



FAMT&L

FORMATIVE ASSESSMENT IN MATHEMATICS FOR TEACHING AND LEARNING

Work Package 1 - Project Management

Deliverable D1.2– Collaboration Tools (Intranet & Mailing List for Consortium)

Due date of deliverable: 28 February 2014

Start date of project: 01/12/2013

Duration: 36 months

Lead organisation for this deliverable: University of Bologna (UNIBO)

Deliverable number	D1.2		
Title	Collaboration tools		
Type of outputs / products / results	Intranet & Mailing List for Consortium		
Delivery date	M3 (Dec 2013)	Dissemination level	<input type="checkbox"/> Public <input type="checkbox"/> Restricted to other programme participants (including Commission services and project reviewers) <input checked="" type="checkbox"/> Confidential, only for members of the consortium (including EACEA and Commission services and project reviewers)
Nature	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Service / Product <input type="checkbox"/> Demonstrator / Prototype <input type="checkbox"/> Event <input type="checkbox"/> Other		
Language versions	English		
Target languages			
Description (limit 1000 characters)			
<p>All staff of the partners involved in the project is added to the mailing list which is the primary day to day communication tool amongst the consortium. They also give access to a project management intranet system (supporting document versioning, GANTT charts, task assignment, wiki etc). These tools support the work of the consortium by aiding proper transparency and communications amongst partners.</p>			

Intranet & Mailing List for Consortium

The consortium adopted many tools of communication and organized many virtual meetings (formal and informal) to manage and to ensure cooperation.

First it was created a list of all contacts of the project participants with information on affiliation, name and surname, e-mail, Skype name, phone number. This contact list is constantly updated.

Telematics tools adopted are: e-mail, Skype, Adobe Connect with a room of University of Bologna dedicated to FAMT&L (<https://webconference.unibo.it/famtel/>) for communication (and exchange of file and documents) and the Dropbox system to share files and documents with each other and to work in progress and in collaboration on each file. Specific questions were discussed with single partner in the same way.

To monitor the progress of the work it has been created and shared an excel file containing the list of deliverables / output (grouped for each WP and indicating the WP leaders) and the timeline of the entire period of the project. In this way, as the various documents are made, it can be marked, in the corresponding cell, the time and the partner that produced them.

In the same way it was created a plan of the meetings that indicates the months in which they are expected to be hold and, in the case of virtual meetings, who is responsible for the organization.

The filename is "WORKPLAN" and it is shared in Project Dropbox folder.

Furthermore at each meeting it has been created a work plan with commitments and deadlines (see the minutes) to remember to everyone the things to do and the timing for them.

Documents, materials, deliverables, file for management and reports are available in Dropbox "Comenius Project 2013" folder:

<https://www.dropbox.com/sh/x8a294kte0wlvdk/AAAhLCqTQZizIETW5E3J4VSxa?oref=e&n=435619301>).