



Metody i narzędzia wykorzystywane do zarządzania projektami

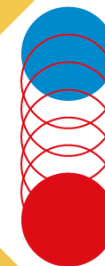


mgr Aleksandra Zając

Spółeczna Akademia Nauk w Łodzi



Dział Współpracy z Zagranicą i Projektów Międzynarodowych SAN



Spoleczna Akademia Nauk

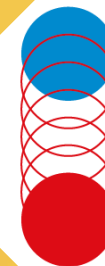
DWZ

DZIAŁ WSPÓŁPRACY Z ZAGRANICĄ
I PROJEKTÓW MIĘDZYNARODOWYCH



SAN

Dział Współpracy z Zagranicą i Projektów Międzynarodowych SAN



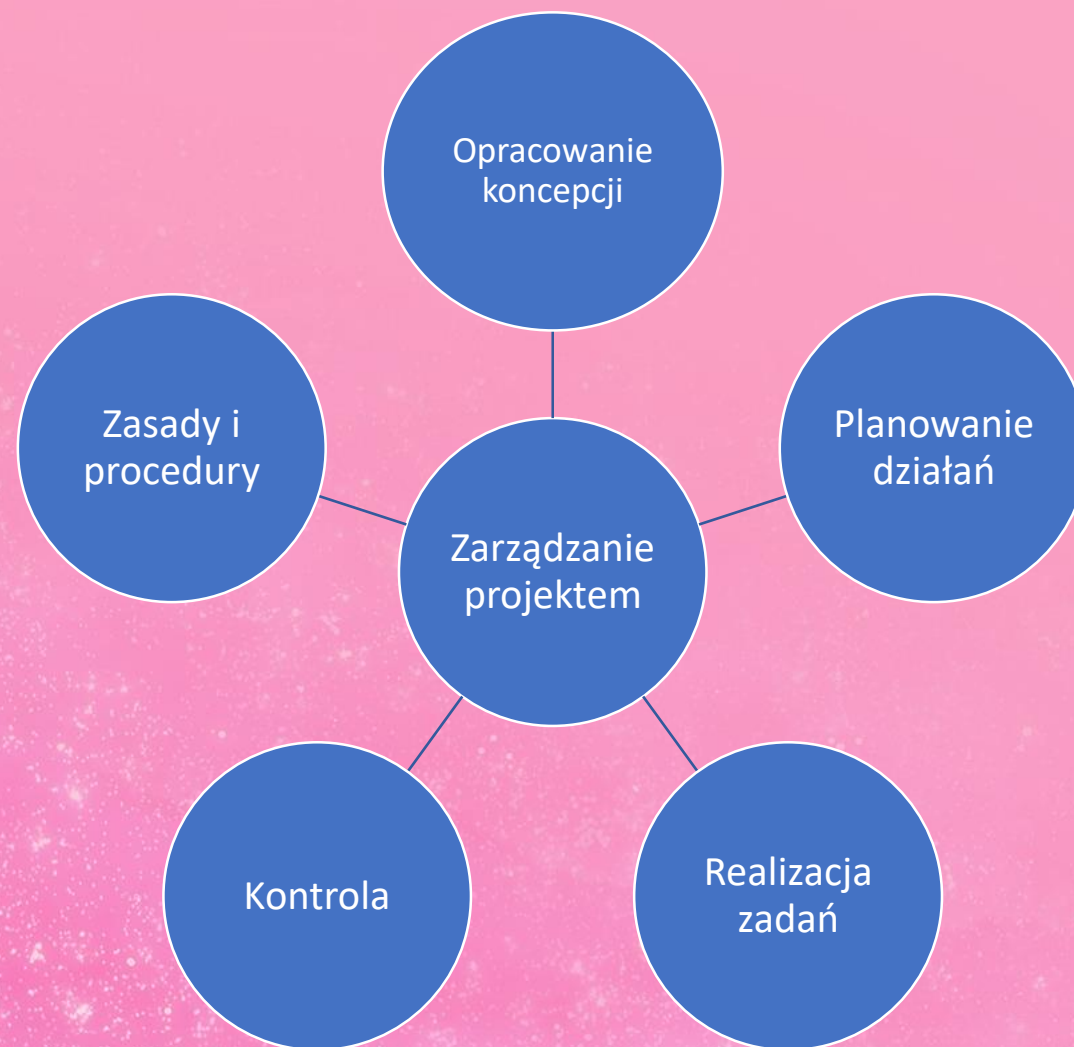
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Główne metodyki zarządzania projektami



PCM – Project Cycle Management („Zarządzanie cyklem projektu”)

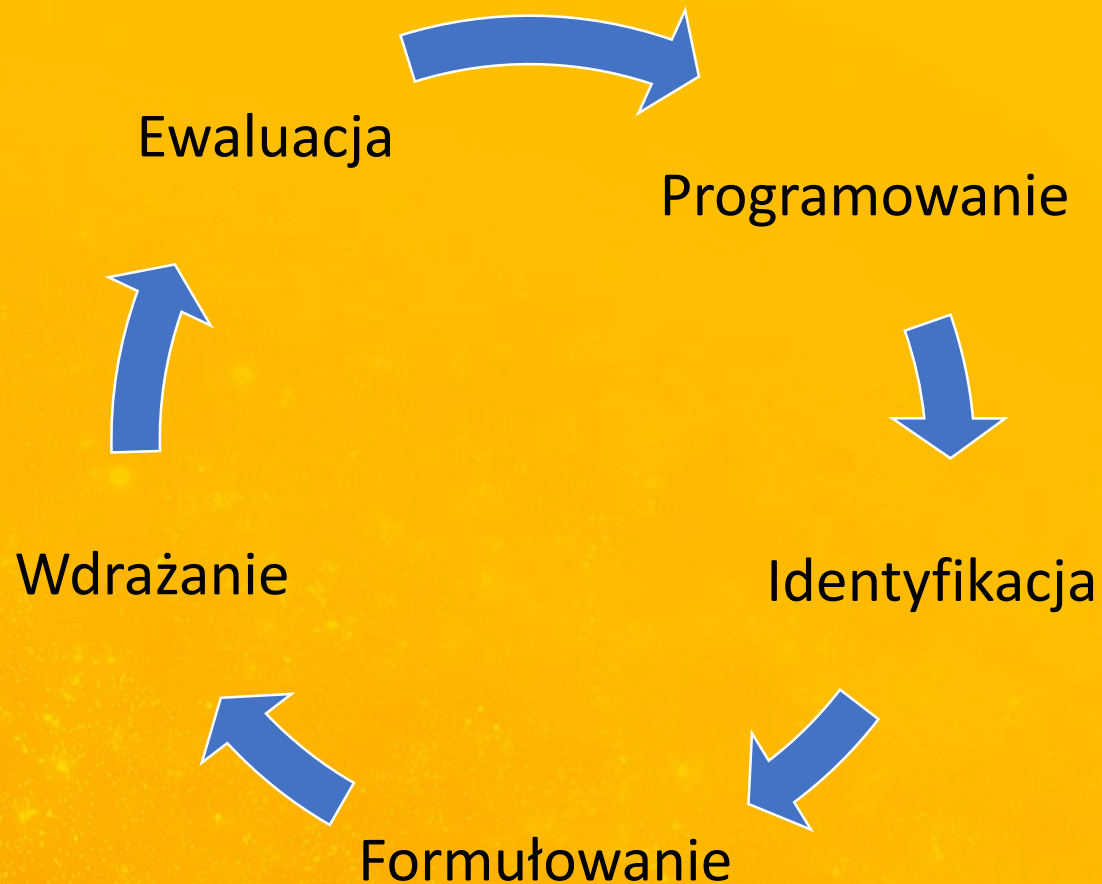
Narzędzie definiowania i planowania projektu.

Cykl zarządzania projektem składa się z pięciu głównych faz: programowanie, identyfikacja, formułowanie, wdrażanie, ewaluacja i audyt.

PCM pozwala jasno sprecyzować cele, zadania i efekty projektu, przy jednoczesnym zminimalizowaniu ryzyka niepowodzenia.

Projekty mają cykliczny charakter tzn. są zamkniętymi całościami składającymi się z powtarzalnych faz i etapów, a więc można znaleźć dla nich ogólne wytyczne.

Zarządzanie projektem

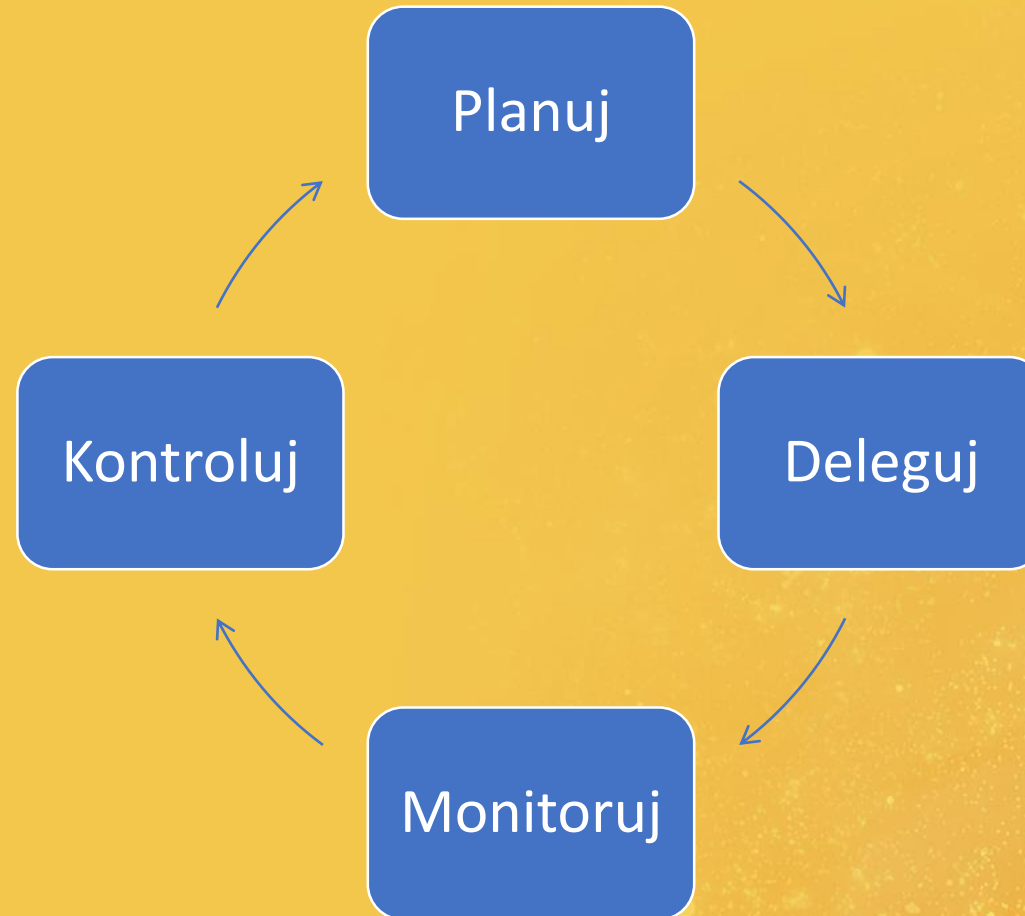


PRINCE2 (standard brytyjski)

Metodyka PRINCE2 oferuje bardzo szczegółowy zestaw dokumentów i zaleceń opisujących, jak powinny przebiegać poszczególne procesy w ramach projektu. Jest gotowym systemem, tworzącym dokładne ramy zarządzania projektem w organizacji.



Zarządzanie projektem według metodyki PRINCE 2



Etapy realizacji projektu



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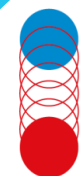
DZIAŁ WSPÓŁPRACY Z ZAGRANICĄ
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Inicjowanie projektu

Inicjowanie jest pierwszym etapem pracy nad projektem. To początek, punkt startowy, w którym rozpoczynamy „przygodę” z naszym projektem.



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DZIAŁ WSPÓŁPRACY Z ZAGRANICĄ
I PROJEKTÓW MIĘDZYNARODOWYCH

Pomysł na projekt

Pomysły oddolne

Doświadczenie i
wiedza osób
pracujących w
organizacji

Powszechnie dostępne
dokumenty (raporty,
opracowania, dane
statystyczne)

Pomysły inspirowane
doświadczeniem
innych organizacji



SAN

Określenie celów projektu

Cel jest odpowiedzią na zdiagnozowany problem

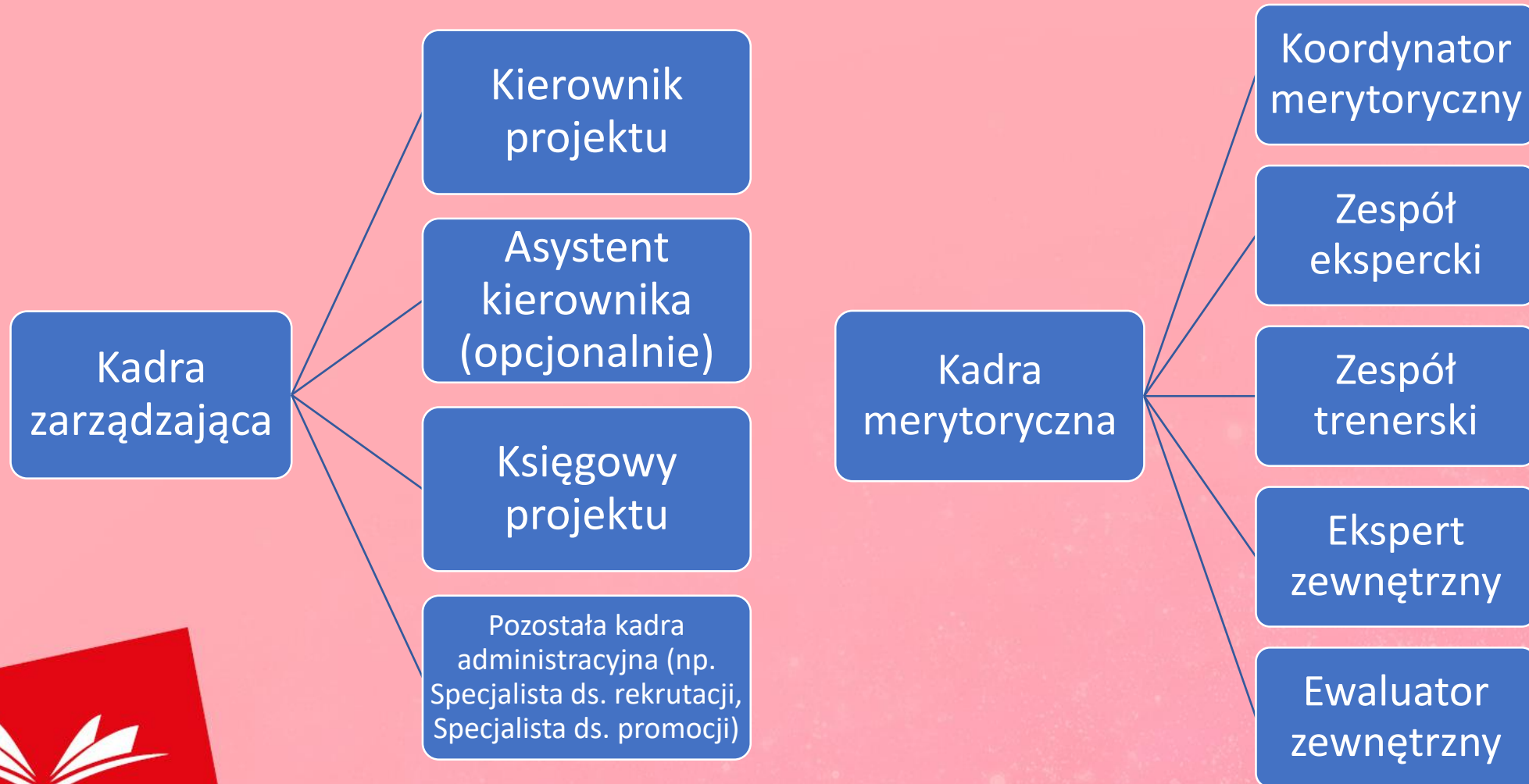
Mieści się w ramach wyznaczonych przez dokumenty programowe (musi być zgodny z oczekiwaniami instytucji, która organizuje konkurs)

Opisany w jasny, przejrzysty i zrozumiały sposób

Etapy pozyskiwania partnerów



Zespół projektowy



Planowanie

Planowanie to drugi etap związany z zarządzaniem projektem.

Kluczowym etap realizacji projektu.

Dokładne zaplanowanie działań projektowych.

MentorME: PROMOTING SOCIAL INCLUSION OF PEOPLE WITH FEWER OPPORTUNITIES THROUGH THE DEVELOPMENT OF MENTORSHIP PROGRAMME FOR HES STUDENTS

Name of the project:		PROJECT TIMETABLE																															
		MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30	
		MONTHS	gu-20	vly-21	lut-21	mar-21	kw-21	maj-21	cze-21	lip-21	sie-21	wr-21	pa-21	lis-21	gru-21	vly-22	lut-22	mar-22	kw-22	maj-22	cze-22	lip-22	sie-22	wr-22	pa-22	lis-22	gru-22	vly-23	lut-23	mar-23	kw-23		
Project #33297	Description																																
A1	Management (All partners - Leading Partner P1)																																
A1/1	Preparation of Management Plan and Communication System																																
A1/2	Signing Partners Agreements																																
A1/3	Set-up Project Steering Committee																																
A1/4	Daily Management & Communication																																
A1/5	Time Management & Deadline Monitoring																																
A1/6	Semi-annually Activity, Dissemination, Financial and Evaluation Reports																																
A1/7	Management-Interim Report (as the Erasmus+ Programme)																																
A1/8	Final Report																																
A2	Dissemination (All partners - Leading Partner P5/P3)																																
A2/1	Dissemination Plan																																
A2/2	Project branding & visual identification																																
A2/3	Website, FB, Instagram																																
A2/4	Newsletters																																
A2/5	Press releases (One per meeting)																																
A2/6	Project leaflets																																
A2/7	Videos of dissemination events																																
A3	Quality (All partners - Leading Partner P5)																																
A3/1	Quality Assurance and Evaluation Plan																																
A3/2	Quality- Quarterly Internal Evaluation Reports																																
A4	Exploitation (All partners)																																
A4/1	Exploitation Plan																																
O1	THE MENTORME HANDBOOK: MAPPING OF CURRENT SCENE AT THE NATIONAL AND EU LEVEL AND CONCEPTUAL METHODOLOGY OF THE PROGRAMME (Leader P6 Co-leader: P2/P1)																																
O1-A1	MAPPING OF SOCIAL PRACTICES FOR SUPPORTING PWFO'S LIFELONG LEARNING (LLL) AT NATIONAL AND EU LEVEL (P6)																																
O1-A2	DEVELOPMENT OF NATIONAL REPORT (P1)																																
O1-A3	PEER REVIEW AND COMPARATIVE REPORT (P1)																																
O1-A4	MENTORME HANDBOOK -METHODOLOGY (P6)																																
O1-A5	TRANSLATION OF IN PARTNER LANGUAGE (ALL)																																
O2	MENTORING EDUCATIONAL AND ACCREDITATION PACK: CIVIC ENGAGEMENT MODULE FOR HES ACADEMICS AND STUDENTS (All partners Leader: P4 Co-leader: P5/P1)																																
O2-A1	COMPETENCE FRAMEWORK FOR HE STUDENTS (P4/P5/P2)																																
O2-A2	PRODUCTION OF THE CIVIC ENGAGEMENT TRAINING PROGRAMME FOR STUDENTS (P4)																																
O2-A3	CROSS-BORDER ACCREDITATION OF TRAINING PROGRAMME (P3)																																
O2-A4	TRANSLATION OF THE PACK (ALL)																																
O3	MENTORME CLOUD-BASED PORTAL and MOB APP: THE RECRUITMENT, MONITORING AND MANAGEMENT TOOL (All partners Leader: P2, Co-leader: P5/P4)																																
O3-A1	E-MAPPING OF SOCIAL PRACTICES FOR SUPPORTING PWFO'S (P6/P2)																																

Gantt chart



Realizacja projektu

Plan zarządzania
projektem

Plan finansowy

Plan promocji i
upowszechniania

Plan zarządzania
jakością

Ryzyko w projekcie: proces zarządzania ryzykiem w projekcie

**Planowanie
zarządzania
ryzykiem**

**Analiza
jakościowa
ryzyka**

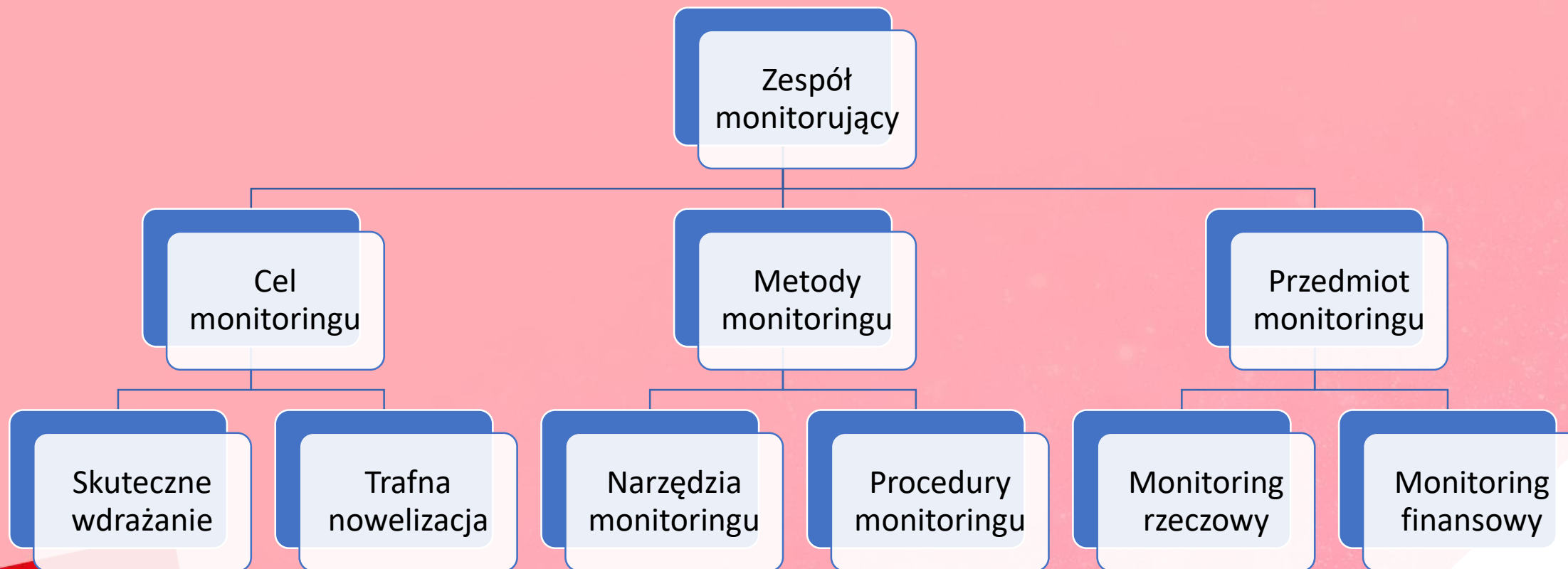
**Planowanie
reakcji na
ryzyko**

**Identyfikacja
ryzyka**

**Analiza
ilościowa ryzyka**

Monitorowanie

Monitoring i kontrola w projekcie



Zamknięcie projektu

Ewaluacja ex-ante

Ewaluacja mid-term

Ewaluacja ex-post

Ewaluacja zewnętrzna

Ewaluacja wewnętrzna



Upowszechnianie rezultatów

Działania związane z promocją i upowszechnianiem na różnych etapach realizacji projektu

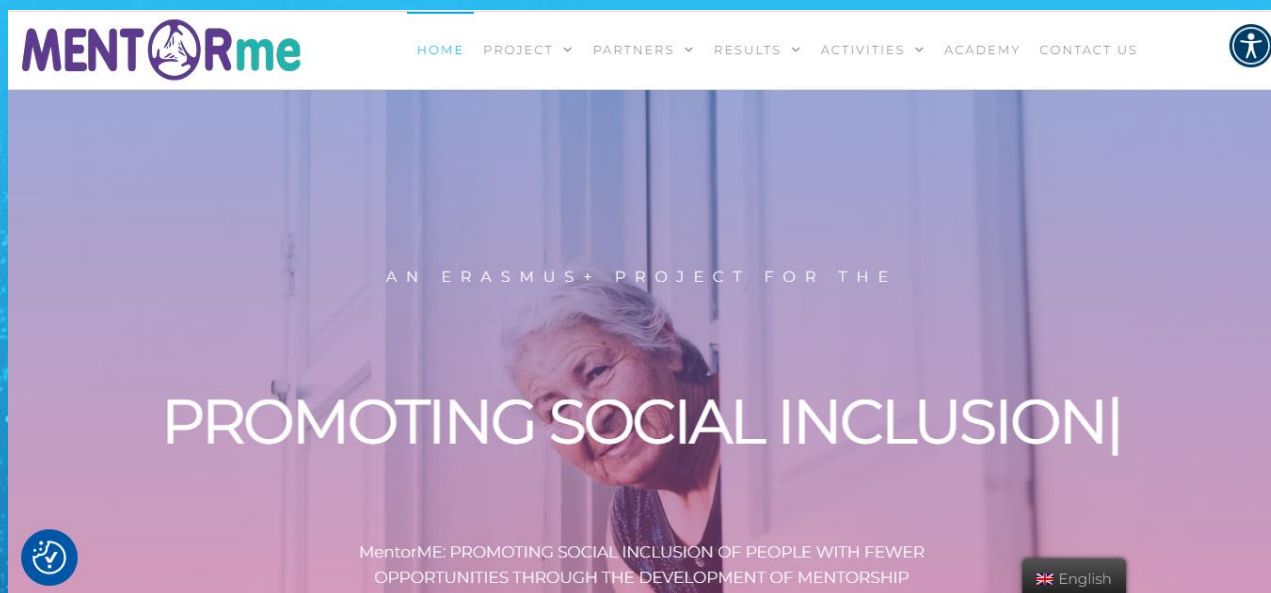
MOMENT REALIZACJI PROJEKTU	DZIAŁANIA
PRZED rozpoczęciem projektu	<ul style="list-style-type: none">- przygotowanie planu promocji i upowszechniania- zdefiniowanie oczekiwanego wpływu- określenie sposobu upowszechniania, wykorzystania wyników oraz odbiorców wyników
PODCZAS realizacji projektu	<ul style="list-style-type: none">- uaktualnianie informacji o projekcie i działaniach na stronach www- prowadzenie regularnych działań (spotkania informacyjne, wysyłka newslettera, pokazy)- ocena wpływu na grupy docelowe
PO zakończeniu projektu	<ul style="list-style-type: none">- dalsze upowszechnianie według opracowanego planu- kontakty z mediami- kontakty z decydentami- rozwijanie nowych pomysłów na współpracę

Upowszechnianie rezultatów

Główne sposoby upowszechniania rezultatów projektu:

- Strony internetowe projektu i/lub organizacji;
- Spotkania z interesariuszami (przedstawicielami instytucji, organizacjami);
- Specjalnie organizowane wydarzenia informacyjno-promocyjne (warsztaty, seminaria, szkolenia, wystawy, pokazy);
- Materiały w formie pisemnej – sprawozdania, artykuły w prasie specjalistycznej, ulotki, broszury;
- Media – radio, telewizja, YouTube;
- Media społecznościowe;
- Imprezy publiczne;
- Oznakowanie i logo projektu;
- Istniejące kontakty i sieci

Strony internetowe projektu i/lub organizacji



The persistent and growing social divisions in Europe, emphasise the need for all agents to tackle societal and educational challenges. According to the 2017 Renewed Agenda for Higher education, HE can play an important role in facing up to Europe's social, economic, cultural and democratic challenges. This means ensuring that HEIs are inclusive and that HEI are not ivory towers, but civic-minded learning entities connected to their communities and the world of work, creating synergies with volunteering organisations, SMEs, enterprises, local authorities, schools etc. and building bridges for HE students in order to find adequate career orientation routes based on their qualification, as well as acquire other extra-curricular key competences that employees look for.

In a recent research, members of AEGEE (Europes' biggest interdisciplinary student organisations) stressed the big gap in transversal skills among HE graduates, in which 39% of the members stated that they don't feel prepared for the job they want, of which 66% said it is because university is too theoretical and is too far from the 'real world'. Furthermore, 46% said that they felt prepared only because of the combination of skills learned outside university in non-formal education.

MENTORme project was created to make universities not only a place to gain knowledge but also to acquire skills needed for the future professional life of university graduates.



Links:

[University of Social Sciences \(SAN\)](#)

Intellectual Outputs

Aims



Specjalnie organizowane wydarzenia informacyjno-promocyjne (warsztaty, seminaria, szkolenia, wystawy, pokazy)

Trwa drugi dzień warsztatów z projektu MentorMe: promowanie integracji społecznej osób z mniejszymi szansami poprzez rozwój programu mentorskiego dla studentów uczelni wyższych. 🧑🏫 🧑🏫

Studenci aktywnie uczestniczą w warsztatach poświęconych świadomości kulturowej, które prowadzą przedstawiciele [Strefa Inspiracji i Rozwoju](#)

Wspólnie ze studentami z Niemiec, Cypru, Grecji oraz Hiszpanii rozwijają także umiejętności językowe oraz kompetencje miękkie. 🗣️

Więcej informacji o projekcie 🗣️
<https://mentorme-programme.eu/pl/>

#Erasmus #MentorMe #workshops #youthpower



Na zakończenie tygodniowego szkolenia dla nauczycieli na Cyprze uczestnicy odwiedzili siedzibę gospodarzy: [Emphasys Centre](#) - organizacji specjalizującej się w szkoleniach i projektach w obszarze nowych technologii.

Uczestnicy nagrali także podcasty dla nauczycieli, uczniów i rodziców poświęcone tematyce projektu.

Szkolenie było realizowane w ramach projektu Erasmus+ [Di2Learn](#)

Więcej informacji o projekcie: <https://di2learn.eu/>



Materiały w formie pisemnej – sprawozdania, artykuły w prasie specjalistycznej, ulotki, broszury



ITS AIM

The MENTORMe project aims to strengthen Higher Education Institutions' interaction with society through the establishment of mentoring relationships between university professors (supervisors), university students (mentors), and people with fewer opportunities (mentees). University students will then become civically active, culturally aware and respectful of diversity.



A KA2 Erasmus+ project for promoting social inclusion of people with fewer opportunities through mentorships



01.12.2020-31.03.2023



- Higher Education students
- Higher Education professors
- People with fewer opportunities



@MENTORMeproject



@mentorme_project



mentorme-programme.eu

The consortium



SPOLECZNA AKADEMIA NAUK

Instytut Aktywności Społecznej



Emphasys CENTRE



ACQUIN

International Office



STREFA INICJATYWY I ROZWOJU



University of Central Lancashire



University of Wrocław



THIRD TRANSNATIONAL PROJECT MEETING

The 3rd Transnational Project Meeting (TPM3) of the MENTORMe project took place on the 16th and 17th of May 2022, in Bayreuth, Germany. During the partners' meeting in Bayreuth, ACQUIN presented the results of the international certification procedure. The Accreditation Commission of ACQUIN has decided the certification of MENTORMe training programme since it meets the quality assurance requirements within the European Higher Education Area.



In addition to the certification, UCLan Cyprus presented the final version of the mobile app, ready to be introduced during the following C1 training.

"The international certification of MENTORMe programme enables the transferability and comparability of skills and competences across Europe"

ACQUIN Team



C1 TRAINING

The consortium organized a **C1 training** in Valladolid, Spain from June 27th to July 1st, 2022. More than 20 students from higher education and a number of different countries (Spain, Poland, Cyprus, Greece, Germany, etc.), participated in the "Blended Mobility Course of Higher Education Students". This training programme has been certified by ACQUIN and announced during TPM3.

"Our experience in Spain was amazing. I'm glad we had this opportunity"

Testimonial by student who participated in C1



Launch of the MENTORMe Mobile App

Fresh out of beta testing, the project released its mobile app to the two main markets, making it publicly available to Android and iPhone/iPad devices worldwide.

The app can be accessed on both the Google Play and Apple App Store marketplaces via the QR-Codes indicated in the following images.

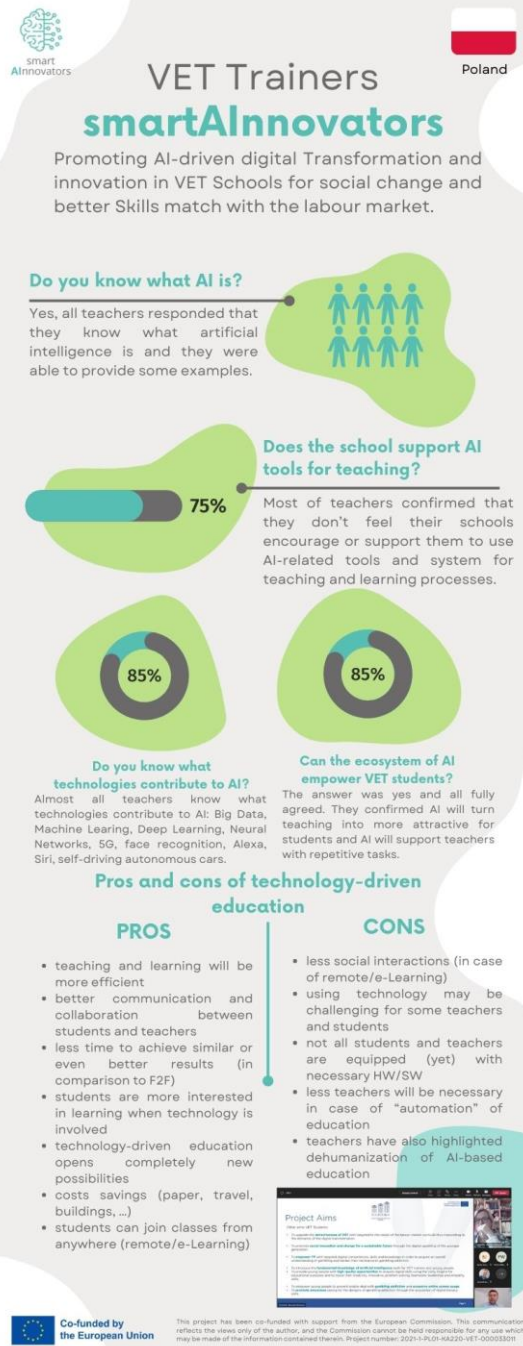


DZIAŁ WSPÓŁPRACY Z ZAGRANICĄ I PROJEKTÓW MIĘDZYNARODOWYCH

Canva - narzędzie do tworzenia newsletterów

The screenshot displays the Canva design tool interface. At the top, there is a navigation bar with options like 'Strona główna', 'Plik', 'Zmień rozmiar', and 'Udostępnij'. The main workspace shows a newsletter template titled 'MENTORME NEWSLETTER' for 'WRZESIEŃ 2022 | WYDANIE 3'. The template includes a header, a main content area with a 'CEL' (Goal) section, and a footer with logos and social media links. The left sidebar contains various design elements and text options, such as 'Dodaj pole tekstowe', 'Dodaj nagłówek', and 'Dodaj podtytuł'. The bottom of the interface shows a zoom level of 43% and a 'Notatki' (Notes) section.

Infografiki



MENTORme competences

What competences should students develop to become mentors?



With the intention of achieving a higher education system that meets Europe's social and democratic challenges, the aim of the project is to promote civic and social commitment to both professionals and students by bringing Higher Education institutions closer to society.

Students will acquire key competences that will enhance their personal and professional development

Key competencies are those that enable citizens to achieve their personal, social and professional development. Taking as a reference the intentionality of the project, the key competences that are related to civic and social commitment are the following:



Partners



Learn more:



This project has been funded with support from the European Commission. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein. Project Number: 2020-1-PL01-KA203-081667

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

Ulotka

ROBOTICS4DEAF is an Erasmus+ Project which introduces students with deafness or hearing impairment between 10 to 21 years old to coding and robotics in order to support their employability prospects and ensure social inclusion in the digitalisation of the labour market. The Project aims to develop an educational training pack, a digital platform and a mobile application to promote coding and robotics skills to students with deafness or hearing impairment in formal or non-formal settings.

"Everybody should learn how to program because it teaches you how to think"
- Steve Jobs -

COORDINATOR
SPOLECZNA AKADEMIA NAUK
University of Social Sciences

PARTNERS
RTA
NATIONAL CENTRE FOR SCIENTIFIC RESEARCH "KAWCZOKI"
Emphasys Centre

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Erasmus+

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Submission Number: 2019-1-PL01-KA201-065123
ERASMUS+ KA2 STRATEGIC PARTNERSHIP IN SCHOOL

ROBOTICS Deaf

ROBOTICS4DEAF

Robotics through sign language: ensuring access and engagement of students with disabilities (deaf or with hearing impairment) to the digital world of coding and robotics.

www.robotics4deaf.eu robotics4deaf

TARGET GROUPS

- Students - Youth (10-21yrs) with deafness or hearing impairments.
- Teachers working with students with deafness or hearing impairments.
- Interpreters, sign language teachers or other special educators.

AIMS AND OBJECTIVES

The main aims of the project are:

1. To ensure access of digital inclusion for students with deafness or hearing impairments through the acquisition of coding and robotics skills.
2. To design and develop an online platform and a training package which promote not only coding/robotics skills but also, all STEM fields (Science, Technology, engineering and mathematics).
3. To design and implement a training programme for the special educators in order to develop their digital competences.
4. To ensure the participation and inclusion in the digitalised labour market as well as to enhance accessibility, equality, education and training of students with deafness or hearing impairment.

PRODUCTS

1. Desktop Research to map out the current scene (teaching robotics, digital inclusion of deaf youth in schools/ labour market etc) in order to develop the ROBOTICS4DEAF framework with inbuilt benchmarks and indicators.
2. Inclusive eco-system for teaching, learning and assessment of coding and robotics through the digital badges.
3. Inclusive cloud-based portal, e-learning platform and mobile application.
4. Digital action plan for all an a to z guide for setting up the robotics4deaf clubs.
5. Digital inclusive recommendation for the 2020-30 EU disability strategy.

EXPECTED IMPACT

ROBOTICS4DEAF is expected to have an impact on students with deafness or hearing impairment, on teachers, on institutions and organisations, on community and on policy-makers. Students will be empowered and enrich their future career orientation. Teaching approaches and methods will be improved through the enhancement of digital competences and will offer the opportunity for innovative use of technology directly to the students. More so, new synergies between school, community and stakeholders will be initiated thus bridging the gap of education and the labour market.

Notka prasowa



PRESS RELEASE • NOVEMBER 2021

Launched in April 2021, this Erasmus+ KA2 Strategic partnership project entitled "Distance-Digital Teaching and Learning in the Post-Covid-19 Era - Di2Learn" aims to:

- Support schools to develop their own Distance Learning Action Plan, which will lead to the modernization and the digital transformation of their schools
- Empower teachers through upskilling and re-skilling opportunities based on the provision of professional development courses to help them designing and delivering distance teaching, while also supporting students to proceed with distance learning
- Develop a capacity building series of workshops both on and offline to support parents for their role especially with younger children during distance learning
- Support students with study, personal and organisational skills for remote learning

During its lifetime (24 months in total), the project Consortium, formed by 7 European entities (SPOLECZNA AKADEMIA NAUK – Coordinator – and PCG from Poland, EMPHASYS from Cyprus, TXORRIERI from Spain, STEP BY STEP from Croatia, EUROED from Romania and the EUROPEAN DIGITAL LEARNING NETWORK from Italy, will be involved in the development of the following 4 Intellectual Outputs:

- A MAPPING OF GOOD PRACTICES IN THE COVID-19 ERA, aimed to record and present good practices adopted during the Covid-19 crisis as part of the formal education. Thanks to its results a READINESS DISTANCE LEARNING AUDIT TOOL FOR SCHOOLS and a COMPARATIVE BLUEPRINT REPORT will be developed.
- A COMPREHENSIVE DISTANCE & DIGITAL LEARNING METHODOLOGY to support educators to develop their schools' action plan in the Covid-19 era, thus ensuring the modernization and digital transformation of their school practices.
- TRIPLE FIRST AID PACK, which will gather guidelines, tips and guidance for teachers, students and parents to learn how to deal with the new digital, learning, mentoring and assessment challenges as part of the provision of distance and digital learning.
- INCLUSIVE INTERACTIVE PLATFORM & MOBILE APP, aimed at providing enriched functionalities to use at anytime and anywhere such as selfie-readiness school tool, podcast discussions, webinars, e-learning tools and more useful online services.

The target groups of the project are:

- UPPER PRIMARY AND SECONDARY SCHOOL TEACHERS (direct target group), whose profiles will be upgraded and strengthened through the professional development programme to be developed for up-skilling, re-skilling and upgrading their digital, pedagogical and methodological competences to be able to design, deliver and evaluate online training and learning activities.
- The indirect target groups are PARENTS who will be provided with guidance to support their children in the distance learning process, especially the ones who are younger, as well as the STUDENTS who will be provided with support on how to organize their time, how to stay focused etc.

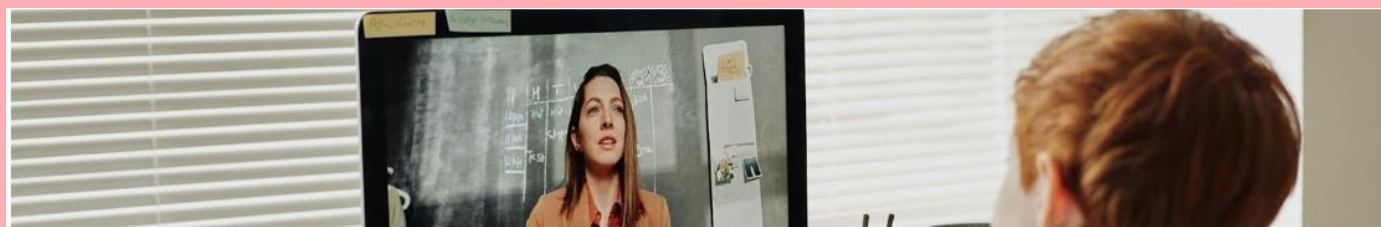


Co-funded by the Erasmus+ Programme of the European Union

This project has been funded with support from the European Commission. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein. «Di2Learn - Distance-Digital Teaching and Learning in the Post-Covid-19 Era» project number: 2020-1-PL01-KA226-SCH-095530.



Media – radio, telewizja, YouTube



Di2Learn Di2learn Subskrybuj

GŁÓWNA WIDEO PLAYLISTY KANAŁY INFORMACJE

Przesłane filmy ▶ Odtwórz wszystkie



DI2LEARN Podcast for teachers: Becoming a...

DI2LEARN Podcast for parents: Risks and dangers...

DI2LEARN Podcast for students: Tips and tricks in...

Robotics4deaf Project Subskrybuj
8 subskrybentów

GŁÓWNA WIDEO PLAYLISTY KANAŁY INFORMACJE

Przesłane filmy ▶ Odtwórz wszystkie



ROBOTICS4DEAF C2 Blended mobility of school learners...

24 wyświetlenia • 9 miesięcy temu

1. programma - tālvadība

10 wyświetleń • 1 rok temu

2. programma - Tālvadība

2 wyświetlenia • 1 rok temu

2. programma paraugi līnijsekošanai

Brak wyświetleń • 1 rok temu

2. programma skaņas noteikšanai

Brak wyświetleń • 1 rok temu

Media społecznościowe



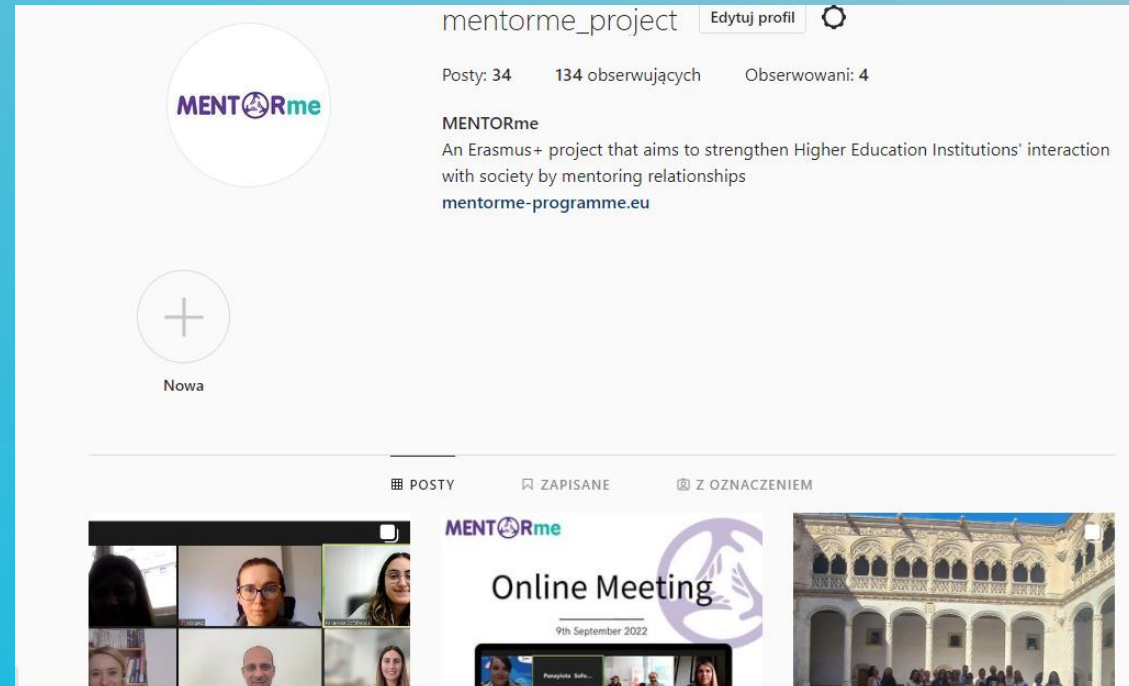
#MyRootsAreDigitalRoutes

There are some many unique places all around Europe... Here are some fun facts about a handful of them! Which one is your favourite?



👁️ Learn more about digital routes created in Poland, Germany, Romania, Hungary, Greece and Cyprus ➡️ digitalroutes.erasmusplus.space

#ErasmusPlus #DigitalRoutes #CulturalHeritage



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O nas

Rapid digitalisation over the past decade has transformed many aspects of work and daily life. Driven by innovation and technological evolution, the digital transformation is reshaping society, the labour market and the future of work, and inevitably E & T. Employers face difficulties in recruiting highly skilled workers across a number of ... zobacz więcej



☀️ 4 spotkanie partnerskie projektu Digital Routes@culture w Budapeszcie! 🇭🇺 ☀️

W dniach 28-29 września 2022 r. konsorcjum projektu odbyło 4 spotkanie partnerskie w Budapeszcie, którego gospodarzem był TE IS Foundation .

Podczas spotkania partnerzy omówili ostatnie kroki do finalizacji IO3, przedstawili progres z postępu prac nad IO4, a także przegląd zadań dla IO5. Partnerzy omówili zbliżający się C1 Short-Term Blended Staff Mobility, który odbędzie się w listopadzie oraz dalszy pilotaż opracowanych materiałów.

<http://digitalroutes.4learning.eu/>



W dniach 19-22 września Studentki SAN z kierunku Grafika wraz z Panią Dziekan dr hab. Marią Piątek oraz dr Magdaleną Zawisza wzięły udział w szkoleniu w Balvi na Łotwie. 🇱🇻

Szkolenie odbyło się w ramach projektu ERASMUS +PandemiArt 🧠, którego celem jest stworzenie produktów artystycznych z zawartością cyfrową poprzez ujęcie sztuki z innowacyjnej i współczesnej perspektywy, jako środka swobodnej ekspresji jednostki.

Uczestnicy z Polski 🇵🇱, Łotwy 🇱🇻, Rumunii 🇷🇴, Portugalii 🇵🇹, Francji 🇫🇷 i Turcji 🇹🇷 wspólnie stworzyli prace nawiązujące do trudnego dla wszystkich czasu pandemii.

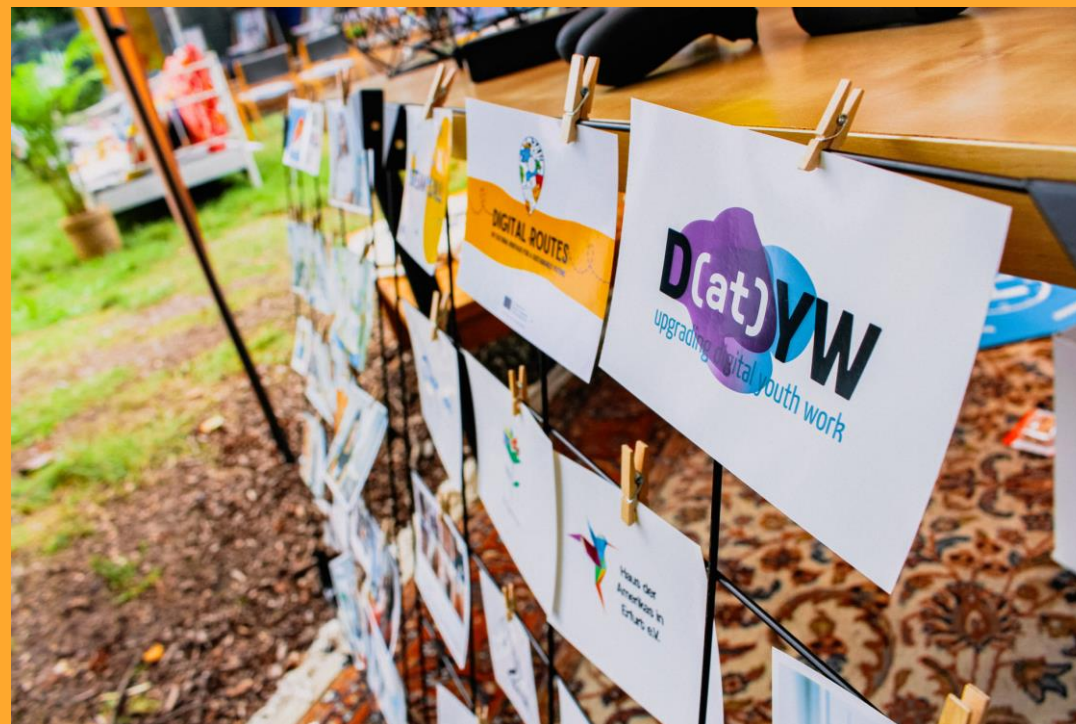


Spotkania z zainteresowanymi podmiotami (osobami, instytucjami, organizacjami), imprezy publiczne



Projekt **MENTORme**, partnerzy **EMPHASYS CENTRE** i **UCLAN University**, Cypr

Cypryjska Międzynarodowej Wystawa "Edukacja i Kariera". Wydarzenie zostało zorganizowane przez Ministerstwo Edukacji, Kultury, Sportu i Młodzieży Cypru, Cypryjską Izbę Handlu i Przemysłu (CCCI), Cypryjską Federację Pracodawców i Przemysłowców (OEB) oraz Europejskie Biuro Cypru (EOC), we współpracy z British Council Cyprus.



Projekt **DIGITALROUTES@CULTURE**

Partner **CULTURE GOES EUROPE**, Niemcy

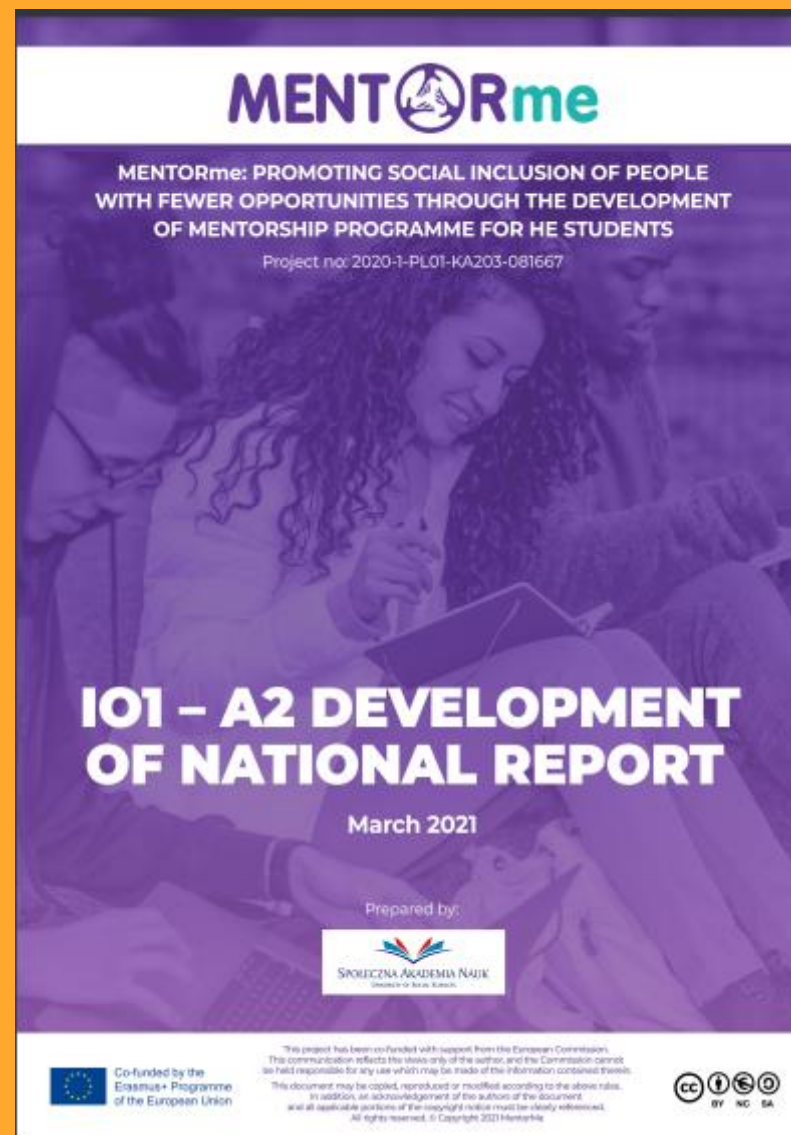
Festiwal EngagementLand został zrealizowany w tętniącej życiem dzielnicy Erfurt Północny, gdzie wielu Niemców dzieli swoje domy ze społecznością migrantów, tworząc w ten sposób unikalną przestrzeń interakcji i wymiany. Goście festiwalu dowiedzieli się o projekcie DigitalRoutes@Culture, otrzymali broszury i zapisali się do wypróbowania wkrótce opracowanego narzędzia do tworzenia cyfrowych tras w regionie Turyngii.



Oznakowanie i logo projektu

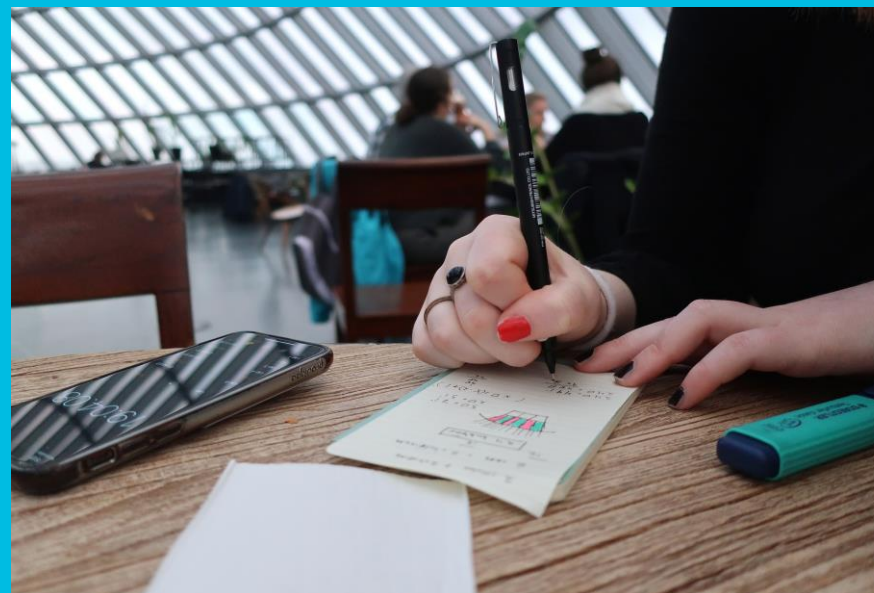


Co-funded by the
Erasmus+ Programme
of the European Union



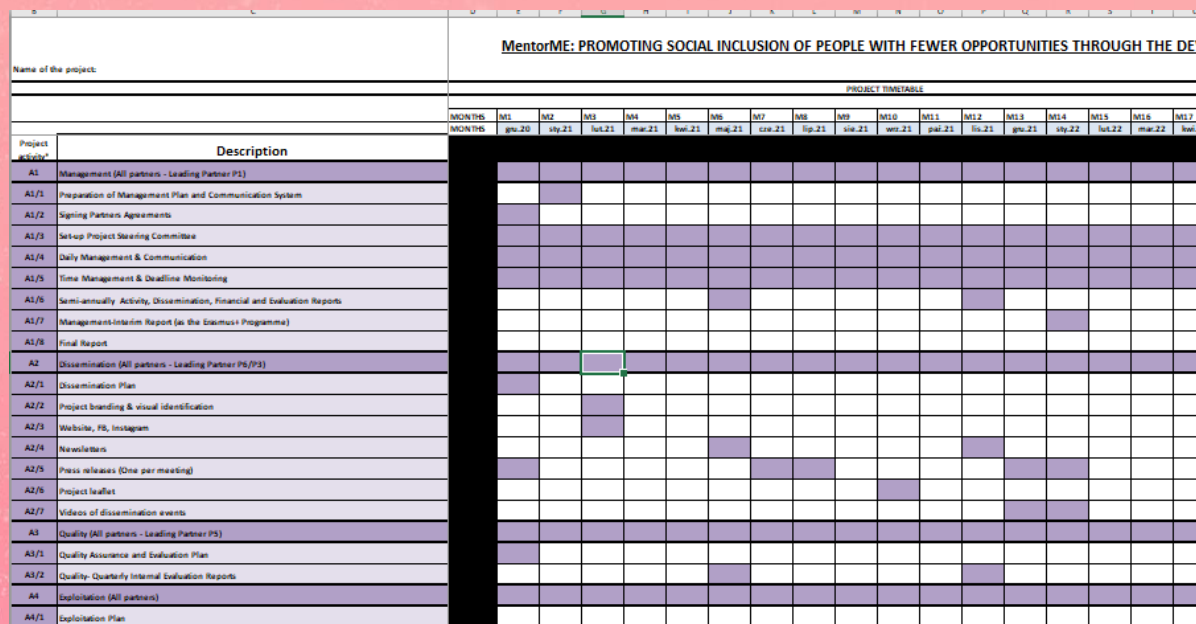
Narzędzia zarządzania projektem

- Komunikacja
- Wysyłanie dokumentów
- Tworzenie to do list
- Planowanie spotkań
- Monitorowanie realizacji zadań
- Monitorowanie przebiegu aktywności
- Przechowywanie materiałów
- Monitorowanie czasu do końca projektu
- Zapisywanie komentarzy
- Udział w spotkaniach onlinowych
- Planowanie budżetu
- Ocena działań
- Tworzenie raportów



Rodzaje narzędzi do zarządzania projektami

Gantt chart



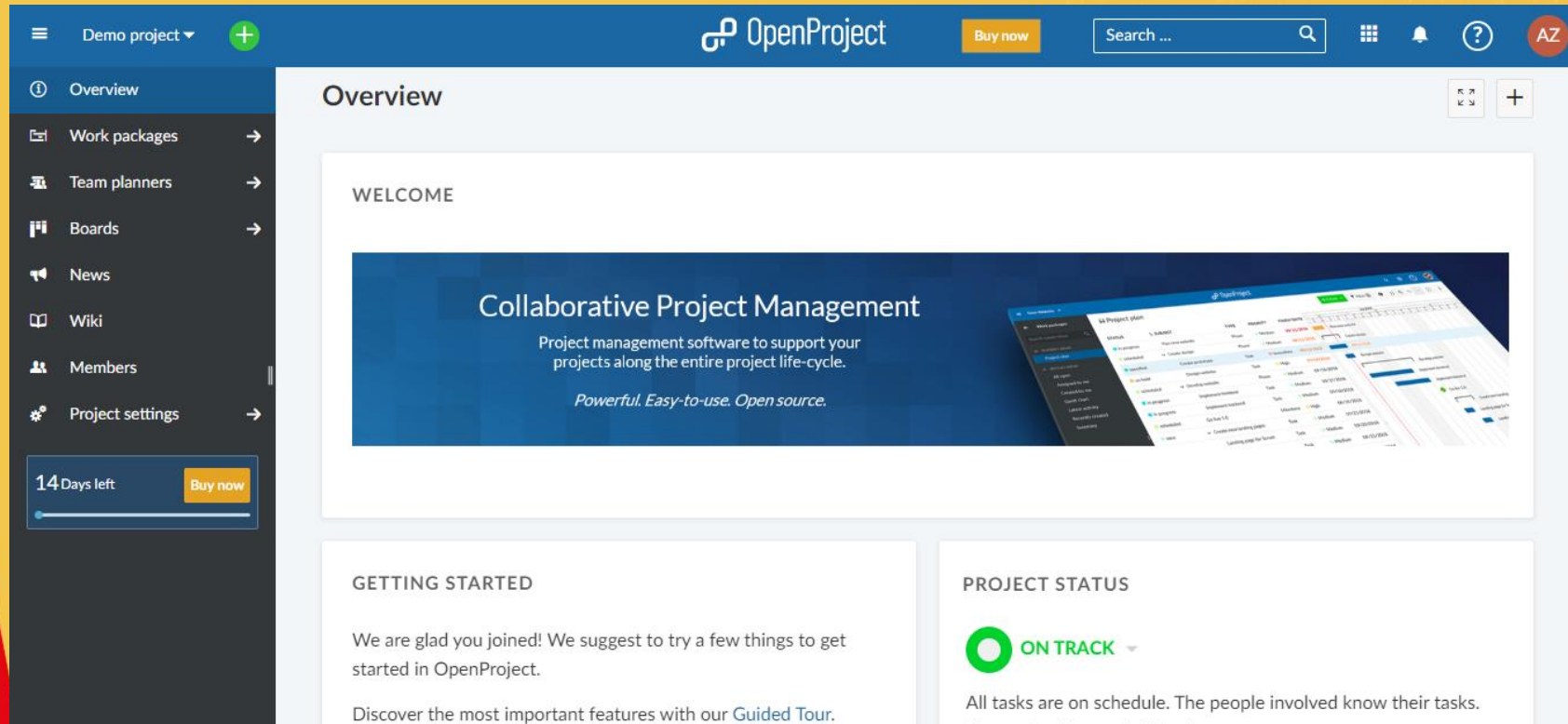
IMPORTANT	URGENT	NOT URGENT
	DO IT NOW	DECIDE WHEN TO DO IT
NOT IMPORTANT	DELEGATE IT	DELETE IT

Narzędzia zarządzania projektem online

- OpenProject
- AdminProject
- PM Compass
- Basecamp

OpenProject

OpenProject to narzędzie do wspólnego zarządzania projektami, zawierające wykres Gantta i planowanie działań. <https://www.openproject.org/>



The screenshot displays the OpenProject web application interface. At the top, there is a navigation bar with the OpenProject logo, a 'Buy now' button, a search bar, and user profile icons. The left sidebar contains a menu with options: Overview, Work packages, Team planners, Boards, News, Wiki, Members, and Project settings. The main content area is titled 'Overview' and features a 'WELCOME' message, a large banner for 'Collaborative Project Management' with a Gantt chart image, and two informational sections: 'GETTING STARTED' and 'PROJECT STATUS'. The 'PROJECT STATUS' section shows a green 'ON TRACK' indicator and the text 'All tasks are on schedule. The people involved know their tasks.'

OpenProject – Gantt chart

The screenshot displays the OpenProject Gantt chart interface. The top navigation bar includes the OpenProject logo, a 'Buy now' button, a search bar, and user profile information (AZ). The left sidebar shows navigation options for 'Work packages', including 'Gantt chart' which is currently selected. The main area features a table of tasks and a Gantt chart visualization.

ID	TYPE	SUBJECT	STATUS
2	PHASE	Organize open source conference	In progress
3	TASK	Set date and location of conference	In progress
6	TASK	Create sponsorship brochure an...	New
5	TASK	Contact sponsoring partners	New
4	TASK	Send invitation to speakers	In progress
8	TASK	Setup conference website	New
7	TASK	Invite attendees to conference	New
9	MILESTONE	Conference	Scheduled
10	PHASE	Follow-up tasks	To be scheduled
11	TASK	Unload presentations to website	New

The Gantt chart shows a timeline for 2022, with tasks represented by colored bars indicating their duration. A vertical red dashed line marks the current date at 11/07/2022. The tasks are: 'Organize open source conference' (orange bar, 11/07/2022 to 11/21/2022), 'Set date and location of conference' (blue bar, 11/07/2022 to 11/10/2022), 'Create sponsorship brochure and hand-outs' (blue bar, 11/07/2022 to 11/10/2022), 'Contact sponsoring partners' (blue bar, 11/07/2022 to 11/08/2022), 'Send invitation to speakers' (blue bar, 11/07/2022 to 11/07/2022), 'Setup conference website' (blue bar, 11/11/2022 to 11/21/2022), 'Invite attendees to conference' (blue bar, 11/11/2022 to 11/11/2022), 'Conference' (green diamond, 11/22/2022), 'Follow-up tasks' (orange bar, 11/28/2022 to 12/08/2022), and 'Unload presentations to website' (blue bar, 11/28/2022 to 12/07/2022).

OpenProject – Milestones, Tasks

Milestones

[+ Create](#) Include projects 1 Filter 1 Gantt Info Fullscreen Search Refresh More

ID ↑	TYPE	SUBJECT	STATUS	START DATE
1	MILESTONE	Start of project	Closed	11/06/2022
9	MILESTONE	Conference	Scheduled	11/22/2022
13	MILESTONE	End of project	New	12/09/2022

[+ Create new work package](#)

Tasks

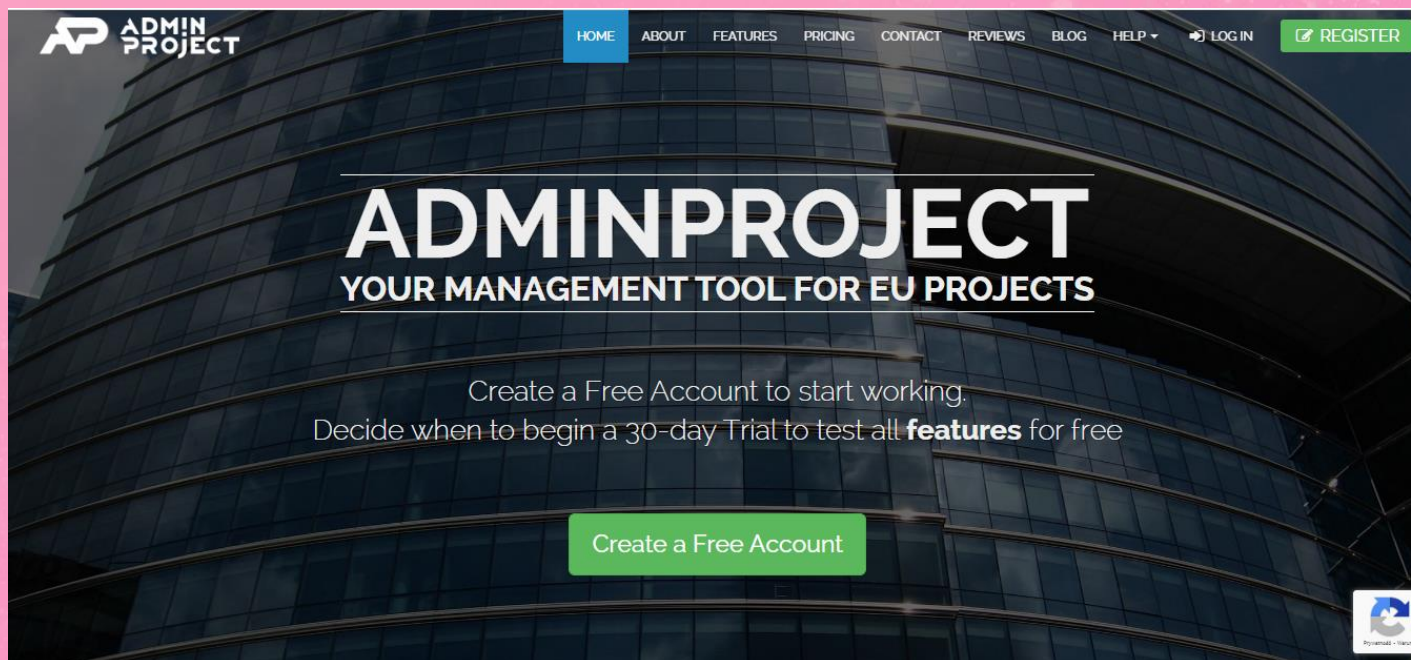
[+ Create](#) Include projects 1 Filter 2 Table Info Fullscreen More

ID ↑	SUBJECT	PRIORITY	STATUS	ASSIGNEE
2	Organize open source conference	Normal	In progress	AZ Aleksandra Zając
3	Set date and location of conference	Normal	In progress	AZ Aleksandra Zając
4	Send invitation to speakers	Normal	In progress	AZ Aleksandra Zając
5	Contact sponsoring partners	Normal	New	AZ Aleksandra Zając
6	Create sponsorship brochure and hand-outs	Normal	New	AZ Aleksandra Zając
7	Invite attendees to conference	Normal	New	AZ Aleksandra Zając
8	Setup conference website	Normal	New	AZ Aleksandra Zając
10	Follow-up tasks	Normal	To be scheduled	AZ Aleksandra Zając
11	Upload presentations to website	Normal	New	AZ Aleksandra Zając
12	Party for conference supporters :-)	Normal	New	AZ Aleksandra Zając

(1 - 8/8)



AdminProject jest platformą zarządzania projektami, która została zaprojektowana z myślą o specyficznych wymaganiach projektów finansowanych przez UE. Jest to platforma współpracy, która zawiera wszystkie narzędzia, których możesz potrzebować, aby zrealizować swój projekt w przestrzeni roboczej on-line. <https://www.adminproject.eu/>



AdminProject – przechowywanie plików, tworzenie Timesheetów

Home » MENTORme » Tools » Files

Quick jump: Discussion Files Tasks

Project's summary Tools Finances Dissemination Evaluation

Edit your Office docs in AdminProject with Microsoft Office Online! Sign-up for Office 365 at office.com and start being more productive!

Search

Sort by: Name | Last modification date | File type | Size | Uploaded by

All files /

- 0. Proposal
- 1. Management
- 2. Dissemination
- 3. Quality Assurance
- 4. Intellectual Outputs
- 5. Transnational Project meetings
- 6. Training Activities
- 7. Multiplier Events

AdminProject – dodawanie działań rozpowszechniających

» MENTORme » Dissemination

Quick jump:

Discussion

Files

Tasks

Project's summary

Tools

Finances

Dissemination

Evaluation

You are creating a new activity. After you are done, please [save](#) the changes or [reject](#) them.

Activity name:

Who?

Level?

How?

Where?

When?

of people?

Activity description (please include activity URL if relevant)

Target groups

» MENTORme » Dissemination

Quick jump:

Discussion

Files

Tasks

Project's summary

Tools

Finances

Dissemination

Evaluation

Partner	Number of actions	Number of participants	Report
ACoM	38	1992	download
AQUIN	15	1427	download
Emphasys Centre	26	10147	download
SAN	42	4430	download
SIIR	50	3883	download
UCLAN	10	864	download
UVA	62	9989	download
ALL PARTNERS	243	32732	



PM Compass to elastyczne narzędzie do zarządzania zadaniami, które pozwala zarządzać projektami, zespołem i dokumentami online w przeglądarce internetowej. <http://pmcompass.com/>



PM Compass

Spoleczna Akademia Nauk

Welcome Aleksandra (a_zajac) Logout PM Compass Homepage

Dashboard Projects Timesheets Budget Portfolio Documents Users Settings English

Last activities | My tasks

Last activities

Export to Excel Configure latest activities

Today

3:37 pm	PROJECT	Project	Project was created	Aleksandra Zajac
---------	---------	---------	---------------------	------------------

© 2010-2022 PM Partner

Spoleczna Akademia Nauk

Welcome Aleksandra (a_zajac) Logout PM Compass Homepage

Dashboard Projects Timesheets Budget Portfolio Documents Users Settings English

My timesheets | My team timesheets

Timesheets : 11-07-2022 - 11-13-2022 View : Default view

	Planned start date	Planned finish date	Planned work	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Aleksandra Zajac										

Hide finished tasks

© 2010-2022 PM Partner





Basecamp to najstarsza z aplikacji do zarządzania projektami. Basecamp jest uważany za wiodące narzędzie do zarządzania projektami.

<https://basecamp.com/>

A screenshot of the Basecamp website homepage. At the top left is the Basecamp logo. To its right are links for "What's New?" and "Pricing", and a "Customer log in" button. Below the logo is a yellow badge with five stars and the text "GOLD STANDARD PM APP". The main heading reads "The refreshingly simple, and remarkably effective, project management platform." Below this is a paragraph: "Managing people and projects under pressure is tough enough. Unfortunately, lots of software makes it worse by over-complicating things. Basecamp's different." At the bottom center is a green button that says "Try Basecamp for free" with the subtext "No credit card required. Cancel anytime." in smaller text.



Basecamp – strona główna

The screenshot shows the Basecamp interface for a project named 'Społeczna Akademia Nauk'. At the top, there is a navigation bar with icons for Home, Lineup, Pings, Hey!, Activity, My Stuff, and Find. A user profile icon 'AZ' is in the top right. A yellow notification box at the top left contains a 'NEW FEATURE' announcement about Card Tables. Below the notification, the project name 'Społeczna Akademia Nauk' is displayed, along with a 'Adminland' link. Two green buttons, 'Make a new project' and 'Invite people', are visible. A text line indicates 'Pinned & recent projects below · View all in a list · Press **Ctrl+J** anytime to jump'. Two project cards are shown: 'Customer Support' and 'Making a Podcast', both marked as 'SAMPLE'. Each card includes a description and a row of user avatars. At the bottom, there are sections for 'YOUR SCHEDULE' and 'YOUR ASSIGNMENTS'.

Basecamp

Home Lineup Pings Hey! Activity My Stuff Find

AZ

NEW FEATURE: Card Tables are a new tool for projects, great for visualizing your workflow with cards and columns. Visit a project, click **⋮** at the top, pick "Change Tools," and then flip the switch for Card Table to try it out. [Full details here.](#) Thanks again for using Basecamp.

Społeczna Akademia Nauk Adminland

Make a new project Invite people

Pinned & recent projects below · [View all in a list](#) · Press **Ctrl+J** anytime to jump

SAMPLE Customer Support
An example of how a customer support team might use Basecamp.

SAMPLE Making a Podcast
An example of using Basecamp to produce a podcast.

YOUR SCHEDULE YOUR ASSIGNMENTS

Basecamp – widok projektu

The screenshot shows the Basecamp project view interface. At the top, there is a navigation bar with the Basecamp logo and several menu items: Home, Lineup, Pings, Hey!, Activity, My Stuff, and Find. A user profile icon with the initials 'AZ' is visible in the top right corner. Below the navigation bar, the main heading is 'Project', followed by a button labeled 'Add some people' and another 'AZ' profile icon. The main content area is divided into five functional blocks: 'Message Board' (with a blue speech bubble icon and text about announcements), 'To-dos' (with a green checkmark icon and text about task lists), 'Docs & Files' (with a yellow document icon and text about sharing files), 'Campfire' (with a teal speech bubble icon and text about casual chat), and 'Schedule' (with a red calendar icon and text about setting dates). A help icon (question mark) is located in the bottom right corner of the interface.

Referencje

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3. *PM² Project Management Methodology Guide 3.0*, Brussels, Luxembourg, 2018
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Dziękuję za uwagę!

