MuEuCAP Year 1 Task Timeline (defined by WPs - work packages)

WP	Task	Year	2018											2019
		Month	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
		Original	Month 5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16
		Actual	Month1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
WP1	Compile information on existing curricula and human/technical resources of 4 MUPs		WP1.1											
	Kick-off meeting, including preparation, agreements and procedures					WP1.2								
	MUPs needs assessment in Environmental Protection curriculum			WP1.3										
	Non-academic stakeholder needs assessment in Environmental Protection competencies			WP1.4										
	Final report on needs assessment			WP1.5										
WP2	Curriculum planning and development					WP2.1								
	Draft outline of curriculum					WP2.2								
	Course development workshops					WP2.3								
	Final workshop on presenting curriculum													
	Developing criteria and selection of staff; evaluation mechanisms for training courses; follow-up mechanisms; launch of first call for students; finalise logistic arrangements; teaching scientific English						WP2.6							
	Selection criteria for staff and students at the MUPs			WP2.6.1										
	Evaluation mechanism for the training courses						WP2.6.2							
	Follow-up mechanisms						WP2.6.3							
	First call for participants for first year of university staff training						WP2.6.4							

WP	Task															
	Finalising the logistical arrangements											WP2.6.5				
	Teaching scientific English											WP2.6.6				
	Technical update of equipment to support curriculum delivery						WP2.7	WP2.7								
	Assessment of ICT and technical equipment literacy at each MUP						WP2.7	WP2.7								
	Training to improve academic and technical skills and competences							WP2.8.1			WP2.8.1				WP2.8.1
	Training in quality assurance:							WP2.8.1			WP2.8.1				WP2.8.1
	MUP staff exchange visits to EUPs for specialised training														WP2.9
WP6	Project Manual, monitoring and evaluation templates finalised		W6.1													
	Design evaluation mechanisms and implement mechanisms				W6.2											
	Quarterly progress reports written				W6.3				W6.3			W6.3				W6.3
	Quarterly progress report submitted to Steering Committee				W6.3				W6.3			W6.3				W6.3
	Annual financial reports															W6.4
WP7	Set up website				W7.1.1											
	Set up social media channels				W7.1.2											
	Design logo				W7.1.3											
	Design flyers				W7.1.4											
	Promotional videos					W7.2				W7.2			W7.2			W7.2
	Quarterly project newsletter				W7.3				W7.3			W7.3				W7.3
	Communication with public/media		W7.4 on-going													
	Outreach		W7.5.1 on-going													
	Training staff in outreach		W7.5.2 on-going													
WP8	Coordination meetings (Steering Committee)					W8.1										W8.1
	Annual technical and financial report, final reports													W8.2		W8.2
	Communication with all partners		W8.3 on-going													