**ToWe Project – Project Management Record of Activities**

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| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | Suara Cooperativa |
| Period: | **March 2017 – August 2017** |

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| **Dates** | **Name** | **Activity** | **Cost if Appropriate** |
| 03/03/2017 | Mireia | Reading and preparing information for the contribution of the book.  **Project management** |  |
| 03/03/2017 | Mireia | Dissemintation and promotion of informative speech about what we are improving the outputs  **Dissemination and promotion** |  |
| 06/03/2017 | Mireia | Organization of the welcoming of the teachers who are coming on the job shadowing  **Job shadowing** |  |
| 07/03/2017 | Mireia | Organization of the flights and accommodation for our stage in Kingston and Stavanger  **Job shadowing** |  |
| 09/03/2017 | Mireia | Skype meeting with the professionals of the dissemination of SUARA to talk about how it will be the dissemination.  **Dissemination and promotion** |  |
| 13/03/2017 | Mireia  Mª Angels | Meeting with a professional of communication and marketing of TV Costa Brava to prepare a schedule of publications about TOWE project  **Dissemination and promotion** |  |
| 24/03/2017 | Mireia  Mª Jose | Prepare all the information that we want to explain about the job shadowing to our colleges of the team  **Job shadowing** |  |
| 06/04/2017 | Mireia  Mª Àngles | Visited by the external auditor, to show her the school and tell her our involvement in the project TOWE and all that we have had changed through the work with it  **Project management** |  |
| 12/04/2017  18/04/2017  19/04/2017  20/04/2017 | Mireia | Organization of the welcoming of the teachers who are coming on the job shadowing  **Job shadowing** |  |
| 20/04/2017 | Mireia  Mª Angels | Meeting with a professional of communication and marketing of TV Costa Brava to prepare the publication about TOWE project of job shadowing  **Dissemination and promotion** |  |
| 24/04/2017 | Mireia  MªÀngels  Mª Jose | Meeting with a professional of communication and marketing of TV Costa Brava to record the publication of the job shadowing.  <http://www.costabravadigital.cat/index.php/sant-feliu-de-guixols/304-actualitat-i/104795-l-escola-bressol-mas-balmanya-aplica-el-metode-towe-com-a-projecte-educatiu>  **Dissemination and promotion** |  |
| 24/04/2017  25/04/2017 | Mireia  MªÀngels  Mª Jose | Work to welcoming, explaining, reflect and accompany our colleges of TOWE project in the Job shadowing.  **Job shadowing** |  |
| 27/04/2017 | Mireia  Mª Jose | Prepare the reflective session in Blanquerna.  **Job shadowing** |  |
| 28/04/2017 |  | Reflective session in Blanquerna .  **Job shadowing** |  |
| 04/05/2017 | Mireia  Mª Jose | Prepare a power point about our school to share it with the professionals of Sandnes Komunne  **Job shadowing** |  |
| 04/05/2017 | Mireia  Mª Jose | Prepare and send information about us to Sandnes Komune  **Job shadowing** |  |
| 15/05/2017 | Mireia  Mª Jose | Prepare a power point about our work in Stavanger to share it with the team of Mas Balmanya  **Job shadowing** |  |
| 15/05/2017 | Mireia | Organize and documentation about the economy of our travel of Stavanger.  **Project management** |  |
| 12/06/2017 | Mireia  MªÀngels  Mª Jose | Prepare photographs about the implementation of TOWE project for Blanquerna’s Dissemination  **Dissemination and promotion** |  |
| 16/06/2017 | Mª Àngels  Mireia | Prepare the information we want to share with the families for the meeting  **Dissemination and promotion** |  |
| 19/06/2017 | All the team | Explain to the new families about our participation in TOWE project.  **Dissemination and promotion** |  |
| 06/07/2017 | Mireia | Economic management.   * Time sheet * Project management * Mails to Helen   **Project management** |  |
| 30/08/2017 | Mireia | Economic management.   * Spreadsheet * Project management * Mails to Helen   **Project management** |  |
| 31/08/2017 | Mireia | Economic management.   * Spreadsheet * Project management * Mails to Helen   **Project management** |  |