



Project coordination workflows

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Co-funded by the
Erasmus+ Programme
of the European Union

W-STEM Project Kick-off Meeting
Research Institute for Educational Sciences (IUCE)
University of Salamanca
Salamanca, 25-27 March 2019



VNiVERSiDAD
D SALAMANCA

CAMPUS OF INTERNATIONAL EXCELLENCE

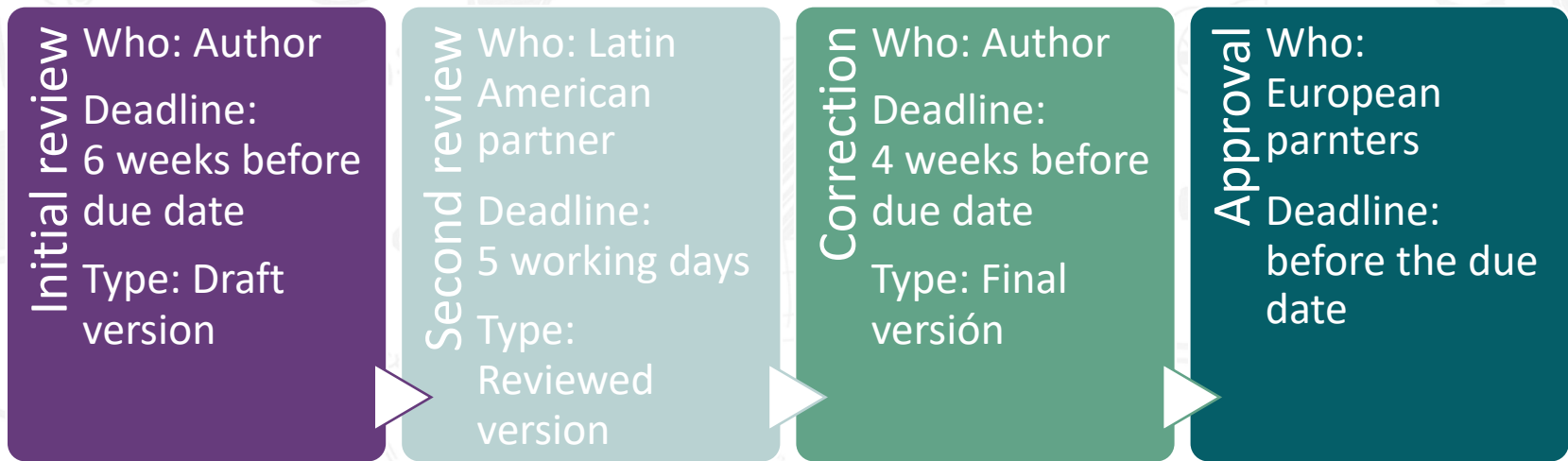
Outline

1. Document management
2. Document workflow
3. Activity report criteria
4. Project management ecosystem
5. Workflow example
6. Final remarks

1. Document management

- All documents will follow the templates provided in the project management tool
- Templates are mandatory, and the project identity must be followed
 - General Word template
 - Word template for minutes
 - Word template for report activities
 - Power Point presentation template
- The project coordinator will provide the infrastructure for central and common document storage to share documents among partners

2. Document workflow



2. Document workflow

- The final rating of the draft document can be marked in one of the following states
 - **Fully accepted** – The document is fully accepted by all reviewers, it can be considered the final version, and/or sent to the next level of revision (if necessary)
 - **Revisions required** – The author of the document has five (5) working days to include or disregard those comments and finalise the document
 - **Rejected** – Non-conformance plan needs to be applied. The quality of the document is not satisfactory and/or it fails to conform to the quality criteria. The reviewers must prepare a «Non Conformance Report». In the case of profound disagreements between reviewers and authors, the document will have to go through the next level of control

3. Activity report criteria

- Each activity will be evaluated through the project documents reports
- Every report should be carefully composed with rich content, a clear and unified structure and a professional presentation
- The reports must fulfil the provided templates

3. Activity report criteria

- Criteria for the reporting activities

1. **Content.** The content of each report depends on the type of activity itself. It should cover all the information relevant to the activity that it results from. As a general principle, this is the responsibility of its author(s). Nevertheless, the reports should meet a set of requirements, based on the following aspects
 1. **Completeness.** Information provided in the activity report must be reliable, complete and supported by relevant references
 2. **Accuracy.** Information presented should be focused on the key issues
 3. **Relevance.** Presented information should be relevant to the achievement of the associated goals
 4. **Language and proofreading**
2. **Appearance and structure.** All activity reports should have a uniformed appearance, structure and referencing scheme. It is, therefore, necessary to use the provided templates

4. Project management ecosystem



4.1. Private management tool

- It is based on Moodle and is provided by GRIAL
- Project coordination
- All communication will be carried out through the enabled forum spaces within the tool
- The working groups will have their own conversation spaces within tool
- It is necessary that all the interaction/coordination/ work in the project is registered in the management tool. The evaluators of the European Union should have proof of the work done to justify the dedicated effort transparently to each of the tasks of the project with the aim of passing any evaluation or audit
- All relevant documentation for the development of the project will be available in the private management tool

4.1. Private management tool

<https://polis.grial.eu>

The screenshot shows the GRIAL Virtual Campus interface. At the top, there is a navigation bar with the GRIAL logo, the text "Virtual Campus of the GRIAL Research Group", and a language selector set to "Español - Internacional (es)". A user profile for "Admin Grial Partners" is visible in the top right corner.

The main content area is divided into several sections:

- Área personal**: A breadcrumb trail showing "Cursos" > "Coordinación Proyectos" > "W-STEM".
- ACTIVIDAD RECIENTE**: A section for recent activity, showing a post from March 22, 2019, with a link to "Informe completo de la actividad reciente...".
- AVISOS RECIENTES**: A section for recent announcements, including "Partnership agreements" from February 20, 2018.
- NAVEGACIÓN**: A navigation menu with options like "Inicio del sitio", "Páginas del sitio", and "Curso actual" (W-STEM), which is expanded to show sub-items like "Participantes", "General", "Project Management", etc.
- General**: A central announcement featuring the European Union flag and the text: "Co-funded by the Erasmus+ Programme of the European Union. Building the future of Latin America: engaging women into STEM W-STEM". Below this, a list of partners is provided, including the University of Salamanca (Coordinator), Universidad del Norte, Dulu University, Politecnico di Torino, Technological University Dublin, Northern Regional College, Tecnológico de Monterrey, Universidad de Guadalajara, Universidad Técnica Federico Santa María, Pontificia Universidad Católica de Valparaíso, Universidad Tecnológica de Bolívar, Instituto Tecnológico de Costa Rica, Universidad de Costa Rica, Universidad Técnica Particular de Loja, and Universidad Técnica del Norte. The project ID "598923-EPP-1-2018-1-ES-EPPKA2-CBHE-JP" is also listed.



4.2. Google Drive

- The delivery of documents will always be done, without exception, through Google Drive
- The email will never be used to share documents in development, evaluation or final stages
- There will be a folder per each activity with the following structure
 - Pieces of evidence (photos, videos, audios)
 - Report
 - Initial version (Author)
 - Reviewed version (Partners involved in the activity)
 - Final version (After the European partners' review)
 - Presentations and other materials
- A folder per each output
 - Pieces of evidence
 - Report
 - Initial version (Author)
 - Reviewed version (Partners involved in the activity)
 - Final version (After the European partners' review)

4.3. Project website

- <http://wstemproject.eu/>
- Public reports will be linked in a section inside the project website. The project coordinator will be in charge of this part
- News about project development. Partners in charge of dissemination
- Partner profiles with a contact form per each partner

4.3. Project website

W-STEM Project

THE PROJECT ▾ TEAM ▾ DELIVERABLES NEWS CONTACT Q

ENGAGING WOMEN INTO STEM

Building the future of Latin America

Objective

Improving strategies and mechanisms of attraction, access and guidance of Women in Latin-American STEM Higher Education programs

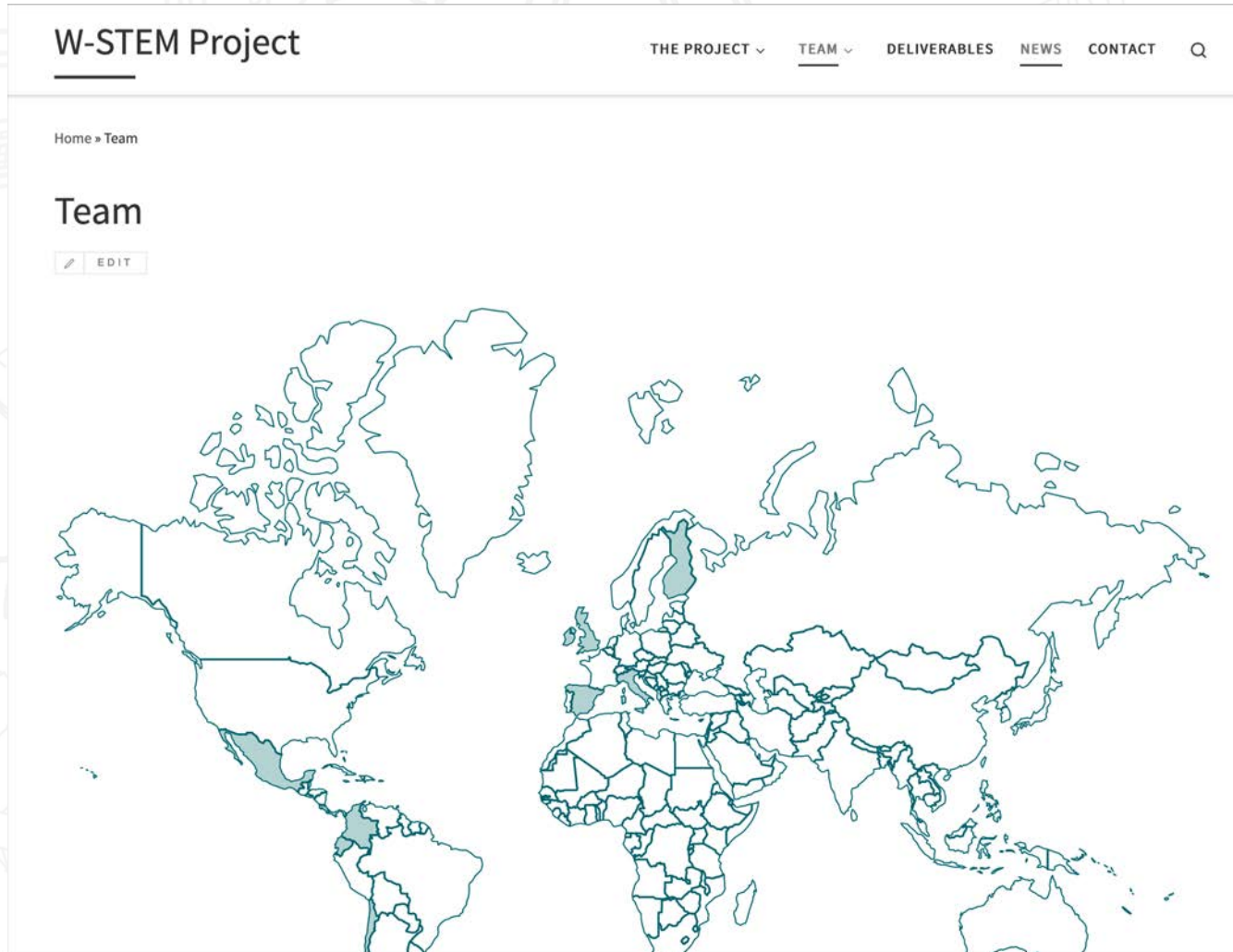
Funding

Funding by the European Union through Erasmus+ Capacity-building in Higher Education Call for proposals EAC/A05/2017

Partnership

15 partners from 9 countries – Chile, Colombia, Costa Rica, Finland, Ireland, Italy, Mexico, Spain, United Kingdom –

4.3. Project website



4.3. Project website


W-STEM Project

THE PROJECT ▾ TEAM ▾ DELIVERABLES NEWS CONTACT Q

Home » Team » GRIAL Research Group, University of Salamanca (Coordinator)

GRIAL Research Group, University of Salamanca (Coordinator)


EDIT




The University of Salamanca (USAL), founded in 1218 and one of the oldest Universities in Europe, is today a modern European University, open to the culture of practically every branch of teaching. Its large experience in international collaborations is documented both in the cooperation agreements in force with over 300 institutions around the world and in the participation of its researchers in several international projects, in particular under the European Programmes. Since 2009, the University of Salamanca has been recognised as Campus of International Excellence (<http://cei.usal.es/en>) by the Spanish Government considering its high quality and excellence in teaching, training, researching activities and academic life.

USAL participates in this project through the Research Group in InterAction and eLearning (GRIAL), officially recognised research group by the USAL from 2006, awarded as Group of Excellence by the Regional Government of Castilla y León (GR-47) from 2007 till 2016 and as Consolidated Research Unit since July 2016 (UIC 081).


Researchers




Francisco J. Garcia-



Valentina Zangrando



Alicia Garcia-Holgado



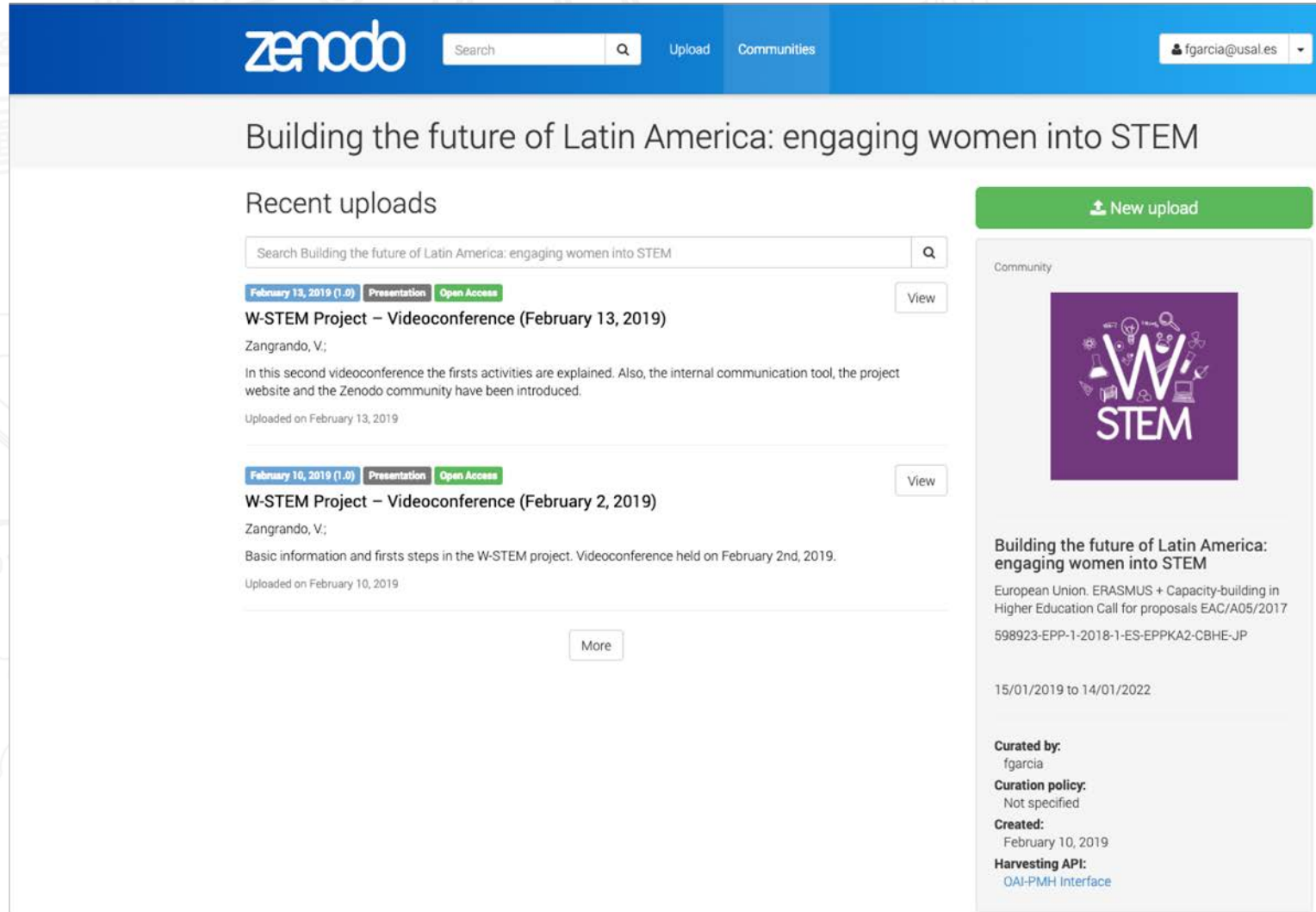
Juanjo Mena

4.4. Public repositories

- Most of the information/documentation produced in the project will be available on Zenodo with a DOI and in a repository provided by GRIAL
- Document types: reports, presentations, publications
- The project coordinator will be in charge of maintaining these repositories

4.4. Public repositories

<http://zenodo.org/communities/w-stem/>



zenodo Search Upload Communities fgarcia@usal.es

Building the future of Latin America: engaging women into STEM

Recent uploads

Search Building the future of Latin America: engaging women into STEM

February 13, 2019 (1.0) Presentation Open Access View

W-STEM Project – Videoconference (February 13, 2019)
Zangrando, V;
In this second videoconference the firsts activities are explained. Also, the internal communication tool, the project website and the Zenodo community have been introduced.
Uploaded on February 13, 2019


February 10, 2019 (1.0) Presentation Open Access View

W-STEM Project – Videoconference (February 2, 2019)
Zangrando, V;
Basic information and firsts steps in the W-STEM project. Videoconference held on February 2nd, 2019.
Uploaded on February 10, 2019

More

New upload

Community



Building the future of Latin America: engaging women into STEM
European Union. ERASMUS + Capacity-building in Higher Education Call for proposals EAC/A05/2017 598923-EPP-1-2018-1-ES-EPPKA2-CBHE-JP
15/01/2019 to 14/01/2022
Curated by: fgarcia
Curation policy: Not specified
Created: February 10, 2019
Harvesting API: OAI-PMH Interface



4.4 Public repositories <https://repositorio.grial.eu/handle/grial/1513>

GRIAL Home Browse Help Search DSpace Logged in as grial@usal.es

GRIAL repository

Research Group in InterAction and eLearning of the University of Salamanca

More info

Repositorio de GRIAL

Building the future of Latin America: Engaging women into STEM Community home page



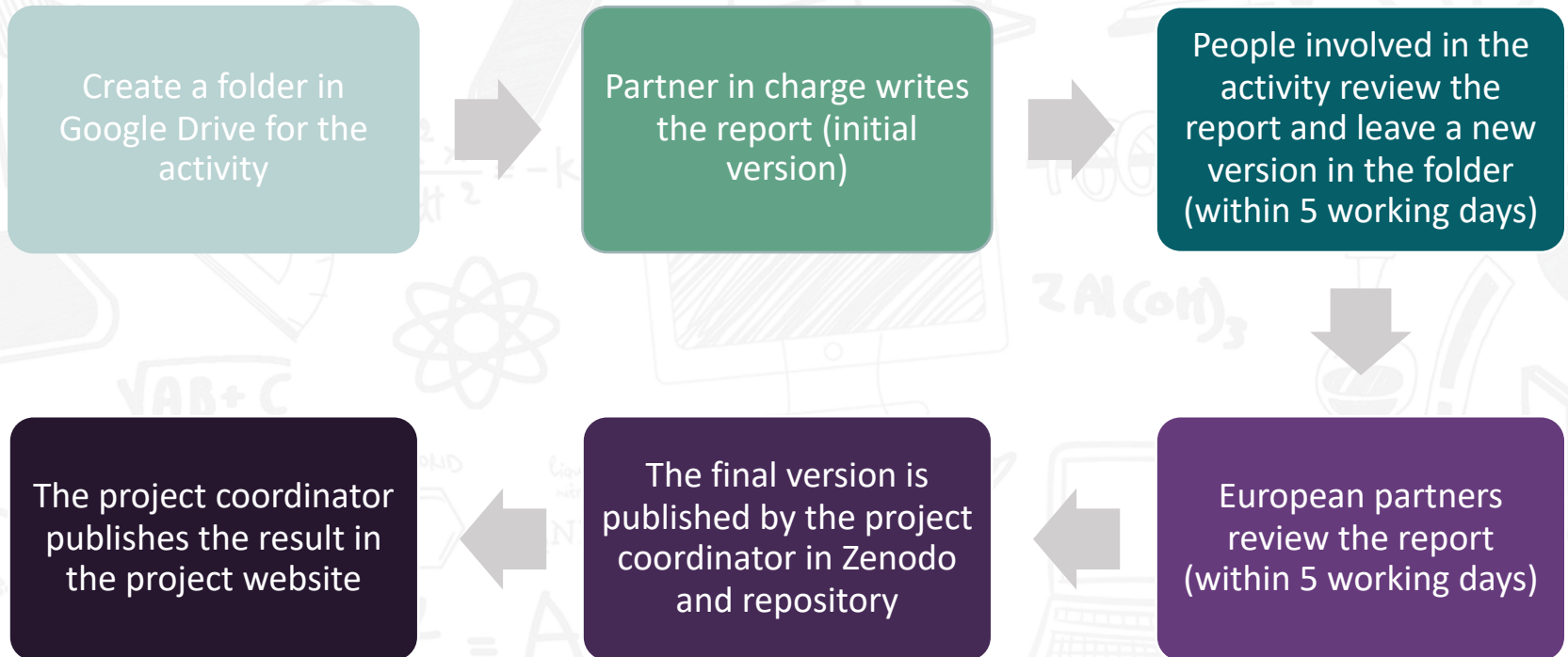
Building the future of Latin America: engaging women into STEM Funding: European Union. ERASMUS + Capacity-building in Higher Education Call for proposals EAC/A05/2017 Project type: European Coordinator: University of Salamanca Project leader: Francisco J. García Peñalvo Partners: Universidad del Norte Dulu University Politecnico di Torino Technological University Dublin Nothern Regional College Tecnológico de Monterrey Universidad de Guadalajara Universidad Técnica Federico Santa María Pontificia Universidad Católica de Valparaíso Universidad Tecnológica de Bolívar Instituto Tecnológico de Costa Rica Universidad de Costa Rica Universidad Técnica Particular de Loja Universidad Técnica del Norte Reference: 598923-EPP-1-2018-1-ES-EPPKA2-CBHE-JP Time: 15/01/2019 to 14/01/2022 Budget: 862.268€ Abstract: The participation of Women in STEM in the Latin-America region is a very complex problem in which necessarily call for actions from different actors, such as governments, private sector, families, as well the different levels of education (since childhood to higher education). In order to make concrete contribution, Higher Education Institutions need to focus on those needs and situations in which it has certain influence for making real progress, such as: Significant minority of Women choose and access to STEM programs at tertiary level. The lowest rates appears in science and engineering programs. Data is scarce, showing a need for analytical and systematic methods, which reflect actual participation of women in STEM at HEIs. Tertiary studies with a high math component such as STEM seem to be excluded from the studies options by girls in secondary schools. Lack of bridges between public policy and institutional actions led by HEIs. In this way, and aligned to the Erasmus + Capacity Building priority for improving management and operation of higher education, in terms of access to and democratization of Higher Education, the W-STEM Project aims at: Improving strategies and mechanisms of attraction, access and guidance of Women in Latin-American STEM Higher Education programs. For achieving this main objective, W-STEM project, will Measure the gender equality in enrolment and retention rates in STEM programs. Implement Universities' policies, strategies and organizational mechanisms for improving attraction, access and guidance at undergraduate levels in STEM programs. Promote STEM studies vocation and choice in girls and young women in secondary schools as well as guidance in the first year of the STEM program. Develop an online training package for Higher Education Institutions to implement effective strategies to enhance attraction, access and guidance of Women in STEM programs.

Admin Tools

- Edit...
- Create collection
- Create Sub-community
- Export Community
- Export (migrate) Community
- Export metadata



5. Workflow example



6. Final remarks

- W-STEM has caused great expectations in the Programme
- Quality results are expected
- The W-STEM consortium has the commitment to guarantee the results and the quality of the outcomes
- 15 partners collaborating (besides UNESCO, plus the external evaluator) needs to follow the basic defined management protocol, using the recommended tools
- Keeping to the deadlines is absolutely essential for the coordination of work

Disclaimer

W-STEM (Building the future of Latin America: engaging women into STEM) is a project funded under European Union ERASMUS + Capacity-building in Higher Education Programme (598923-EPP-1-2018-1-ES-EPPKA2-CBHE-JP)

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein

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