

ToWe Project – Project Management Record of Activities

Project:	2015-1-UK01-KA201-013431
Institution:	Sandnes Kommune – Sanvedhaugen kindergarten
Period:	Nov-feb

Dates	Name	Activity	Cost if Appropriate
01.11.16	Liv Hjertø Maj Gabrielsen Ingrid E.Andersen Maj Gabrielsen Ingrid E.Andersen Liv Hjertø	Reading of manual “Childrens voices end Expressions” and Preparation for Toweday 02.11.16 Project planning meeting – Toodlers wellbeing Continuous professional development in our organization Reading of manual “Children’s voices end Expressions” Management meeting	
22.01.17	Maj Gabrielsen Ingrid E.Andersen Liv Hjertø	Management meeting	
22.02.17	Maj Gabrielsen Ingrid E.Andersen Liv Hjertø	Management meeting	
02.11.16	Liv Hjertø	Toweday	
04.11.16	Maj Gabrielsen	Preparing Continuous professional development in our organization	
07.11.16	Maj Gabrielsen	Preparing Continuous professional development in our organization	
08.11.16	Maj Gabrielsen	Continuous professional development in our organization	
17.11.17	Liv Hjertø	Preparation for Kick-off “Children’s Voices and expressions	
18.11.16	Liv Hjertø Maj Gabrielsen	Preparation for Towe-meeting 21.11.16	

	Ingrid E.Andersen Liv Hjertø	Teacher planning day Kick off – Monica Røthle	
22.11.16	Maj Gabrielsen	Continuous professional development in our organization	
29.11.16	Maj Gabrielsen	Continuous professional development in our organization	
28.11.16	Liv Hjertø	Preparation for Focus Group Interview with Nicolle DeGraaf	
29.11.16	Liv Hjertø	Focus Group Interview with Nicolle de Graaf	
29.11.16	Liv Hjertø	Writing a summary of the Focus Group Interview to send to Yngve	
05.12.16	Maj Gabrielsen	Reading Toddlers voice and expression	
09.12.16	Maj Gabrielsen	Reading Toddlers voice and expression	
12.12.16	Liv Hjertø	Leading the Towe project meeting and writing the summary	
30.12.16	Liv Hjertø	Preparation for planning day 02.01.17	
30.12.16	Liv Hjertø	Preparation for Towe-meeting 02.01.17	
02.01.17	Liv Hjertø	Leading of the Towe part of planning day	
03.01.16	Maj Gabrielsen	Preparing Continuous professional development in our organization	
16.01.17	Maj Gabrielsen	Planning the visit at Sandvedhaugen barnehage 26. 01.	
22.01.17	Liv Hjertø	Preparation for Towe-meeting 23.01.17 and for the transnational meeting in Stavanger	
23.01.17	Liv Hjertø	Leading the Towe project meeting	
24.01.17	Maj Gabrielsen	Continuous professional development in our organization	
25.01.17	Liv Hjertø	Preparation for the presentation in Sandvedhaugen for the Towe delegates 26.01.17	
25.01.17	Maj Gabrielsen Liv Hjertø Ingrid E.Andersen	Transnational meeting.	
26.01.17	Maj Gabrielsen Liv Hjertø Ingrid E.Andersen	Visit at Sandvedhaugen barnehage. Presentation, tour and dinner.	
12.02.17	Liv Hjertø	Preparation for the dissemination of the Towe-project to Austrått Kindergarten	
13.02.17	Liv Hjertø	Dissemination to Austrått Kindergarten	

14.02.17	Liv Hjertø	Booking hotel and travel for the job shadowing in London in March	
15.02.17	Liv Hjertø	Reading of manual "Children's Additional Languages"	
21.02.17	Maj Gabrielsen	Continuous professional development in our organization	
28.02.17	Maj Gabrielsen	Continuous professional development in our organization	
26.02.17	Liv Hjertø	Preparation for planning day 27.02.17	
27.02.17	Liv Hjertø	Leading the Towe part of the planning day	

