

ToWe Project – Project Management Record of Activities

Project:	2015-1-UK01-KA201-013431
Institution:	Sandnes Kommune – Sandvedhaugen kindergarten
Period:	1 March – 31.May

1.1 PROJECT MANAGEMENT

Dates	Name	Activity	Cost if Appropriate
03.03.16	Ingrid Andersen Maj Gabrielsen Liv Hjertø	Preparation for the C1 training event in Kingston	
29.04.16	Ingrid Andersen Maj Gabrielsen Liv Hjertø	Presentation of TOWE project and output 05 in Sandvedhaugen kindergarten. 62 employees participate	
07.04.16	Ingrid Andersen Maj Gabrielsen Liv Hjertø	Project meeting. status Towe	
11.04.16	Ingrid Andersen Maj Gabrielsen Liv Hjertø	Minutes of the training session in Kingston was presented to the 17 leaders	
14.04.16	Ingrid Andersen Liv Hjertø	The Board of Sandvedhaugen kindergarten were presented how we work with output 05	
28.03.16	Liv Hjertø	Preparation for planning day	
21.03.16	Liv Hjertø	Preparation for planning day. Visualize the project with an educational exhibition	
22.04.16	Maj Gabrielsen Liv Hjertø	Preparation for staff meeting	
27.04.16	Ingrid Andersen Maj Gabrielsen Liv Hjertø	Staff meeting. Commencement of intellectual 05 mealtimes	
02.05.16	Ingrid Andersen Liv Hjertø	Towe project was implemented in kindergarten educational plan	
03.05.16	Ingrid Andersen Liv Hjertø	Towe project was implemented in kindergarten educational plan	
09.05.16	Ingrid Andersen Maj Gabrielsen Liv Hjertø	Exchange of experience whose leaders participated	

03.06.16	Ingrid Andersen Maj Gabrielsen Liv Hjertø	Preparing to meet in Kingston	
22.06.16	Ingrid Andersen Maj Gabrielsen Liv Hjertø	Evaluation and internal final report regarding 05 output	

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Sandvedhaugen barnehage
Period:	febr. - july 2016
Name of the employee	Mawken Gimre
Category of Staff	Researcher, Teacher/Trainer

Date	Activity – Intellectual Output	Hour
29/2	meeting before training week	1 h
10/3	Preparation	1 h
7/4	Reading	1 h
29/3	Presentation of the ToWe project to the other employees	7,5 h
25/4	outpost 5 - planning	1 h
27/4	meeting, outpost 5	2 h
	Total hours	13,5
7 ½ hours = 1 day	Total days	

Date	30/6-16	Signature (employee)	on behalf of Mawken Gimre Ingrid Eklund Andersen
Date		Signature (employer)	

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Sandvedhaugen barnehage
Period:	febr. - july 2016
Name of the employee	Maren Gimre
Category of Staff	Researcher, Teacher/Trainer

Date	Activity – Intellectual Output	Hour
3/6	meeting output 5	1 h
22/6	meeting output 5	1 h
13/6	lunch meeting output 5	½ h
31/5	Reading output 1	3,5 h
29/5	Focusgroup output 5	2 h
	Total hours	8
7 ½ hours = 1 day	Total days	

Date	30/6-16	Signature (employee)	on behalf of Maren Gimre Ingrid Eikeland Andersen
Date		Signature (employer)	

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Sandvedhaugen b-lig.
Period:	feb. - juli - 2016
Name of the employee	Hannette Elin Kristiansen Strøm
Category of Staff	Researcher, Teacher/Trainer

Date	Activity - Intellectual Output	Hour
07.04	department meeting (D.M)	1/2 h.
21.04	D.M	1/2 h.
12.05	D.M.	1/2 h.
09.06	D.M.	1 h
20.05	D.M. with "Sommerfugelen"	1 h
19.05	Preparing for meeting with "S.F."	1/2 h.
	Total hours	4h
7 1/2 hours = 1 day	Total days	

Date	1 juli 16	Signature (employee)	Hannette E. Strøm
Date		Signature (employer)	

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Sandvedhaugen b.hg
Period:	Feb. - Juni - 2016
Name of the employee	Hanieth Eli Kishausen Strom
Category of Staff	Researcher, Teacher/Trainer

Date	Activity - Intellectual Output	Hour
04.04	Observation before starting ^{outputs}	1 h.
09.05	Observation - outputs - where are we?	1 h.
20.06	Observation - outputs - where are we?	1 h.
20.06	Analysis of the observations	1 1/2 h.
22.06	Meeting after outputs.	7,5 h.
	Total hours	12
7 1/2 hours = 1 day	Total days	

Date	1 juni	Signature (employee)	Hanieth K. Strom
Date		Signature (employer)	

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Sandvedhaugen b-hg.
Period:	february - juli - 2016
Name of the employee	Hanietta Elin Knisphausen Strom
Category of Staff	Researcher, Teacher/Trainer

Date	Activity - Intellectual Output	Hour
29.02	Meeting before Kingston	1 h.
10.03	Preperation befor Kingston	1 h.
20.03	Reading and preperation before ^{presentation}	5 h.
07.04	Meeting - planing the way forward	1 h.
29.03	Presentation of ToWE for the rest of the employees	7,5 h.
	Total hours	15,5 h
7 ½ hours = 1 day	Total days	2,05 days

Date	1 juli-16	Signature (employee)	Hanietta Knisphausen Strom
Date		Signature (employer)	

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Sandvedhaugen barnehage
Period:	feb - Juli / February - July 2016
Name of the employee	Nicolle de Graaf
Category of Staff	Researcher, Teacher/Trainer

Date	Activity – Intellectual Output	Hour
29/2	Meeting before training week	1 h
10/3	Reading and preparation	1 1/2 h
21/3	Making presentation	2 h
7/4	Meeting, the way ahead	1 h
20/4	working with output 5	2 h
29/3	Presentation of the project to the other top employee.	7,5
	Total hours	15 h
7 1/2 hours = 1 day	Total days	2

Date	30/6-16	Signature (employee)	Nicolle de Graaf
Date		Signature (employer)	

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Sandvedhaugen barnehage
Period:	february - july 2016
Name of the employee	Nicolle de Graaf
Category of Staff	Researcher, Teacher/Trainer

Date	Activity – Intellectual Output	Hour
19/4	Reading output 5	1 h
25/4	Meeting output 5	1 h
12/5	observation output 5	1 h
18/5	Analysis of the observation	2 h
3/6	meeting output 5	1 h
22/6	meeting and after work output 5	7,5 h
	Total hours	13,5
7 ½ hours = 1 day	Total days	1,8

Date	30/6-16	Signature (employee)	Nicolle de Graaf
Date		Signature (employer)	

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Sandvedhaugen barnehage
Period:	february - july 2016
Name of the employee	Nicolle de Graaf
Category of Staff	Researcher, Teacher/Trainer


Date	Activity – Intellectual Output	Hour
27/4	meeting with employee	2h
26/5	department meeting	2h
	Total hours	4h
7 ½ hours = 1 day	Total days	0,53

Date	30/6-16	Signature (employee)	Nicolle de Graaf
Date		Signature (employer)	

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Sandverhaugen Bhg
Period:	feb - july 2016
Name of the employee	Lillian Bakken
Category of Staff	Researcher, Teacher/Trainer

Date	Activity – Intellectual Output	Hour
29/2	meeting before training week	1h
10/3	reading and preparation	1h
7/4	meeting	1h
29/3	presentation of the project to the other employees	7,5h
25/4	meeting output 5	1h
27/4	meeting output 5	2h
	Total hours	13,5h
7 ½ hours = 1 day	Total days	1,8

Date	30/6-16	Signature (employee)	
Date		Signature (employer)	

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Sandvedhaugen Barnehave
Period:	feb - july 2016
Name of the employee	Lillian Bakken
Category of Staff	Researcher, Teacher/Trainer

Date	Activity – Intellectual Output	Hour
21/5	department meeting	1h
3/6	meeting - output 5	1h
22/6	meeting + afterwork output 5	7,5h
13/6	lunchmeeting output 5	1/2h
31/5	reading at output 1	3 1/2h
23/5	focus group output 5	2h
	Total hours	14,5h
7 1/2 hours = 1 day	Total days	1,9

Date	30/6-16	Signature (employee)	Lillian Bakken
Date		Signature (employer)	