**A3a: INSTRUCTIONS

A3a1. DIVIDE INTO GROUPS**
If your group has 8 or more participants, and there is enough space in the room, then you can 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. REVIEW TEMPLATES AND INSTRUCTIONS**Spend a few minutes reviewing this set of templates and instructions, so that all participants are familiar with the group task and know what needs to be done.

**A3a3. DESIGN SINGLE WORK PACKAGE**
Using the template provided, you should work as a group to design a single work package. Some basic elements are presented in the blue box at the top of the page, including partners and possible activities - these are examples only and can be changed if you wish. Your task is to discuss and decide on the necessary activities for Work Package 3. Each activity must have a title, start and end dates, expected outputs and a cost in EUR (see below: Add Budget). Be sure to consider all aspects of WP delivery, keeping in mind that transnational cooperation and collaboration might require additional steps, compared to the design and delivery of modules by a single partner or institution. At the start, it can help if you PERSONALISE YOUR WORK PACKAGE - for example, you already know which field you are working in, but what is the discipline, topic and expected content of the innovative learning modules… and who are the expected users?

**A3a4. ADD BUDGET**
Having agreed on the tasks required to be delivered in WP3, it is time to consider what staffing and wider resources are needed, per partner and in total, for delivery of the targeted activities. This will allow you to calculate the budget (per row, and for the WP as a whole). Finally, when all aspects of WP3 are completed (tasks, deliverables, timing and costs), you can consider what cost this WP represents in the project as a whole. A separate template is provided for this, in which all remaining work packages are listed (WP1, WP2, WP4, WP5) and for which you can simply make estimates of where the remaining budget might need to be used. Of course, this is just a quick exercise, and in real life you will need to follow the same process as WP3 across all remaining WPs. In all cases, you must ensure that the total value of the five WPs is EQUAL TO ONE OF THE THREE LUMP SUMS that is available for an Erasmus+ Key Action 2 Cooperation Partnership. If time is an issue, do not worry about fully completing this final table but be sure to agree on a final Lump Sum.

**A3a5. APPOINT RAPPORTEUR**A rapporteur 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.

**A3b: SCHEDULE**

A total of 135 minutes is allowed, including a final coffee break, with the following timetable suggested:

* Form Groups, Appoint Rapporteur/s and Read Instructions (10 minutes)
* Design Single Work Package (45 minutes)
* Add Budget (40 minutes): **save your completed template for tomorrow’s IMPACT exercise**
* Group Recap and Review (10 minutes)
* COFFEE BREAK (30 minutes)

|  |
| --- |
| **THE FOLLOWING DETAILS MUST BE CONSIDERED IN THE DESIGN OF YOUR WORK PACKAGE (WP):*** **WP Title:** INNOVATIVE MODULAR LEARNING CONTENT FOR CONTINUING PROFESSIONAL DEVELOPMENT (WP3)
* **WP Aim:** Design, Development and Testing of Innovative Modular Learning Contentacross 3 Modules
* **WP Duration:** 18 Months
* **Involved Partners and Countries:** Poland (P1), Iceland (P2), Ireland (P3) and North Macedonia (P4): you can also change these countries if you wish!
* **Core WP Deliverables:** Mixed Media Content for Three Learning Modules in 4 Partner Languages, tested with at Least 30 Users per in each Country
* **Possible Activities:** Co-creation and Exchange Event; Module 1 (M1) Content Development using Mixed Media; M1 Testing in EN; Modules 2 and 3 (M2, M3) Content Development using Mixed Media; Translation and Localisation of Content; M1-M2-M3 Testing in 4 Countries; Fine-tuning and Finalisation of Modules
 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Activity Title / Description** | **StartMonth** | **EndMonth** | **Outputs or Deliverables** | **Resourcesin Days** | **Costin EUR** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |

**SUMMARY OF WORK PACKAGES AND COSTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **WP Title** | **StartMonth** | **EndMonth** | **Costin EUR** | **Percentage of Overall Budget** |
| WP1 | MANAGEMENT: project and partnership management plus quality assurance and reporting. |  |  |  |  |
| WP2 | DESIGN ANDDEVELOPMENT OF CURRICULUM: Mapping of Skills Requirements to inform the Co-Creation of a Common Curriculum based on three Innovative Learning Modules |  |  |  |  |
| WP3 | INNOVATIVE MODULAR LEARNING CONTENT FOR CONTINUING PROFESSIONAL DEVELOPMENT: Design, Development and Testing of Innovative Modular Learning Contentacross Three Modules and in Four Languages |  |  |  |  |
| WP4 | DESIGN, ADAPTATION, TESTING AND LAUNCH of Digital Learning Hub as Host Platform for the Learning Modules |  |  |  |  |
| WP5 | LAUNCH AND PROMOTION of Digital Learning Hub and Learning Modules within and beyond four Partner Countries |  |  |  |  |
| TOTAL COSTS (must be equal to one of the allowed Lump Sums for Erasmus+ KA2 Cooperation Partnerships): | € | 100% |