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

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| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | Suara Cooperativa |
| Period: | 1st March – August 2018 |

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| **Dates** | **Name** | **Activity** | **Cost if Appropriate** |
| 01/03/2018  02/03/2018  05/03/2018  08/03/2018  09/03/2018 | Mireia  Mª Angels  Mª Jose | Preparing a power point and information for the international workshop in Kingston  **Project management** |  |
| 15/03/2018  16/03/2018 | Mireia  Mª Angels  Mª Jose | Dissemination of the international workshop in Kingston:  <https://www.facebook.com/157322641108428/photos/a.749987705175249.1073741839.157322641108428/932550686918949/?type=3&theater>  <https://www.facebook.com/Escola-Bressol-Pública-Mas-Balmanya-157322641108428/?hc_ref=ARSliWsgVST2InOMgP5VJRT-JLaNw4nCvpFgql9O9JxkTvI7yJKaXkmYjd-wb1S7l0M&fref=nf>  **Dissemination and promotion** |  |
| 16/03/2018  22/03/2018  12/04/2018  26/04/2018  10/05/2018  24/05/2018  14/06/2018  18/07/2018  03/09/2018 | Mireia | Economic management.   * Time sheet * Project management * Mails to Helen   **Project management** |  |
| 07/06/2018 | Mireia  Mª Angels | Skype meeting with the professionals of the dissemination of SUARA to talk about how it will be the dissemination.  **Dissemination and promotion** |  |
| 02/07/2018 | Mireia | Getting ready Helen’s welcoming.  **Project management** |  |
| 30/07/2018 | Mireia | Fill out the mas balmanya dissemination planner.  **Dissemination and promotion** |  |
| 30/07/2018 | Mireia | Prepare a document to certificate that all the photos are authorized by the families.  Send it to Helen.  **Project management** |  |
| 31/07/2018 | Mireia | Redact a document about the impact of the project.  **Project management** |  |