Name of the project: Validation of formal, non formal and informal learning: The case study of Administration Personnel

PROJECT TIMETABLE

Revision 2

	Sep2015	Oct2015	Nov15	Dec15	Jan16	Feb16	Mar16	Apr16	May16	June16	July16	Aug16	Sep16	Oct16	Nov16	Dec16	Jan17	Feb17	Mar17	Apr17	May17	Jun17	Jul17	Aug17
MONTHS	**M1**	**M2**	**M3**	**M4**	**M5**	**M6**	**M7**	**M8**	**M9**	**M10**	**M11**	**M12**	**M13**	**M14**	**M15**	**M16**	**M17**	**M18**	**M19**	**M20**	**M21**	**M22**	**M23**	**M24**
Project activity*																								
PREPARATION OF KEY DOCUMENTS	√																							
Preparation of a memorandum of understanding for issues related to consortium cooperation and code of ethics																								
Preparation of project management reference guide																								
MEETING OF THE PROJECT TEAM	√																							
Preparation of ICT tool for effective reporting and exchange of information bertween the team memebers	√	√																						
Development of risk identification, assessment and management handbook																								
Development of the project management plan																								
Preparation of website for the project																								
brochure to present the project aims and objectives																								
project profiles on different social media																								
Development of project posters																								
Dissemination of press releases																								
Development of quality assurance manual																								
Quality Checks																								
Composition of interim and final evaluation report																								