

ToWe Project – Project Management Record of Activities

Project:	2015-1-UK01-KA201-013431
Institution:	Sandnes Kommune – Sanvedhaugen kindergarten
Period:	Aug-Oct

Dates	Name	Activity	Cost if Appropriate
10.08.16	Ingrid Andersen Maj Gabrielsen Liv Hjertø	Preparation for dissemination of IO5 to our other 10 units for planning day 17.08.16	
15.08.16	Ingrid Andersen Maj Gabrielsen Liv Hjertø	Preparation for IO3	
12.09.16	Liv Hjertø	Project meeting. Status Towe. Preparation for IO3	
26.09.16	Liv Hjertø	Preparation for IO3 and the Kick-off for the output	
03.10.16	Liv Hjertø	Preparation for planning day 10.10.16	
05.10.16	Maj Gabrielsen	Preparation for planning day 10.10.16	
06.10.16	Maj Gabrielsen	Preparation for planning day 10.10.16	
07.10.10	Maj Gabrielsen	Preparation for planning day 10.10.16 Preparation for continuous professional development in own organisation	
09.10.16	Liv Hjertø	Preparation for planning day 10.10.16	
11.10.16	Liv Hjertø	Writing of the Interim report	
17.10.16	Maj Gabrielsen	Preparation for continuous professional development in own organisation	
27.10.16	Ingrid Andersen Maj Gabrielsen Liv Hjertø	Writing of the Report Management Record of Activities	
28.10.16	Liv Hjertø	Writing of the Financial Report aug-oct 2016	