

**Psychodrama on the educational stage**

**POTENS**

# **Project Management Plan**



**Grundtvig**



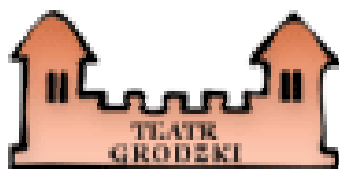
Education and Culture DG

# Psychodrama on the educational stage



Grundtvig

Project Title	Psychodrama on the Educational Stage
Project Acronym	POTENS
Funding Programme	GRUNDTVIG
Project Number	142673-LLP-1-2008-1-PL-GRUNDTVIG-GMP
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Copyright	POTENS Consortium
Responsible Partners	Teatr Grodzki
Participating Partners	SPJLM, SPI, CAEA, EST
Current Version	First
Authors	Teatr Grodzki



# Psychodrama on the educational stage

## Table of Contents

<b>1. Scope.....</b>	<b>4</b>
<b>2. Participating organizations.....</b>	<b>5</b>
<b>2.1. Table 1 - Table of partners.....</b>	<b>5</b>
<b>3. Project Management Structure.....</b>	<b>6</b>
<b>3.1. Diagram no.1 - Management Structure.....</b>	<b>7</b>
<b>4. Workpackages.....</b>	<b>8</b>
<b>4.1. Table 2 - Workpackages.....</b>	<b>8</b>
<b>4.2. Table 3 - Division of tasks.....</b>	<b>9 -10</b>
<b>4.3. Table 4 - Schedule of work.....</b>	<b>11</b>
<b>4.4. Table 5 - Consortium meetings plan.....</b>	<b>12</b>
<b>5. Reporting.....</b>	<b>13</b>
<b>6. Conflict resolution procedure .....</b>	

# **Psychodrama on the educational stage**

## **1. Scope**

**The goal of this document is to define the project management plan in a way that ensures the smooth and cost-effective coordination of the POTENS Consortium.**

**The main objectives of this documents are to establish management structure, clear division of tasks, schedule of work and explicit conflict resolution procedure.**

# Psychodrama on the educational stage

## 2.Participating organizations

The POTENS project consortium consist of 5 partners organizations from 4 countries. The table below presents organizations involved in the proposal.

### 2.1. Table no. 1

Table of partners			
Partner number	Country	Legal name	Type
P1	<b>POLAND</b>	Bielskie Stowarzyszenie Artystyczne Teatr Grodzki <b>(TG)</b>	NFP - NGO
P2	<b>ROMANIA</b>	Societatea de Psihodramă "J.L. Moreno" <b>(SPJLM)</b>	ENT-PROFS
P3	<b>CYPRUS</b>	Cyprus Adult Education Association <b>(CAEA)</b>	NFP - NGO
P4	<b>PORTUGAL</b>	Sociedade Portuguesa de Inovação <b>(SPI)</b>	ENT - SME
P5	<b>POLAND</b>	Placówka Kształcenia Ustawicznego <b>(EST)</b>	EDU-ADLT

# Psychodrama on the educational stage

## 3. Project Management Structure

International projects such as Grundtvig require a comprehensive way of management. This is to ensure that the consortium will achieve the objectives which are determined in the project.

To this end, the following key personnel is identified:

**-The Project Coordinator**, who is responsible for the overall project operation and communication with external bodies.

The project Coordinator of the POTENS project is Maria Schejbal.

**- The Assistant of Project Coordinator** is responsible for practical aspects of project implementation.

The Assistant of Project Coordinator in Grodzki Theatre is Anna Wróbel.

**- The Financial Manager** is a person, who is responsible for all matters connected with financial account of POTENS project budget.

The Financial Manager in Grodzki Theatre is Magdalena Dudek-Rewolte.

### 3.1. The management and communication structure shows

the diagram no. 1.

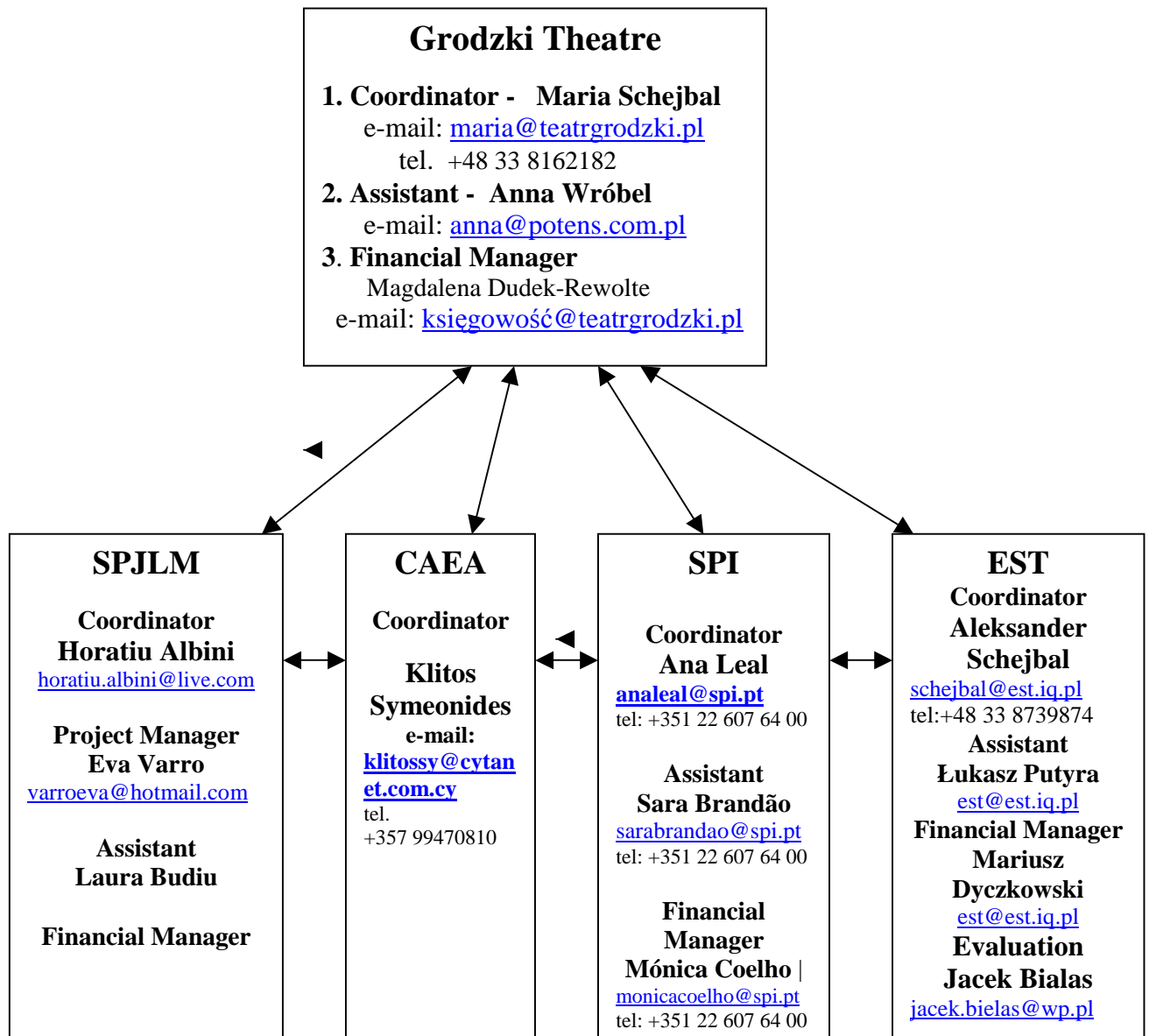


Diagram no. 1

### 3.2 Information Flow

All documents produced by the POTENS project should be exchangeable in electronic format. Exchange of information will mainly happen via e-mail and file transfer over the Web. Urgent correspondence over e-mail will be sent with a request for explicit acknowledge. Ordinary mail will be used for strictly formal correspondence, i.e. when executive signatures are required.

# Psychodrama on the educational stage

## 4. Workpackages

POTENS Project is divided in 8 workpackages as below table shows.

4.1. Table no. 2



Workpackage number	Workpackage type	Workpackage title	Start	End
WP 1	MAN	Management structure	X 2008	IX 2010
WP 2	QA	Evaluation strategy	X 2008	IX 2010
WP 3	DEV	Training methodology development	XI 2008	VIII 2009
WP 4	DEV	Workshops for AE trainers	II 2009	III 2010
WP 5	DEV	Documentation and publication	V 2009	V 2010
WP 6	DEV	Grundtvig seminar	XII 2009	VI 2010
WP 7	DIS	Dissemination campaign	X 2008	IX 2010
WP 8	EXP	Exploitation of results	IX 2009	IX 2010

**Each partner organization leading at least one individual workpackage.**

**Workpackage Leaders are responsible for the smooth execution of each Workpackage.**

**The work Package Leaders of the POTENS Project are:**

**P1 - TG, Poland, leading WP1, WP5, WP6;** experienced in multilateral projects coordination; editor of numerous publications; organizer of local, regional and international artistic and educational events.

**P2 - SPJLM, Romania, leading WP3;** national psychodrama institute; involved in psychodrama research and training at European level; cooperating with different European psychodrama organizations.

**P3 - CAEA, Cyprus, leading WP4;** significant experience in adult education activities; A national umbrella organization acting as a consultant for other adult education institutions; experienced in organizing and running Grundtvig programs.

**P4 - SPI, Portugal, leading WP8;** highly experienced in leading and running EU projects; expertise in training, consulting and R& D; addressing needs of various target groups and applying innovative pedagogical approaches.

**P5 - EST, Poland, leading WP2, WP7;** experienced in evaluating training projects co-funded by community programs; cooperating with different European AE umbrella organizations.

4.2. Table no.3 shows all workpackages, who is leading them, what are the main deliverables and when they should be achieved.

WP number	WP title	Role and tasks in the workpackages	Duration and deliverables
<b>WP 1 Leader TG</b>	<b>Management structure</b>	<b>PL- TG</b> - Coordination of all project activities at the consortium/transnational level; management of communication and cooperation within partnership; leading partner meetings; monitoring the progress of the project; cooperation with the Executive Agency (reporting on behalf of the consortium) + same responsibilities as the partners below <b>All the rest</b> - Coordination of project activities at the organisation/regional level; recruiting staff for the project and monitoring their work; communication and cooperation with all the partners; participating in partner meetings; reporting to the coordinating organisation.	<b>X 2008 - IX 2010</b> 1) management plan -meeting 1 – PL -meeting 2 – CY -meeting 3 – PO -meeting 4 – RO
<b>WP 2 Leader EST</b>	<b>Evaluation strategy</b>	<b>PL – EST</b> - Drawing up the evaluation plan for the consortium, ensuring that all the partners base their agreements on clear understanding of the objectives and indicators set; monitoring its implementation throughout the project; working out evaluation supporting materials; writing interim and final evaluation reports based on the feedback from partners, analysis of evaluation questionnaires (trainers and their workshop participants); assessment of the extent to which the evaluation indicators agreed in the beginning have been met. <b>All the rest</b> - Implementing evaluation activities at the organisation level; monitoring progress of work against the targets set in the evaluation plan; collecting evaluation data and reporting to the lead partner; maintaining permanent contact with the project beneficiaries and the lead partner <b>PL - TG +</b> adjusting the project work plan on the basis of the evaluation data and reports if such need arises.	<b>X 2008 - IX 2010</b>  1) evaluation plan  2) interim evaluation report  3) final evaluation report
<b>WP 3 Leader SPJLM</b>	<b>Training methodology development</b>	<b>RO – SPJLM</b> - Leading and supervising all activities connected with the methodology development; monitoring the work of psychodrama and AE experts in all partner organisations; collecting contributions from partners to the guidelines on psychodrama use in AE; writing the guidelines and piloting their application in the workshop programme <b>PL-TG</b> - Research and identification of concrete techniques which can be transferred from the therapeutic or corporate training context to teaching key competences in LL; research mainly in the national level with support of associated partners from other countries, elaboration of a set of such techniques and their contribution to the guidelines; + particular focus on the key competence of cultural expression (experience in arts, theatre, film) <b>CY - CAEA</b> - Same as above + particular focus on investigation of the synergies of psychodrama and dramatherapy (practised in Cyprus and Greece) <b>PO -SPI</b> - Same as above + particular focus on the social and personal competences (based on the previous work in this field) <b>PL - EST</b> - Same as above + particular focus on the learning to learn competence (based on previous experience in training this competence in European Social Fund courses to adult disadvantaged learners).	<b>XI 2008 – VIII 09</b>  1) Meeting of psychodrama and AE experts  2) Guidelines on psychodrama use in AE
<b>WP 4 Leader CAEA</b>	<b>Workshops for AE trainers</b>	<b>CAEA</b> - Monitoring the progress of the workshop program in all partner countries; analyzing the conclusions of practical use of psychodrama with a view to support efficiency of adult education; communication of the findings to the authors of the publications. + particular focus of its workshop program on the techniques developed in dramatherapy in Cyprus and Greece+ the same tasks as the other partners below <b>PL - TG</b> - Recruiting participants for the workshop program and organising workshops; preparing training materials; running the workshops according to the most convenient schedule for the participants (at least 90 hours required) + particular focus of the workshop programme on the competence of cultural expression (adaptation of techniques developed in drama workshops for disadvantaged social groups) <b>RO - SPJLM</b> - Same as above + particular focus of the workshop programme on the learning to learn competence and cultural expression (based on the experience of SPJLM trainers) <b>PO - SPI</b> -Same as above + particular focus of the workshop programme on the social and personal competence (based on previous courses) <b>PL - EST</b> – None	<b>II 2009 - III 2010</b>  1) Workshop session  2) Workshop training materials
<b>WP 5 Leader TG</b>	<b>Documentation and publication</b>	<b>PL –TG</b> -Organizing and supervising the documentation process in all partner countries; interviewing workshop trainers and participants; filming chosen sessions in all 4 sites (professional camera crew); writing the handbook in Polish; graphic design and publishing in 5 languages; editing the film and publishing on DVD. <b>RO- SPJLM</b> - Documenting national workshops (photographs, written descriptions); sending the data to the lead partner;+ handbook translation into Romanian <b>CY – CAEA</b> – Same as above + handbook translation into Greek <b>PO – SPI</b> - Same as above + handbook translation into Portuguese <b>PL –EST</b> - Providing interpreting assistance for the camera crew; handbook translation into English; English subtitles for the film	<b>V 2009 - V 2010</b>  1) Handbook for educators  2) Documentary film for educators  10
<b>WP 6 Leader</b>	<b>Grundtvig seminar</b>	<b>PL –TG</b> - Promotional campaign at the European level; entering the event in the Grundtvig training database; drawing up the detailed seminar program; registration of	<b>XII 2009 -VI 2010</b>

## Psychodrama on the educational stage

4.3. Table no. 2

### Schedule of work

<b>2008</b>		
1. Management plan	<b>TG</b>	X 2008
2. Partners meeting 1	<b>TG</b>	X 2008
3. Evaluation plan	<b>EST</b>	X 2008
4. Dissemination plan	<b>EST</b>	X 2008
5. Project website	<b>TG</b>	X 2008
6. Project leaflet	<b>EST</b>	XI 2008
<b>2009</b>		
7. Meeting of psychodrama and AE experts	<b>SPJLM</b>	I 2009
8. Project poster	<b>EST</b>	I 2009
9. Partners meeting 2	<b>TG/CAEA</b>	II 2009
10. Workshop training materials	<b>P1,P2,P3,P4</b>	III 2009
11. Workshop sessions - training	<b>P1,P2,P3,P4</b>	II 2009-III 2010
12. Guidelines on psychodrama use in AE	<b>SPJLM</b>	VIII 2009
13. Plan of the exploitation of results	<b>SPI</b>	IX 2009
14. Partners meeting 3	<b>TG/SPI</b>	IX 2009
15. Interim evaluation report	<b>EST</b>	IX 2009
16. Articles in professional magazines	<b>All partners</b>	X 2009-IX 2010
17. Psychodrama applications in AE courses	<b>P1,P2,P3,P4</b>	XI 2009-IX 2010
<b>2010</b>		
18. Handbook for educators	<b>TG</b>	V 2010
19. Documentary film for educators	<b>TG</b>	V 2010
20. Grundtvig seminar	<b>TG</b>	VI 2010
21. Seminar materials for the participants	<b>TG</b>	VI 2010
22. Partners meeting 4	<b>TG/SPJLM</b>	VIII 2010
23. Evaluation plan	<b>EST</b>	X 2010

# Psychodrama on the educational stage

## 4.4. Table no.3

### Consortium meetings plan

#### 1. Partners meeting 1

Content: first – kick-off meeting of partners devoted to organizational issues of all aspects of the project

Number of participants: 2 participants per partner

Venue/ duration/: Bielsko-Biala, Poland, 3 days, X 2008

#### 2. Partners meeting 2

Content: second meeting of partners concentrating on the training methodology issues, coinciding with the launch of workshops for AE trainers

Number of participants: 2 participants per partner

Venue/ duration/: Latsia, Cyprus, 3 days, II 2009

#### 1. Partners meeting 3

Content: third meeting of partners devoted mainly to summarizing the methodology development phase and preparing key stages of dissemination and exploitation, findings of the interim evaluation report considered

Number of participants: 2 participants per partner

Venue/ duration/: Porto, Portugal, 3 days, IX 2009

#### 2. Partners meeting 4

Content: fourth meeting of partners at the final stage of the project, closure of all work packages, reports on key aspects of the project, preparation of final report

Number of participants: 2 participants per partner

Venue/ duration/: Cluj-Napoca, Romania, 3 days, VIII 2010

# Psychodrama on the educational stage

## 5. Reporting

All the organizations are obligate to hand in reports on the following dates:

- **1<sup>st</sup> report – 31 March 2009** ( reporting period : 1 October 2008 – 28 February 2009)
- **2<sup>nd</sup> (progress) report – 15 August 2009** ( reporting period: 1 March 2009 – 31 July 2009)
- **3<sup>rd</sup> report – 31 March 2010** (reporting period: 1 August 2009 – 28 February 2010)
- **4<sup>th</sup> (final) report – 15 October 2010** ( reporting period: 1 March 2010 – 30 September )

(To be supplemented on the basis of Grant Agreement and reporting instructions by the EACEA)

## 6. Conflict resolution

Decisions will normally be taken by seeking consensus. However, after a reasonable amount of time has been allowed to illustration and defense of conflicting positions, in order to avoid deadlock in project operational progress, the approval of a majority of Partners will be sufficient. For the purpose of voting each partner organization will be represented by the Coordinator.