**A3a: INSTRUCTIONS

A3a1. SUB-DIVIDE LARGE GROUPS**
If your group has 8 or more participants, and there is enough space in the breakout room, then you should sub-divide into two smaller groups for this activity; this will make discussions easier and will allow every participant to share their thoughts and perspectives.

**A3a2. APPOINT RAPPORTEURS**A spokesperson is needed to share the results of your group discussion. If you have sub-divided into two smaller groups, then each group will need their own rapporteur. The rapporteur can also play a role in the exchange of results among the two sub-groups working in your room (group recap and review).

**A3a3. DESIGN SINGLE WORK PACKAGE AND BUDGET**
Using template WP3, your task is to design a single work package and budget. Some basic elements are presented in the blue box at the top of the page and example activities are listed but you can replace these if you wish. Your task, as a group, is to discuss and decide on the necessary activities. Each activity must have a title, as well as planned tasks, expected results and a cost in EUR. You also need to discuss what staffing and wider resources are needed, per partner and in total, for delivery of the targeted activities (see Budget Template). Be sure to consider all aspects of WP delivery, keeping in mind that transnational cooperation and collaboration might require additional planning and resources. At the start, it is important to personalise your workplan: agree on the field, the expected content of the modules and the target users.

**A3a4. COMPLETE WORKPLAN AND BUDGET**
Having already designed a first work package, you can also work on the four remaining work packages, using templates WP1, WP2, WP4 and WP5. If time is a concern, you can focus your efforts only on WP3, as long as you also provide a total budget for the project. When all details are completed, you must also ensure that the total value and breakdown of costs is equal to one of the three Lump Sums that is available for an Erasmus+ Key Action 2 Cooperation Partnership.

**A3a5. GROUP RECAP AND REVIEW**Compare the results of the exercise across the two groups and discuss any differences in budget planning and costs, per WP and as a whole. Reflect on the reasons why you might have different budget amounts, or different resourcing levels, and nominate ONE of the two rapporteurs to share the results of your discussion in plenary: each room will have a maximum of 5 minutes for plenary feedback.

**A3b: SCHEDULE**

A total of 180 minutes is allowed, including coffee break , with the following timetable suggested:

* Sub-divide ALL Groups and Appoint Rapporteur/s (5 minutes)
* Design Single Work Package and Budget (55 minutes): **save completed template for impact exercise**
* COFFEE BREAK (30 minutes)
* Complete Workplan and Budget (60 minutes) **save completed templates for impact exercise**
* Group Recap and Review (30 minutes)

**A3c: BUDGET TEMPLATE**



To save time with budget calculations, and to allow you to focus your discussions on required activities and resources, a simple, self-calculating Excel template has been prepared for use in this exercise. If one of your group members has access to Excel (or similar) then you should download the template using the QR code or link:
 **https://tinyurl.com/cs5f4adm**

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| **THE FOLLOWING DETAILS MUST BE CONSIDERED IN THE DESIGN OF YOUR WORK PACKAGE (WP):*** **WP Title:** INNOVATIVE MODULAR LEARNING CONTENT (WP3)
* **WP Aim:** Design, Development and Testing of Innovative Learning Contentin3 Modules
* **WP Duration:** 18 Months
* **Involved Partners and Countries:** Ireland (P1), Iceland (P2), Slovenia (P3) and North Macedonia (P4)
* **Core WP Deliverables:** Mixed Media Content for Three Learning Modules in 4 Partner Languages, tested with at Least 30 Users per in each Partner Country
* **Possible Activities:** Co-creation and Exchange Event; M1 Content Development (mixed media); M1 Testing in EN; M2-M3 Content Development (mixed media); Translation and Localisation of Content; M1-M2-M3 Testing in 4 Countries; Fine-tuning and Finalisation of Modules
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| **No.** | **ActivityTitle** | **StartMonth** | **EndMonth** | **Participating Partners** | **Planned Tasks (including plans for end beneficiary involvement)** | **ExpectedResults** | **Costin EUR** |
| 1 |  |  |  |  |  |  |  |
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| **THE FOLLOWING DETAILS MUST BE CONSIDERED IN THE DESIGN OF YOUR WORK PACKAGE (WP):*** **WP Title:** MANAGEMENT (WP1)
* **WP Aim:** Management, Quality Assurance and Reporting
* **WP Duration:** 24 Months
* **Involved Partners and Countries:** Ireland (P1), Iceland (P2), Slovenia (P3) and North Macedonia (P4)
* **Core WP Deliverables:** Management Handbook; Management Meetings; Quality Assurance Strategy; Digital Collaboration Platform
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| **No.** | **ActivityTitle** | **StartMonth** | **EndMonth** | **Participating Partners** | **Planned Tasks (including plans for end beneficiary involvement)** | **ExpectedResults** | **Costin EUR** |
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| **THE FOLLOWING DETAILS MUST BE CONSIDERED IN THE DESIGN OF YOUR WORK PACKAGE (WP):*** **WP Title:** DESIGN ANDDEVELOPMENT OF COMMON CURRICULUM (WP2)
* **WP Aim:** Mapping of Skills Requirements leading towards the Co-Creation of a Common Curriculum based on 3 Innovative Learning Modules
* **WP Duration:** 5 Months
* **WP Partners and Countries:** Ireland (P1), Iceland (P2), Slovenia (P3) and North Macedonia (P4)
* **WP Deliverables:** Skills Mapping Report and Outline Curriculum (EN plus Executive Summary in Partner Languages)
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| **No.** | **ActivityTitle** | **StartMonth** | **EndMonth** | **Participating Partners** | **Planned Tasks (including plans for end beneficiary involvement)** | **ExpectedResults** | **Costin EUR** |
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| **THE FOLLOWING DETAILS MUST BE CONSIDERED IN THE DESIGN OF YOUR WORK PACKAGE (WP):*** **WP Title:** DIGITAL LEARNING HUB (WP4)
* **WP Aim:** Design, Adaptation, Testing and Launch of a Digital Learning Hub as a Host Platform for the Innovative Learning Modules
* **WP Duration:** 18 Months
* **WP Partners and Countries:** Ireland (P1), Iceland (P2), Slovenia (P3) and North Macedonia (P4)
* **WP Deliverables:** Multi-languageDigital Learning HubTested with at Least 3 Internal and 30 External Users in Each Partner Country
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| **No.** | **ActivityTitle** | **StartMonth** | **EndMonth** | **Participating Partners** | **Planned Tasks (including plans for end beneficiary involvement)** | **ExpectedResults** | **Costin EUR** |
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| **THE FOLLOWING DETAILS MUST BE CONSIDERED IN THE DESIGN OF YOUR WORK PACKAGE (WP):*** **WP Title:** LAUNCH AND PROMOTION (WP5)
* **WP Aim:** Launch and Promotion of the Digital Learning Hub and Innovative Learning Modules within and beyond the 4 Partner Countries
* **WP Duration:** 12 Months
* **WP Partners and Countries:** Ireland (P1), Iceland (P2), Slovenia (P3) and North Macedonia (P4)
* **WP Deliverables:** Digital Marketing Strategy; Dedicated Social Media Accounts; Launch Events (4 Countries); Event Presentations; Videos.
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| **No.** | **ActivityTitle** | **StartMonth** | **EndMonth** | **Participating Partners** | **Planned Tasks (including plans for end beneficiary involvement)** | **ExpectedResults** | **Costin EUR** |
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**SUMMARY OF WORK PACKAGES AND COSTS**

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| **No.** | **WP Title** | **StartMonth** | **EndMonth** | **Costin EUR** |
| WP1 |  |  |  |  |
| WP2 |  |  |  |  |
| WP3 |  |  |  |  |
| WP4 |  |  |  |  |
| WP5 |  |  |  |  |
| TOTAL COSTS which must be equal to one of the allowed Lump Sums for an Erasmus+ KA2 Cooperation Partnership: | € |