

AMENDED WORK PLAN

WORK PLAN

| Stage in life of project | Outputs / Achievements | Activities | Start and end date of activities | Partners / Persons involved | Time input (person / days or person / months) | amendments |
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| Coordination (ongoing) | Progress reports | Management of programme and finances, administration, formal reports | October 06 – December 09 | LJMU | 40 days Stephenson 36 days admin staff | |
| | Final report | Summative team meeting | September 09 | All | 22x3 days (travel + DA) | |
| Website construction and maintenance (ongoing) | Website; e-learning and presentation devices | Setting up of website; maintenance; preparation of materials in electronic formats | October 06 → | University of Rouse Slovak Technical University Pädagogische Akademie Tyrol | 60 days Smrikarov 10 days Rozinajova 10 days Egger | |
| Programme Evaluation (ongoing) | Interim and final evaluations Staged reports | Self-evaluation of materials by teams Evaluations by pilot participants Collation of all data Externally conducted enquiry | October 06 – September 09 | All + partner schools External evaluator | Within stage activities 5 days | Evora and KHBO's part in this taken by FLUL;IPP; UM: NIHIL: NIHIL represents Belgium see below |
| Stage 1 Preparation | Full proposal | Preparatory meeting | 10 – 12 February 06 | All | Completed | |
| | | Preparation of full proposal | 12 Feb – 1 March 06 | | Completed | |

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| Stage 2 Review and analysis | | Planning meeting | October 06 | All | 22x3 days (travel+DA) hosts 2 days | |
| | Data on existing information and practice | Gathering information on current relevant materials to establish a framework and criteria in relation to mentors' needs | October 06 – June 07 | All | 22; 1x22 days | Portuguese material contributed by 3 as above |
| | Framework Draft needs analysis tool Needs analysis tool | Constructing a conceptual framework Design questionnaire interview schedules Pilot draft tool nationally Refine tool Translation | October 06 – February 07 | Needs analysis team Translation team | 12 days (LJMU;KHBO;UO WM;IPP;WOLV;R OUSSE;ELTE; STU) 14 days (UGL;UOWM;EVO RA; MINHO;FUHL;IPP; UWE; ROUSSE;LV;LT;S APIENTIA;VU; UKFF;STU) | Evora role taken by IPP; 1 work day added ex Evora's allocation Sapientia replaces ELTE |
| | Analysis of mentor need Blueprint for suitcase materials | Conduct major TISSNTE needs analysis using refined tool Analyse data Publish/disseminate interim findings report | March 07 – June 07 | All Needs analysis Team | 44; 22x2 days 19 days | |

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| | Refined framework and needs analysis tool Indication of suitcase materials | Group Progress meeting : Adapt frame work Translation | June 07 June 07 – September 07 | Harnett Translation team | 22x4 days (travel+DA) hosts 3 days; 5 days 16 days | 1 Ex Evora work day added to FLUF as replacement “Portuguese perspective” responsibility |
| Stage 3 Development & Implementation | Development of Suitcase Pilot and evaluation of suitcase materials | Writing and developing materials for the suitcase of support Devising general framework Translation Piloting in national context Publicising of 5 day course | March 07 – July 07 | All Component coordinators Translating team | 44 ; 22x2 days 10 days 20 days 10 days (NIHIL;MIC;LT;UA) | Done by remaining Portuguese partners Ankara replaces Malta |
| | Refined evaluated material for suitcase | Analysing pilot findings Revising materials Adapting framework to national needs Translating materials | August 07 – January 08 | Component co-ordinators Translation Team | 10 days (NIHIL;MIC;LT;UA) | |
| | International pilot and evaluation of draft suitcase | Pilot refined materials | February 08 – June 08 | All + school partners Pilot Team | 22; 22x1 days 7 days (LJMU; KHBO; FLUL; UWE; SAP; STU) | ! day ex KHBO allotted to NIHIL as replacement “Belgian perspective” responsibility |

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| | 5 day intensive course | Progress meeting Final adaptation and selection of suitcase materials Translations Assemble suitcase Preparation of course Hold course Evaluation meeting Process data | July – August 08 | All Sub-contracted Composition of suitcase team | 22 x 3 days (travel +DA) Hosts 2 days 6 days 22 x 10 days (Travel +DA) (2 prep; 5 course; 3 evaluation & planning) 16 days Gadusova & Rozinajova | 2 prep days ex Evora allocated to FLUL |
| | Interim Reports Final reports | Collect and analyse data from pilots and self evaluations for writing teams Evaluation of 5 day course Collate final report from self and participant data and external evaluator's report | October 08 – January 09 | All+ course management team | 22 x 3 days (accounted for above in 10 day meeting) | 2 ex Evora working days allocated to IPP for evaluation and analysis 1 ex KHBO allocated to NIHIL ditto |
| Stage 4 Revision & Dissemination | Definitive suitcase of support for the supporters of novice teachers Pan-European framework for supporting novice teachers in schools | Adaptation and production of a European framework for the mentoring of novice teachers. Revision of all materials in suitcase; adaptation and translation as necessary Progress meeting | January 09 – September 09 May 09 | all review team | 3x22 days 13 days (FLUL:MINHO;IPP; VE) 22x4 days (travel+DA) hosts 1 day | Ex Evora for review team 2 days FLUL 2 days UM 1 extra day IPP for leadership of team. |

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| | Dissemination of findings Web data base Research articles Special edition Journal publication Institutional actions Publicity about programme | Final editorial meeting Re-design website Write/complete articles on the findings generated by the project and the issue of support and retention of novice teachers as effected by the provision of support by mentors attend conferences; deliver papers | September 2009 January 2007 – December 2009 – ongoing | Dissemination team Research & Publications team | 22x3 days (travel + DA) hosts 2 day 32 days (PA;MINHO;WOLV.VU; LJMU;UKF) 40 days (WOLV;LT;LV;FLUL;UGL; LJMU;MIC) | |
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NB. Research, publication, formative evaluation, dissemination and reports will be ongoing throughout the length of the project; as will adaptation of materials into electronic forms and dialogue and dissemination via the web. Partner institutions have been allotted 3 days of administrative staff time over the three years except the co-ordinators who have 36 days. These are not accounted for on the workplan and will be used at the discretion of the partners.

The administrative days for Evora will be allotted 1 each to FLUL; IPP; UM; those for KHBO (2 remaining) to NIHIL

Meeting days:

Evora attended only meeting 2.

KHBO attended only meetings 1 &2

Neither took part in the preparation or teaching of the Intensive Course