

# W-STEM management good practices

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# Private Management Space

- GRIAL platform: <https://polis.grial.eu/course/view.php?id=494>
- There is one tap per work package
  - The main activities are described
  - Check it to know who is responsible for each activity
  - Information related to each activity (documents, videos, forums to discuss, etc.)
- The link to the Google Drive folders is inside this space
- All the materials shared during the meetings (online and face-to-face) are inside this space

Everything  
is  
connected

### Access to the platform

Username

Password

Log in

Forgotten your username or password?



### European Projects

Private management space for research projects  
coordinated by GRIAL

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# Private Management Space

## Example: Work package 2 (WP2)







Project Management   WP1. Preparation   **WP2. Development**   WP3. Quality Assurance   WP4. Dissemination and exploitation

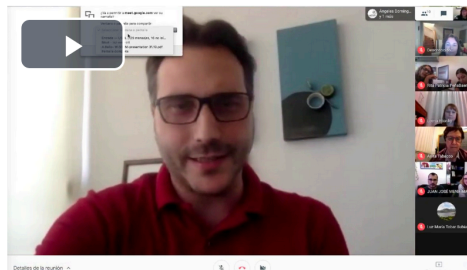
### Development

#### 2.1 Self Assessment on Gender Equality in STEM

A2.1.1. Process Mapping of Attraction, Access and Guidance (M5-M7). Lead by USAL, UNINORTE. **All partners** are involved.

A2.1.2. Application of Self-assessment Tool and Analysis report (M6-10). Lead by PUCV. **All partners** are involved.

-  Forum for Self-assessment, Process mapping and Benchmarking
-  Deliverables guide: self-assessment, process mapping and benchmarking
-  Submit here the self-assessment
-  Example: the internal processes mapping of UNINORTE
-  Submit the internal process mapping
-  Presentation of Alessandro Bello



# Private Management Space

## Example: Work package 4 (WP4)

Project Management

WP1. Preparation

**WP2. Development**

WP3. Quality Assurance

WP4. Dissemination and exploitation

### Dissemination and exploitation

A4.1. Dissemination & Exploitation plan definition (M4). Lead by TUD, UTB. **All partners** are involved.

A4.2. Website and Open repository of effective tools (M1-M36). Lead by USAL. **All partners** are involved.

A4.3. On-line training modules for Non-Partner HEIs (M25-M36). Lead by TUD, UTB. **All partners** are involved.

A4.4. Final conference (M35). Lead by UTSM, PUCV. **All partners** are involved.



Zenodo W-STEM community



Presentation on Dissemination Plan - 27th March 2019



Shared document to put the events that each partner will organize

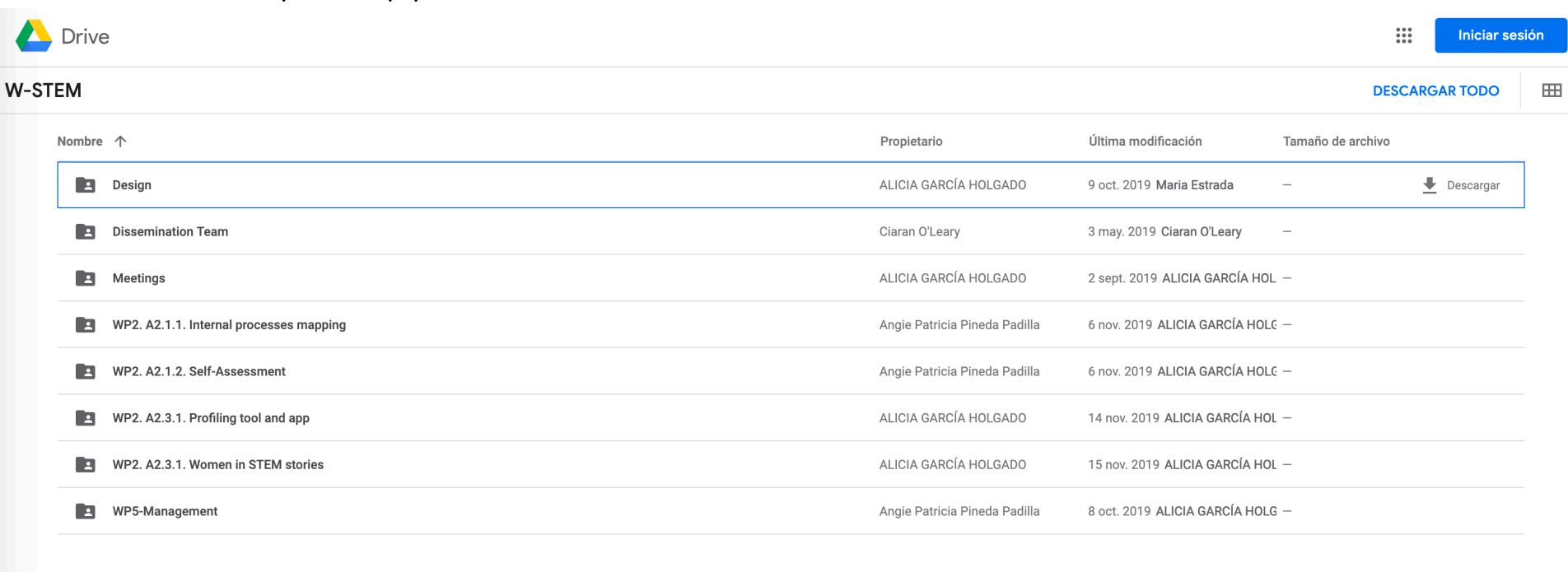
### Media channels

- News: <https://wstemproject.eu>
- Twitter: <https://twitter.com/wstemproject>
- Facebook: <https://facebook.com/wstemproject>
- Picture, stories, on Instagram: <https://instagram.com/wstemproject>
- Videos on Youtube: [https://www.youtube.com/channel/UCSIEzRQqzi03AEYWSFMER\\_Q](https://www.youtube.com/channel/UCSIEzRQqzi03AEYWSFMER_Q)










### Project identity

# Google Drive

- We create and share a lot of documents, so the Google Drive folder is the way to support collaborative work

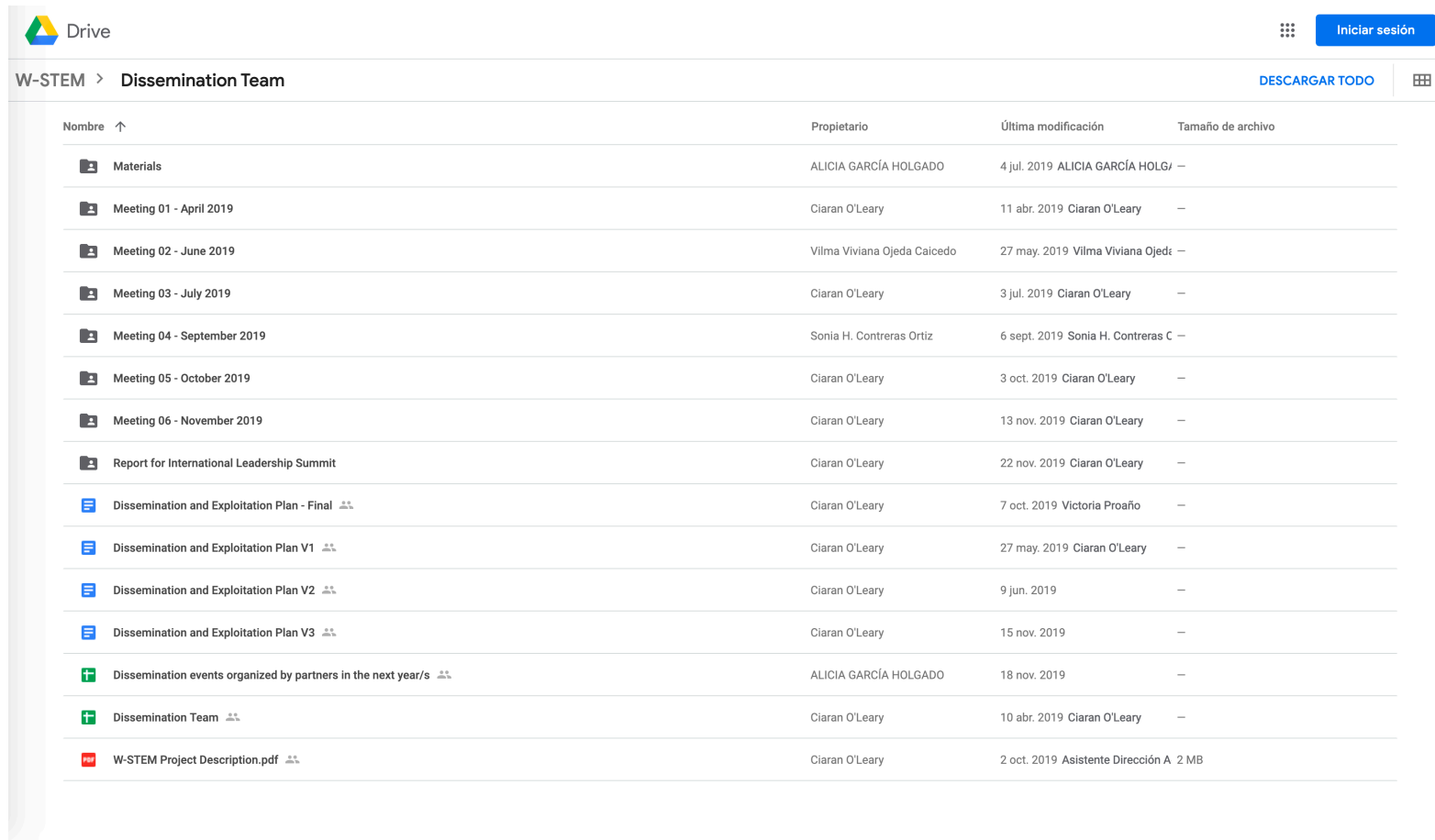


The screenshot shows the Google Drive interface for a folder named 'W-STEM'. At the top left is the Google Drive logo. At the top right, there is a grid icon and a blue button labeled 'Iniciar sesión'. Below the folder name 'W-STEM', there is a blue button labeled 'DESCARGAR TODO' and a grid icon. The main content is a table with the following columns: 'Nombre' (with an upward arrow), 'Propietario', 'Última modificación', and 'Tamaño de archivo'. The first row, 'Design', is highlighted with a blue border and includes a 'Descargar' button with a download icon. The other rows are not highlighted.

| Nombre ↑   | Propietario                   | Última modificación            | Tamaño de archivo   |
|--|-------------------------------|--------------------------------|---|
|  Design                                  | ALICIA GARCÍA HOLGADO         | 9 oct. 2019 María Estrada      | —  Descargar |
|  Dissemination Team                      | Ciaran O'Leary                | 3 may. 2019 Ciaran O'Leary     | —   |
|  Meetings                                | ALICIA GARCÍA HOLGADO         | 2 sept. 2019 ALICIA GARCÍA HOL | —   |
|  WP2. A2.1.1. Internal processes mapping | Angie Patricia Pineda Padilla | 6 nov. 2019 ALICIA GARCÍA HOLC | —   |
|  WP2. A2.1.2. Self-Assessment            | Angie Patricia Pineda Padilla | 6 nov. 2019 ALICIA GARCÍA HOLC | —   |
|  WP2. A2.3.1. Profiling tool and app   | ALICIA GARCÍA HOLGADO         | 14 nov. 2019 ALICIA GARCÍA HOL | —   |
|  WP2. A2.3.1. Women in STEM stories    | ALICIA GARCÍA HOLGADO         | 15 nov. 2019 ALICIA GARCÍA HOL | —   |
|  WP5-Management                        | Angie Patricia Pineda Padilla | 8 oct. 2019 ALICIA GARCÍA HOLG | —   |

# Google Drive

## Example

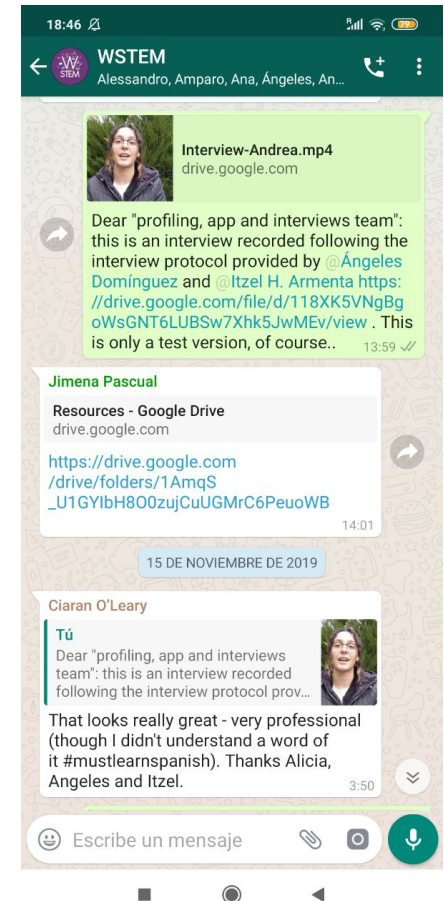


The screenshot shows the Google Drive interface for a folder named 'Dissemination Team'. The interface includes a header with the Google Drive logo, a 'Iniciar sesión' button, and a 'DESCARGAR TODO' button. The main content is a table listing files and folders with columns for 'Nombre', 'Propietario', 'Última modificación', and 'Tamaño de archivo'.

| Nombre ↑  | Propietario                 | Última modificación               | Tamaño de archivo |
|---|-----------------------------|-----------------------------------|-------------------|
| Materials   | ALICIA GARCÍA HOLGADO       | 4 jul. 2019 ALICIA GARCÍA HOLGADO | –                 |
| Meeting 01 - April 2019                                       | Ciaran O'Leary              | 11 abr. 2019 Ciaran O'Leary       | –                 |
| Meeting 02 - June 2019  | Vilma Viviana Ojeda Caicedo | 27 may. 2019 Vilma Viviana Ojeda  | –                 |
| Meeting 03 - July 2019  | Ciaran O'Leary              | 3 jul. 2019 Ciaran O'Leary        | –                 |
| Meeting 04 - September 2019                                   | Sonia H. Contreras Ortiz    | 6 sept. 2019 Sonia H. Contreras C | –                 |
| Meeting 05 - October 2019                                     | Ciaran O'Leary              | 3 oct. 2019 Ciaran O'Leary        | –                 |
| Meeting 06 - November 2019                                    | Ciaran O'Leary              | 13 nov. 2019 Ciaran O'Leary       | –                 |
| Report for International Leadership Summit                    | Ciaran O'Leary              | 22 nov. 2019 Ciaran O'Leary       | –                 |
| Dissemination and Exploitation Plan - Final                   | Ciaran O'Leary              | 7 oct. 2019 Victoria Proaño       | –                 |
| Dissemination and Exploitation Plan V1                        | Ciaran O'Leary              | 27 may. 2019 Ciaran O'Leary       | –                 |
| Dissemination and Exploitation Plan V2                        | Ciaran O'Leary              | 9 jun. 2019                       | –                 |
| Dissemination and Exploitation Plan V3                        | Ciaran O'Leary              | 15 nov. 2019                      | –                 |
| Dissemination events organized by partners in the next year/s | ALICIA GARCÍA HOLGADO       | 18 nov. 2019                      | –                 |
| Dissemination Team  | Ciaran O'Leary              | 10 abr. 2019 Ciaran O'Leary       | –                 |
| W-STEM Project Description.pdf                                | Ciaran O'Leary              | 2 oct. 2019 Asistente Dirección A | 2 MB              |

# Whatsapp Group

- We use Whatsapp as a fast channel to communicate something
- It is useful to send a reminder about a detailed message published in the private space
- Whatsapp cannot be the only way to send an information because Whatsapp message can be deleted, and the project officer cannot review the work done





# Disclaimer

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# Wsystem



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