

Project Management and coordination Plan (Handbook)



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Document Information

Proposal Full Title:

Re-fashionable: [slogan]

1. *Dedicated to reshaping the fashion industry into a more sustainable, circular ecosystem, and connecting like-minded fashion professionals through a digital platform & educational resources.*

Proposal Acronym: Re-fashionable

Grant Agreement Number: N project: 2023-1-ES01-KA220-VET-000155130

Deliverable Name: Project Management Handbook

Deliverable Number and Short Description: T1.1: Set up project management structure and processes.

Contributors:

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Document History







Version	Date	Comments
V0.1	18/12/2023	First draft
V0.2	25/01/2024	Second draft
Final draft	30/01/2024	Final version

The Re-Fashionable Consortium

Blue Room Innovation (BRI)	Spain
Grup Qstura 2017 SL	Spain
Aintek Sumvouloi Epicheiriseon (IDEC)	Greece
Instituto di Istruzione Superiore N. Machiavelli	Italy
Association for creativ education (EKO)	Hungary
Learning Hub Friesland (LHF)	Netherlands

Partner Logos



Blue Room Innovation (BRI)	
Grup Qstura 2017 SL	
Aintek Sumvouloi Epicheiriseon (IDEC)	
Instituto di Istruzione Superiore N. Machiavelli	
Association for creativ education (EKO)	
Learning Hub Friesland (LHF)	



Abstract

This document provides an overview of the methodologies and tools that the Re-fashionable team is employing to manage the project. The document is being submitted as specified in the Re-fashionable project plan as part of deliverable T1.1, “Set up project management structure and processes”.

The focus of this document is to describe the approaches being taken in the project to manage the various work packages, share and store documents, communicate amongst consortium members, control the quality of project deliverables, mitigate risks associated with the project deliverables and assure the quality of the Project outputs.

Examples, screen shots and other aids are included to assist the reader in better understanding the approaches being used by the project team to ensure that it complies with the work documented in the Proposal, and that it delivers the project outcomes described in that document.

Introduction

The deliverable T1.1, “Set up project management structure and processes”, focuses on providing the European Commission with an initial overview of how the Re-fashionable team proposes to manage and control the execution of the Re-fashionable project. Included in this deliverable are overviews of:

- The initial project management plan,
- Tools employed to manage the project,
- Procedures utilized to manage the project,
- Communications processes for the consortium,
- Quality control process for the project,
- Risk management process.

The Re-fashionable team is employing a standard project management approach based on documented timelines, regular communications, active follow up, and formal quality control and risk mitigation processes. To support its project management approach, the Re-fashionable team has elected to use the AdminProject platform and create its own Google Account for project management that will be connected to the project website.

Procedures and templates have been created by project partners to ensure that regular progress reports are made by deliverable leads, that actual resource consumption is tracked against plan and that any deviations from plan are quickly surfaced and appropriate risk mitigation actions taken. Email lists, known as the "Re-fashionable Contact List," have been formed and distributed among partners through Admin Project, and Zoom conference every two weeks have been set up, to help with continuing reporting and project partners collaboration.

In addition, the Re-fashionable website is being developed in all partner languages, to provide not only an outlook for the capabilities for the Re-fashionable stakeholders, but as well to support the Consortium’s dissemination and exploitation activities.

Finally, formal quality control and risk management processes have been established and described in the Quality Assurance Plan, so that project deliverables meet the operational criteria established for them and so that any deviations from plan are properly addressed. The Re-fashionable Consortium believes that by employing project management approach summarized above and discussed in more detail in the following sections, it will be able to successfully deliver to the European Commission those



deliverables described in the Proposal. This quality control will be done throughout the whole project, led by BRI, who has created and is following the Quality Assessment Plan.

Project Management Plan

The project work plan has been organized into 5 work packages (WPs) with a total duration of 24 months.

Work Package Description

The project work plan is divided into WPs as follow:

1. **WP 1: Project Management**

The project coordinator will be responsible for the creation of a Quality Assurance Plan. The plan will contain the description of all the quality assurance activities of the project, as well as the respective assigned dates and deadlines, will be delivered to partners during the first two months of the project and be validated by the whole consortium. Blue Room Innovation, as the applicant and project coordinator, will be responsible for both budget control and time management of the project. This WP focuses on organizing, planning, and reporting, partnership meetings, internal communication, financial coordination and liaising with the European Commission. All partners will contribute to this WP. Therefore, the aim of this WP is to ensure proper operational & financial coordination, as well as monitoring of the project progress towards the achievement of the planned outcomes and impact.

2. **WP 2: Digital Platform**

This WP will develop a digital platform which will offer the unique opportunity for fashion professionals, fashion companies and environmental organizations to interact at the intersection of sustainability, conceptualizing opportunity, and new media. The platform will be a contemporary forum and virtual workplace where all the Re-fashionable target groups will be able to meet, connect and collaborate. Through the “Re-Fashionable” platform professionals working in the fashion industry, companies producing textiles and fashion apparel, fashion students and environmental organizations will be able to register, introduce needs, good practices, and case studies so that, together, they can design new projects, find resources, implement changes, and guide their future actions towards a more sustainable and circular fashion industry.

The platform will harness the power of real-time community collaboration, supporting the fashion industry, its professionals and future professionals with digital solutions to pursue sustainability goals. The platform contributes to specific objectives of the project, as its first step towards bringing target group members and stakeholders together through proper and directed initial dissemination and publicity, so that: Their needs, resources, and practices are

shared. They participate in the next/parallel results of the project, the “Re-Fashionable” e-learning course and Summer Lab. The platform will contribute to the general objectives of the project and specifically to: Create awareness, generate ideas, and establish commitment for a more sustainable fashion industry. Liaise and interconnect members of the fashion chain that desire to make a greener impact in their work towards a more sustainable fashion.

3. WP 3: The "Re-fashionable" e-learning course

The course will complement the “Re-fashionable platform” in providing the participants with the collected wisdom and expertise of the partners’ background in course creation, sustainability and a content that addresses at equal degrees the fashion business executive, the student and environmental organization. It will enable participants to understand the connection between sustainable development and the apparel industry and allow them to contemplate critically about all aspects of the apparel industry, such as consumption, durability, and sustainable design. The objective of the course is to allow participants, possibly coming to the project results through the platform, but also separately, to find all the necessary information, practical and theoretical to make their business, their designs and business planning more sustainable, particularly regarding the fashion world and its impact, and additionally, to find a network of like-minded fashion professionals.

4. WP 4: The “Re-Fashionable” Summer Lab

The “Re-Fashionable” Summer Lab will bring together 3 trainers or staff members from each partner organization plus 5 students from each participating fashion school for 4 days in Friesland, The Netherlands. The first objective is to bring together in person representatives of the target groups that have followed the project’s e-learning course and are members of the “Re-Fashionable” platform and, by using Business Model Canvas to create solid, applicable business solutions for sustainability in the fashion industry and fashion world in general. The main objective of this WP is to connect the platform and the e-learning course to the physical world, and to demonstrate in practice how the beneficiaries of this project can meet through the platform, become properly equipped in knowledge and competences through the course and meet to design a common new venture/project. The Summer Lab in that way, is a manifestation of how the overall objectives of the project (how to make fashion more sustainable, how to find and use tools of sustainability and how to channel ideas and creativity in a more sustainable direction), can become a reality.

5. WP 5: Dissemination and Impact



The main objective of this WP is to make the “Re-fashionable” digital platform, the "Re-fashionable" e-learning course and the Summer Lab, accessible and known to target groups, to present their usefulness and potential and to motivate users to get involved through targeted Dissemination actions.

Quality Assurance

The quality assurance methodology is specified in the related T1.3 output "Set up quality assurance plan" in the "Re-fashionable Quality Assurance Plan" document. As a component of quality control, evaluation will lay the groundwork for guaranteeing that the work plan is executed in accordance with the estimated time, effort, and budget and that excellent partner collaboration produced high-quality outputs. The following criteria will be applied to this achieve this goal: relevance, effectiveness, efficiency, impact, and sustainability. There will be two stages of evaluation:

- 1) Quality control of the project and
- 2) Evaluation of each activity.

In particular, this monitoring and evaluating activity takes place during:

- Each WP process, milestone, event, result and deliverable;
- The general project management (included the SC meetings, internal communication activities, and financial management);
- The quality of the consortium in terms of partners' active and effective participation.

The communication strategy will be targeted to the wider community in order to:

- Raise awareness of the sustainability practices regarding the fashion industry,
- Promote the project results, outputs and events,
- Create a network of fashion professionals and provide open access to materials on sustainable fashion practices to the public, private, and educational sectors.

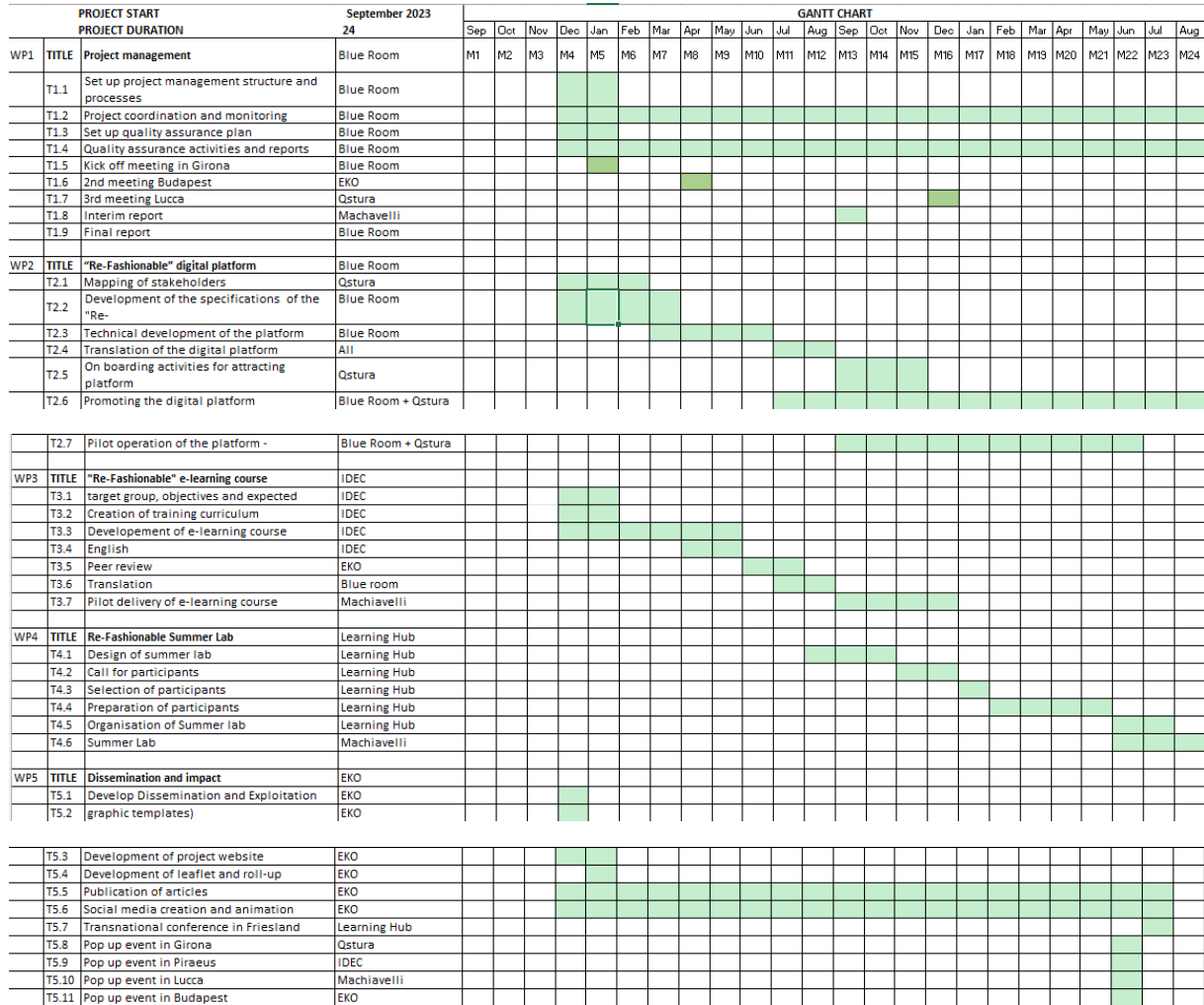
As a result, the project activities will be implemented according to plan, schedule and budget, and all foreseen outputs will be delivered. The distribution of tasks and activities are a result of experience and know-how of the consortium. The consortium has participated in previous projects of the same nature than Re-fashionable.



Project Phases

The Re-fashionable project phases and the correlations between the different work packages are presented in the Figure 1.

Figure 1: The Re-fashionable Gantt-Chart



Project organization

The following **management bodies** are created:

- Steering Committee (SC). General assembly of the consortium with representatives of each organization.
- Management Board (MB). Formed by:
 - Project Manager (Julia Svets). The project manager will ensure that objectives are met, and deliverables are achieved within the agreed timescales and that financial and contractual aspects are adhered to.
 - Also, PM will cover monitoring and reporting of the project's progress and maintenance of administrative and contractual relationships within the consortium and with the EC.
 - Technical Coordinator (Denisa Gibovic).
 - Financial coordinator (Estel Guillaumes)

Project Meetings

The organization of the different project meetings is as follow:

1. Reoccurring Partner Meetings

Meetings of the Re-fashionable Consortium provide an opportunity to discuss and decide on matters relevant to the entire consortium (both Technical and Management issues). Reoccurring Partner Meetings will be coupled to the full consortium meetings, and will be held every two weeks, starting on the 31st of January 2024. During these meetings major decisions on technical progress and management issues will be taken. There will be ample time reserved for in-depth discussions, both on presented results, and on unexpected and foreseen (based on the current status) challenges across the different WPs and the project as a whole.

2. Meeting of the Management Board

The Management Board meetings are essential gatherings for project leaders to discuss strategic decisions and oversee project progress. These meetings, held periodically, focus on key management issues such as the project progress, upcoming tasks, resource management, and risk mitigation. These sessions play a vital role in driving project success by fostering transparency, accountability, and effective decision-making in the Re-fashionable project.

Reporting

The **reporting** will be organized centrally. Meetings between different work teams will be arranged periodically to revise the work plan and the time scheduling. Technical reports, and financial statements will be distributed centrally by Blue Room Innovation.

In addition to the mandatory reports required by the Commission, a system of internal reporting will be established to ensure that project progress can be monitored by the relevant bodies and managers, and that all partners are kept up-to-date on activities and are provided with information to facilitate delivery of the project plan. The private and secure section will be used as repository of central project documents and as a secure location accessible to project consortium to support management reporting and communications.

Deliverables Monitoring

There will be formal, ongoing evaluations of the project's advancement in relation to its deliverables and milestones. The **Project Manager will supervise** this review and will be responsible for initiating any corrective action required to ensure that the project remains on course:

- Monitor the work plan, monitor project progress, identification and troubleshooting of technical and organizational problems, technical co-ordination meetings.
- Supervise achievements and propose evolution of the project according to those achievements and state of the art/market evolution.
- Review the quality of outputs in accordance with the Re-fashionable QA Plan.

Budget Monitoring

The coordinator will be responsible for:

- Taking the necessary measures to ensure the appropriate use of EC grant between the participants by providing modalities for pre-financing transfer in the Consortium Agreement (number of tranches, date of transfer, and conditions for transfer). The work will be done in collaboration with all partners and via Quality procedures.
- Circulating templates for time and cost reporting adapted to the project consortium.
- Consolidating and analyzing financial data on a six-monthly basis to ensure proper use of resources (compare planned versus actual), ease processing of audit certificates whenever relevant.



- Notify the due dates to the partners for financial reporting, provide support for the completion of the yearly financial reports, statements, and related certificates (when relevant) and will collect the documents for submission to the EC services.
- Be a day-to-day contact for the whole consortium to provide any answer regarding costs eligibility, financial reporting, and official process for fund transfer.
 - Follow-up of EC payments.
 - Maintenance of the consortium agreement.
 - Assistance to individual project partners on specific administrative issues.
 - Certificate of Financial Statements.

The coordinator will carry out the formal contact for communication with the Commission, its officers, and advisors. Formal communication will be through periodic management, activity, and financial reports (6 monthly minimum and as required by contract terms). The coordinator will communicate any significant variations to planned activity and make formal requests for changes to the Work Programme to the Commission for approval.

Work Package Leaders (WPL)

The Work Package Leaders are responsible for the timely and effective execution of the work packages in accordance to the Project Work Plan. On a case-by-case basis, such responsibilities can be delegated to parties responsible for a given task. The WPLs are accountable for the day-to-day management of the work packages. They report to the Technical Coordinator, and closely interact with Project Coordinator. The Work Package Leaders are:

Entity	WP Leader	Email
(BRI) Blue Room Innovation	WP1, WP2	denisa@blueroominnovation.com
(QSTURA) Grup Qstura 2017 SL	WP1, WP2	Sílvia Castelló Duran <silvia@qstura.cat>
(IDEC) Aintek Sumvouloi Epicheiriseon	WP3	Eleni Fazaki e.fazaki@idec.gr
(Machiavelli) Istituto di Istruzione Superiore N. Machiavelli	WP3	malagnino.antonella@istitutomachiavelli.edu.it
(EKO) Association for creativ education	WP5	vizinoemi2@gmail.com
(LHF) Learning Hub Friesland	WP4	frank@learninghubfriesland.nl

List of work packages

Figure 2 Re-fashionable List of Work Packages

1. WP 1: Project Management

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5. WP 5: Dissemination and Impact

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List of deliverables and deadlines

Figure 3: Re-fashionable List of deliverables and deadlines

List of Deliverables and Deadlines for Re-Fashionable				
#	Activity	Responsible	Deadline	Output description
WP1: Project Management (BRI)				
T1.1	Set up project management structure and processes	BRI	30/01/2024	BRI will be responsible for the Quality Assurance of the project, create the QA Plan, guide activities, write and deliver reports and ensure that improvements have been made when needed.
T1.2	Project coordination and monitoring	BRI	31/08/2025	BRI will set up project management structure and processes and is also responsible for Project coordination and monitoring. It will write the Interim and Final project reports and make sure that all partners have contributed with their responsibilities as assigned by the proposal.
T1.3	Set up quality assurance plan	BRI	30/01/2024	BRI will be responsible for the Quality Assurance of the project, create the QA Plan, guide activities, write and deliver reports, and ensure that improvements have been made when needed.
T1.4	Quality assurance activities and reports	BRI	31/08/2025	BRI will be responsible for the Quality Assurance of the project, create the QA Plan, guide activities, write and deliver reports, and ensure that improvements have been made when needed.
T1.5	Kick off meeting in Girona	BRI	12/12/2023	A kick-off meeting will be hosted in Lucca by the Machiavelli --> in Girona by BRI, changed
T1.6	2nd meeting Budapest	EKO	24/04/2024	EKO will organize the 2nd project meeting and the "Pop up event", both in Budapest.
T1.7	3rd meeting Lucca	Machiavelli	15/12/2024	Machiavelli will organize the the 3rd project meeting and the "Pop up event in Lucca".
T1.8	Interim report	BRI	30/09/2024	An internal quality assurance report will be delivered at interim and final report, based on respective

				<p>questionnaires answered by all partners, evaluating:</p> <ul style="list-style-type: none"> -Collaboration and coordination -Risks and how they are mitigated -Understanding of roles, tasks and deliverables per partner -Partners' expectations of the usage of project results
T1.9	Final report	BRI	30/08/2025	An internal quality assurance report will be delivered at interim and final report, based on respective questionnaires answered by all partners
WP2: "Re-Fashionable" digital platform (BRI)				
T2.1	Mapping of stakeholders	QSTURA	01/02/2024	A database of stakeholders extended to all partner countries (SP, IT, EL, HU, NL) with Fashion professionals, Fashion Companies, Students, Environmental Organization – with 10 members per category (50 members per partner, or 300 members in total).
T2.2	Development of the specifications of the "Re-fashionable" digital platform	ALL PARTNERS	15/04/2024	IDECC will create and suggest in a report, based on its past experience the specifications (functions, modus operandi, interface, menu etc.), of the platform. Partners will be able to comment and suggest improvements and/or changes.
T2.3	Technical development of the platform	BRI	30/06/2024	BRI's technical staff will create and deliver the platform in a functional and user-friendly way.
T2.4	Translation of the digital platform	ALL PARTNERS	15/08/2024	Partners will deliver the texts to be included in the platform in their national languages.
T2.5	On boarding activities for attracting platform subscribers	QSTURA	ask silvia!	Qstura will guide the partners on presenting the platform in Workshops, participation in events, fairs and conferences
T2.6	Promoting the digital platform	BRI	07/09/2024	BRI will direct the partners on promoting the platform through publicity in relevant traditional and

				online media such as magazines, newspapers, portals, radio and blogs.
T2.7	Pilot operation of the platform - matchmaking	BRI	15/09/2024	BRI will direct the pilot usage of the platform by registered members, give instructions and support and implement technical changes if necessary.
WP3: "Re-Fashionable" e-learning course (IDEC + Machiavelli)				
T3.1	Organisation of focus groups: Definition of target group, objectives and expected results	IDEC	09/02/2024	Both through the mapping of stakeholders from the previous WP and their existing networks, partners, guided by Blue Room, will organize structured focus groups to derive measurable results on what to include in the curriculum of the course
T3.2	Creation of training curriculum	IDEC	28/02/2024	Based on the results of the focus groups from the previous task, Blue Room will create and deliver to partners a complete curriculum about the thematics of sustainable fashion procedures
T3.3	Development of e-learning course contents	IDEC	15/03/2024	All partners under the leadership of IDEC will create contents based on expertise per module and deliver it complete with theoretical, practical content and self-assessment quiz.
T3.4	English	IDEC	31/05/2024	IDEC will supervise the final transformation of the created contents into a complete, well-crafted, all-inclusive course in respect to the curriculum and templates provided beforehand.
T3.5	Peer review	EKO	30/06/2024	EKO will lead the Peer review, a task whose purpose is to check, evaluate, add any omitted content and perfect the course. This task will be done in an orderly, organized manner and suggestions will be implemented promptly.
T3.6	Translation	IDEC	31/08/2024	The translation to all partner languages by the respective partner in SP, IT, EL, HU, NL. The supervisor's role will



				be to check that all contents have been translated and the national courses are ready for piloting.
T3.7	Pilot delivery of e-learning course	Machiavelli	01/09/2024	Machiavelli will guide the piloting by 15 members of the target groups per country. Each partner will deliver a piloting report. It will provide guidelines on the process, evaluation techniques and manner of implementation of improvements
WP4: Re-Fashionable Summer Lab (LHF)				
T4.1	Design of summer lab	LHF	30/09/2024	L.H.F. will prepare an agenda and design the tasks, find the ideal trainers and create an exact plan on how the project goals and the previous steps of the project will be integrated in the program to better reach the project's objectives.
T4.2	Call for participants	LHF	01/12/2024	L.H.F. will provide the other partner organizations ,with two different participant's profiles, one for trainer/staff and one for student, so that each partner will have a clear and goal-oriented tool to select which people to send to the Lab.
T4.3	Selection of participants	LHF	01/01/2025	Partners will send a list of eligible profiles to L.H.F. and it will evaluate them and make the final selection according to predefined Key Performance Indicators. Thus, the final list of the 22 participants will be created.
T4.4	Preparation of participants	LHF	01/05/2025	L.H.F. will create a document with all the necessary information and things to be prepared and send it to all partners so that they can prepare their participants for the Lab
T4.5	Organisation of Summer lab	ALL PARTNERS	01/07/2025	L.H.F. will select the venue and brief the trainers involved and host the participants at its premises. All partners' responsibility for that task is to make travel arrangements and send the participants.

T4.6	Summer Lab	LHF	01/08/2025	Development of video - stories from the Summer Lab: This final task is the responsibility of the Machiavelli Fashion School, which has the technical experience to guide participants in documenting the Summer Lab in 3 video stories.
WP5: Dissemination and impact (EKO)				
T5.1	Develop Dissemination and Exploitation plan	EKO	31/12/2023	A 360o (from concept to materialization to feedback and application of corrective actions) plan will be created by EKO and delivered at the kickoff meeting.
T5.2	Development of the project identity (logos, graphic templates): an attractive, relevant and eye-catching graphic identity will be delivered by EKO so that partners can use it in all communication tasks and deliverables.	EKO	31/12/2023	An attractive, relevant and eye-catching graphic identity will be delivered by EKO so that partners can use it in all communication tasks and deliverables.
T5.3	Development of project website	EKO	31/01/2024	EKO will create an inclusive and user friendly website in EN, EL, SP,IT, HU, NL update it as the project progresses and track visitors.
T5.4	Development of leaflet and roll-up	EKO	31/01/2024	EKO will also create a leaflet and a rollup and deliver it to partners to translate and adapt so that they can use them for communicating with targets and during events.
T5.5	Publication of articles	EKO	01/07/2025	EKO will oversee that in stage of the project, partners have composed and published interesting articles in their national media, regarding the new evolvments of the project.
T5.6	Social media creation and animation	EKO	01/07/2025	EKO will create the Facebook and Instagram accounts, and make a schedule of posts for partners



				to follow so that there is constant and interesting presence and useful content generated.
T5.7	Transnational conference in Friesland	LHF	01/07/2025	It will be organised by LUF and will coincide with the culmination of the Summer Lab. The 30 participants of the event that are members of the target groups, will have the opportunity to learn the results of the Lab, presented by its own participants
T5.8	Pop up event in Girona	BRI	01/06/2025	Blue Room will organize the event to spread project results to target groups. It will create the agenda, select the venue, invite target group members, recruit qualified speakers from the fashion industry, environmental organizations and academia
T5.9	Pop up event in Piraeus	IDEC	01/06/2025	IDEC will organize the event to spread project results to target groups. It will create the agenda, select the venue, invite target group members, recruit qualified speakers from the fashion industry, environmental organizations and academia.
T5.10	Pop up event in Lucca	Machiavelli	01/06/2025	Machiavelli will organize the event to spread project results to target groups. It will create the agenda, select the venue, invite target group members, recruit qualified speakers from the fashion industry, environmental organizations and academia.
T5.11	Pop up event in Szeged	EKO	01/06/2025	EKO will organize the event to spread project results to target groups. It will create the agenda, select the venue, invite target group members, recruit qualified speakers from the fashion industry, environmental organizations and academia.

Project collaboration tools

1. Admin Project

AdminProject is the command center for European project management. It's a specialized platform designed to help the partners stay organized and efficient throughout the project lifecycle. It offers a suite of tools and features designed to enhance collaboration, organization, and efficiency throughout the project lifecycle.

One of the key benefits of AdminProject is its ability to streamline communication and collaboration among team members. With features such as task assignment, file sharing, and discussion forums, team members can easily coordinate and share information in one centralized location. This reduces the need for extensive email chains and ensures that everyone is on the same page. Additionally, AdminProject provides robust management and monitoring of project files and outputs. Team members can upload and share documents securely, ensuring that everyone has access to the most up-to-date information.

By leveraging the features and capabilities of AdminProject, project partners can work more effectively together towards achieving our project goals.

Figure 4 Re-fashionable AdminProject Space

The screenshot displays the AdminProject interface for the 'Re-Fashionable' project. At the top, the 'ADMIN PROJECT' logo is visible. The breadcrumb navigation shows 'Home » Re-Fashionable » Tools » Discussion'. A 'Quick jump' section contains buttons for 'Discussion', 'Files', and 'Tasks'. Below this, a horizontal menu includes 'Project's summary', 'Tools', 'Finances', 'Dissemination', 'Evaluation', and 'Settings'. The main content area shows a list of discussion topics, sorted by 'Responses'. The list includes:

- Partner Agreement**: Started 16.01.2024 16:57 by Estel Guillaumes (NEW!). 2 responses, 54 views, 11 unread. Last post: 01.02.2024 08:39 by Beata Udvari.
- Reoccurring Meeting (start on: 31/01/2023 at 12h CET)**: Started 25.01.2024 11:34 by Julia Svets. 1 response, 15 views, 1 unread. Last post: 31.01.2024 13:40 by Julia Svets.
- Dissemination: Updates**: Started 14.12.2023 14:24 by Julia Svets. 92 responses, 20 views. Last post: 31.01.2024 09:41 by Noémi Vizi.
- Project Management: Updates**: Started 13.12.2023 15:12 by Julia Svets. 69 responses, 8 views. Last post: 25.01.2024 12:52 by Julia Svets.
- Digital Platform: Updates**: Started 05.01.2024 10:37 by Julia Svets. 15 responses, 3 views. Last post: 23.01.2024 19:44 by ANTONELLA MALAGNINO.
- Partner Logos**: Started 18.01.2024 19:46 by Laura Bellido. 15 responses, 2 views. Last post: 19.01.2024 09:09 by Julia Svets.
- Farewell**: Started 15.01.2024 14:09 by Maria Kandila. 10 responses, 3 views. Last post: 16.01.2024 17:09 by Estel Guillaumes.

Home » Re-Fashionable » Tools » Files

Quick jump: Discussion Files Tasks

Project's summary Tools Finances Dissemination Evaluation Settings






Edit your Office docs in AdminProject with Microsoft Office Online! Sign-up for Office 365 at office.com and start being more productive!

Show deleted elements Search

Sort by: Name | Last modification date | File type | Size | Uploaded by

All files / WP5. Dissemination / Templates Re-Fashionable /

Back

 Re-fashionable leaflet.png 1.53M Uploaded by: Noémi Vizi 2024-01-14 10:17:42 0 1	...
 Re-fashionable ppt template.pptx 3.00M Uploaded by: Noémi Vizi 2024-01-14 10:14:32 0 1	...
 REFA word template2.docx 718.60K Uploaded by: Noémi Vizi 2024-01-18 10:40:19 0 1	...
 refa logo colored.jpg 12.86K Uploaded by: Noémi Vizi 2024-01-31 09:43:40 0 1	...
 refa logo grey.jpg 12.20K Uploaded by: Noémi Vizi 2024-01-31 09:43:55 0 1	...

2. Google Drive

Google Drive serves as a fundamental tool in the Re-fashionable project management toolkit, offering a centralized platform for storing, sharing, and collaborating on project documents and files.

At its core, Google Drive seamlessly integrates with other Google Workspace applications like Docs, Sheets, and Slides, facilitating real-time collaboration and document editing. This integration fosters a collaborative environment where team members can contribute and work together effectively.

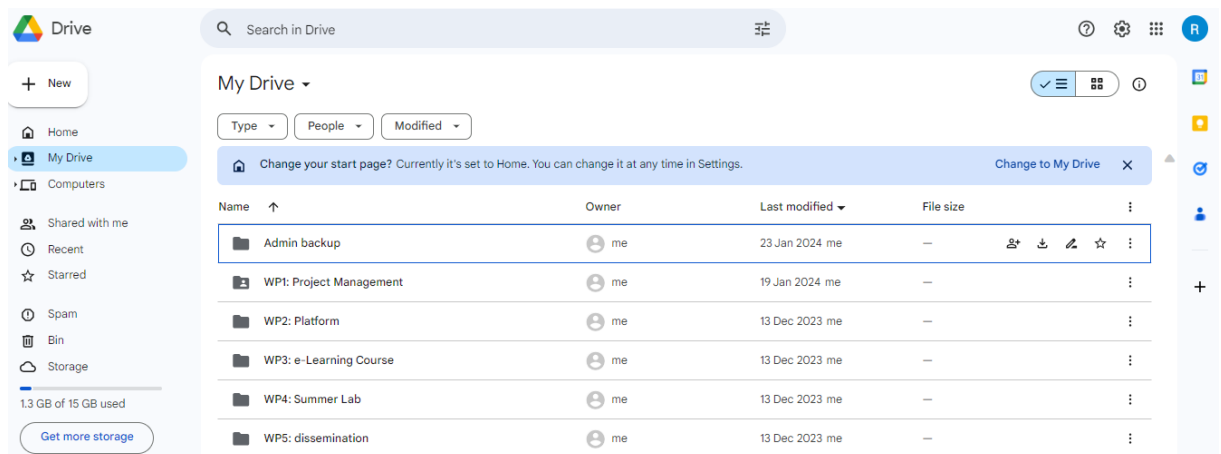
Moreover, Google Drive's file-sharing capabilities simplify the distribution of project documents to team members, stakeholders, and external partners. It also really helps in

organizing the so-called “Re-fashionable TO-DO List” – a similar figure that’s found as “Figure 3: Re-fashionable List of deliverables” in this document – an online spreadsheet, where partners mark their tasks status, track deadlines, and facilitate links to outputs. The internal initiative of Blue Room Innovation, the coordinator and creator of the “TO-DO List”, aims to help partners navigate and plan their tasks, as well as provide a simplified outlook on the project outputs.

- Link To the [“Re-fashionable TO-DO LIST”](#).

In summary, Google Drive plays an additional supporting role in the Re-fashionable project management efforts, providing a centralized hub for storing, sharing, and collaborating on project documents and files. Leveraging Google Drive's features and capabilities enables the partners to enhance collaboration, streamline communication, and work more effectively towards achieving the Re-fashionable objectives.

Figure 5: Re-fashionable Google Drive Space





“Re-fashionable TO-DO List” ☆ 🔒 ☁

File Edit View Insert Format Data Tools Extensions Help

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TODO for Re-Fashionable						
#	Activity	Responsible	Deadline	Output description	Link to output (if applicable)	Status
T1.4	Quality assurance activities and reports	BRI	31/08/2025	BRI will be responsible for the Quality Assurance of the project, create the QA Plan, guide activities, write and deliver reports, and ensure that improvements have been made when needed.		ongoing
T1.5	Kick off meeting in Girona	BRI	12/12/2023	A kick-off meeting will be hosted in Lucca by the Machiavelli --> in Girona by BRI, changed	[Re-Fashionable] - AdminProject	done
T1.6	2nd meeting Budapest	EKO	24/04/2024	EKO will organize the 2nd project meeting and the "Pop up event", both in Budapest.		ongoing
T1.7	3rd meeting Lucca	Machiavelli	15/12/2024	Machiavelli will organize the the 3rd project meeting and the "Pop up event in Lucca".		not started
T1.8	Interim report	BRI	30/09/2024	An internal quality assurance report will be delivered at interim and final report, based on respective questionnaires answered by all partners, evaluating: -Collaboration and coordination -Risks and how they are mitigated -Understanding of roles, tasks and deliverables per partner -Partners' expectations of the usage of project results		not started
T1.9	Final report	BRI	30/08/2025	An internal quality assurance report will be delivered at interim and final report, based on respective questionnaires answered by all partners		not started
WP2: "Re-Fashionable" digital platform (BRI)						
T2.1	Mapping of stakeholders	QSTURA	01/02/2024	A database of stakeholders extended to all partner countries (SP, IT,EL, HU, NL) with Fashion professionals, Fashion Companies, Students, Environmental Organization - with 10 members per category (50 members per partner, or 300 members in total).	Mapping of Stakeholders	done
T2.2	Development of the specifications of the "Re-fashionable" digital platform	ALL PART...	15/04/2024	IDEC will create and suggest in a report, based on its past experience the specifications (functions, modus-operandi, interface, menu etc.) of the platform. Partners will be able to comment and suggest improvements and/or changes.	T2.3 Platform definition - Re-fas...	ongoing



Project reporting processes

To facilitate communicating progress on each deliverable, a process has been established whereby each work package leader, under the leadership of the project coordinator, reports progress on their deliverables at regular intervals. This process requires each work package leader to comment on progress and issues during project management conference calls.

The responsibility for reporting person month effort against deliverables has been assigned to each of the partners in the Re-fashionable project. Each partner must report all their personnel efforts against the various deliverables worked on by each person on a quarterly basis. These reports are collected by the Project Manager and consolidated for redistribution back to the work package leads for comparison of planned versus actual effort against deliverable. In addition, these reports are used as the basis for all reporting back to the European Commission on effort expended on project tasks.

EU Submission Procedures

The PC has the direct responsibility to submit the project deliverables to the Agency. Once the PC has submitted the deliverable to the Project Officer, the PDF version is uploaded in the internal project portal and, if it is a public deliverable, on the public web site. The corresponding files are marked as 1.0. If updated versions are submitted, then they will be numbered v.1, v.2, etc.

Communication with the Commission

All communication with the Commission shall occur through the Project Coordinator.

Notification Procedures

All formal notifications sent to the PC should be in two signed copies, and

- The person signing the document should be authorized to do it.
- In case the authorized person is not available, an alternate authorized person empowered to do it could sign the document. In that case, two copies of a letter explaining that the alternate person is authorized and the empowerment by which he/she is authorized should send to the PC additionally.
- Paper copies should normally be sent by courier, with a notification by e-mail.

If a partner's bank account changes, the PC should be notified within 2 weeks in advance of any payment.

- Reporting Procedures
- Internal Reports

Reports that are produced only for internal use shall be directly associated with the person that is responsible for its content. A copy shall be kept in the corresponding WP file folder in the internal teamwork portal.

Reports to the EC

At the end of each reporting period, the project must claim its costs by sending in a financial report and a project progress/final report to the Commission following the EC templates.

PC is responsible for preparation and sending of the mentioned reports and all partners are obligated to send to the PC any needed information and document ON TIME to complete informative and correct reports to the EC.

<i>Title</i>	<i>Month</i>	<i>Survey / Draft</i>	<i>Due Date/ Final</i>
Monitoring Evaluation Plan (T1.3)	2 – 4	November 2023	February 2024 *
M12 technical report (T1.4)	12	September 2024	October 2024
M24 technical report (T1.4)	24	August 2025	September 2025

Figure 6 Re-fashionable Quality Reports Deadlines