan | | |
| November 2023 | MGT | Sustainability and Promotion | | |



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| November 2023 | ME | Multiplier Events – Location: Poland, North Macedonia, Greece, Bulgaria, Cyprus, Spain Organized by: PUC, AMETA, DOUKAS SCH., PLOVDIVSKI UNI., CYMS, I.E.S. (All partners) | | |
| November 2023 | C1 | WP11 – Training Event Location: Cyprus Organized by: Cyprus Mathematical Society | | |
| November 2023 | MGT | Evaluation | | |
| November 2023 | MGT | Dissemination | | |
| MONTH 24 December 2023 | | | Leader + Status | Progress |
| December 2023 | R3 | Result 3 closing R3.A4. Fine tuning and localization of materials | R3. Leaders: Cyprus Mathematical Society Co-leaders: AMETA | |
| December 2023 | MGT | Quality evaluation report | | |
| December 2023 | MGT | Finalization of the exploitation strategy and plan | | |
| December 2023 | MGT | Sustainability and Promotion | | |
| December 2023 | MGT | Post-evaluation of the project | | |
| December 2023 | MGT | Indicator’s measurement (24 months) | | |
| December 2023 | MGT | Evaluation | | |
| December 2023 | MGT | Electronic Dissemination of the Fourth and last Newsletter | | |
| December 2023 | MGT | Dissemination | | |
| Final Report Documents | | | | |
| | MGT | Quarter 8 (October 2023 – December 2023) reports to be sent. Forms F1, F2, F3, F4, F5, F6 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also. | | |



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of the European Union

END OF PROJECT