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IMPLEMENTATION OF DUAL EDUCATION IN HIGHER EDUCATION OF SERBIA

DualEdu

Management

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Project management – overall description

- Project management will be carried out at the overall (consortium) level and at the local level including only Serbian partners.
- To ensure efficient and successful project management, the guidelines for project management will be developed at early phase of the project.
- All aspects of project implementation will be followed and managed through reporting system, with interim and final reports to EACEA.
- All consortium partners will participate in project management.
- The major decision-making body of the project will be Steering Committee (SC) which will consist of representatives from each EU and Serbian partner organization.
- Local Committee (LC) consisting of the members from each partner institutions from Serbia will be also established.

Project management – overall description

- A detailed allocation of resources and distribution of tasks within the project is carried out equally between the partners and in accordance with the requirements for the implementation of each working package.
- Seven different partners are leaders of 7 working packages (5 from Serbia and 2 from EU).
- All partners will be engaged in certain activities of each WP.
- The issue of the ownership of the project results will be discussed in the Consortium meeting and it will be defined in the Consortium Agreement.

Project management – WP description

Related assumptions and risks	**A: Good coordination and high commitment to a teamwork of the project partners** **A: Efficient management activities** **R: Unpredictable communication delays** **R: Low commitment of the partners**		
Description	This package starts with establishment of management structure-management and implementation teams. The main bodies which will ensure effective realization of the project are Steering Committee (SC) and Local Committee (LC) The guidelines for project management will be developed in early phases, on a kick-off meeting (in Belgrade) where all project partners involved in the project are to be introduced with project principles and tasks. The major decision-making body of the project will be Steering Committee which will consist of representatives from each EU and Serbian partner organization. SC will meet 5 times during the project. Local Committee will consist of representatives from each Serbian partner organization. LC will meet 7 times during the project, where meetings will be held each time in different town from partner country. Implementation teams are responsible to systematically collect, analyse and use relevant information about project progress. Regular reviews will provide an opportunity to reflect the progress, agree on the content of progress reports and follow-up action required. Intensive communication is the critical factor in efficient and effective leadership. The internal communication will be conducted via e-mail, phone, Skype, Google pool... Special attention in project implementation will be given to risk management. Risks will be identified, prioritised, managed and controlled in every phase of the project. This WP also includes reporting and communication with national and international ERASMUS offices.		
Tasks	7.1 Overall project management 7.2 Five Steering Committee meetings 7.3 Seven Local Committee meetings		
Estimated Start Date	15-10-2017	Estimated End Date	14-10-2020
Lead Organisation	The University of Belgrade [UB], Serbia		
Participating Organisation	All		

Deliverables/results/outcomes – Task 7.1

Expected Deliverable/Results/ Outcomes	**Work Package and Outcome ref.nr**	**7.1.**	
	Title	Efficient overall management	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☐ Event ☐ Report ☒ Service/Product
	Description	The management and implementation teams are to be developed. The basic guidelines for efficient management will be postulatedto ensure that all partners have the same understanding of the project management principles and tasks to be performed during the project.	
	Due date	14-10-2020	
	Languages	English, Serbian	
Target groups	☒Teaching staff ☒Students ☐Trainees ☐Administrative staff ☒Technical staff ☐Librarians ☐Other		
	If you selected 'Other', please identify these target groups. (Max. 250 characters)		
Dissemination level	☐Department / Faculty ☐Institution	☐Local ☐Regional	☒National ☐International

Deliverables/results/outcomes – Task 7.2

Expected Deliverable/Results/ Outcomes	**Work Package and Outcome ref.nr**	**7.2.**	
	Title	Steering Committee meetings	
	Type	☐Teaching material ☐Learning material ☐Training material	☒Event ☐Report ☐Service/Product
	Description	SC as major decision-making body of the project will set up the allocation of work actions and tasks, along with the financial plan. At the beginning, the kick-off meeting will be held with aim to introduce the project principles to all partners. Overall, 5 meetings are going to be held during the duration of the project. The progress, time table of tasks and the ways to overcome potential problems will be analysed on these meetings.	
	Due date	14-10-2020	
	Languages	English, Serbian	
Target groups	☒Teaching staff ☐Students ☐Trainees ☒Administrative staff ☐Technical staff ☐Librarians ☐Other		
	If you selected 'Other', please identify these target groups. (Max. 250 characters)		
Dissemination level	☐Department / Faculty ☐Institution	☐Local ☐Regional	☐National ☒International

Deliverables/results/outcomes – Task 7.3

Expected Deliverable/Results/ Outcomes	**Work Package and Outcome ref.nr**	**7.3.**	
	Title	Local Committee meetings	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☒ Event ☐ Report ☐ Service/Product
	Description	LC will meet 7 times during the project, where meetings will be held each time in different town from partner country. LC is responsible to analyse and use relevant information about project achievements and progress.	
	Due date	14-10-2020	
	Languages	English, Serbian	
Target groups	☒Teaching staff ☐Students ☐Trainees ☒Administrative staff ☐Technical staff ☐Librarians ☐Other		
	If you selected 'Other', please identify these target groups. (Max. 250 characters)		
Dissemination level	☐Department / Faculty ☐Institution	☐Local ☐Regional	☒National ☐International

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