

Strengthening Teaching Competences
in Higher Education
in Natural and Mathematical Sciences



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of the European Union

TeComp

Project Management Platform

Jelena Ignjatović
University of Niš, Serbia



CMT Meeting, Granada, November 6-10, 2019

What is Project Management Platform?

- Documents and files management;
- Creating and tracking project issues;
- Making calendars – scheduling meetings;
- E-mail notification of any action



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Project Management Platform Layout

- How to access to the Project Management Platform?



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Strengthening Teaching Competences
in Higher Education
in Natural and Mathematical Sciences



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of the European Union

Home About Project ▾ Documents Events ▾ Dissemination News Gallery PMA



<http://mngt.tecomp.ni.ac.rs/>

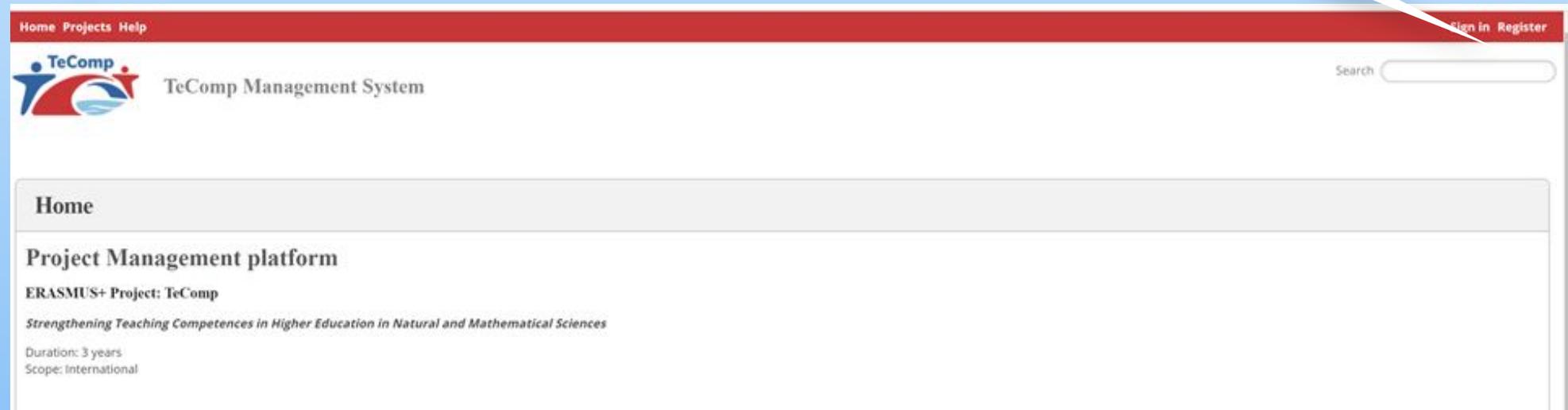
What is Project Management Platform?

PROJECT

My account



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What is Project Management Platform?



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PROJECT

My account

Home My page Projects Administration Help Logged in as Jelena.Ignjatovic My account Sign out

 TeComp Management System Search Jump to a project...

Home

Project Management platform

ERASMUS+ Project: TeComp
Strengthening Teaching Competences in Higher Education in Natural and Mathematical Sciences

Duration: 3 years
Scope: International

Video tutorials

1. Introduction
2. Projects of the Platform
3. Actual Roles
4. Issues
5. Docmngt
6. Calendar and Meetings

Latest projects

- 7. Co-financing (06/13/2019 12:51 PM)
- 6. Special Mobility Strand (06/13/2019 12:51 PM)
- 5. Subcontracting (06/13/2019 12:51 PM)
- 4. Equipment (06/13/2019 12:50 PM)
- 3. Travel Costs & Costs of Stay (06/13/2019 12:50 PM)

Two basic Platform Management System Projects:

✓ **TeComp Workpackages (WP1 – WP6)**

✓ **TeComp Financial mngt**

- ◆ **Key Financial Document**
- ◆ **Staff Coast**
- ◆ **Travel Coast & Coast of Stay**
- ◆ **Equipment**
- ◆ **Printing & Publishing**
- ◆ **Other**

Financial mngt is assigned to each TeComp partner separately

Users are grouped by

Roles (coordinators + partners)

Access rights

Each user can be a member of more than one group



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Two basic Platform Management System Projects:



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Projects

[New project](#) | [View all issues](#) | [Overall spent time](#) | [Overall activity](#)

★ 1. TeComp - Work Packages

★ WP1 - Preparation

- 1.1 Quantitative analysis of teaching competences of young, newly hired university teachers at the PC HEIs
- ★ 1.2 Detailed analysis of the use of modern educational technologies in T&L at the PC HEIs
- ★ 1.3 Reviewing experiences in the use of PMT in T&L at the EU HEIs
- ★ 1.4 Performing a comparative analysis based on collected data
- ★ 1.5 Defining necessary measures and actions for the modernisation of T&L

★ WP2 - Upgrading educational infrastructure

- ★ 2.1 Forming technology-enhanced learning spaces
- ★ 2.2 Preparing material for PM training courses
- ★ 2.3 Creating material for providing language support for teaching staff
- ★ 2.4 Preparing guidelines for the technological enhancement of teaching and learning

★ WP3 - Professional development of teaching staff

- ★ 3.1 Organising the Workshop on Innovative T&L methodologies and pedagogical approaches
- ★ 3.2 PM training of teaching staff
- ★ 3.3 Training of teaching staff for using new educational technologies
- 3.4 Training for teaching and academic writing in English
- 3.5 Development of structure and content of courses for students and young teachers
- 3.6 Approval/Accreditation of new/modified master study and continuing professional development courses

Two basic Platform Management System Projects:

WP4 - The formation of online learning environment

- 4.1 The integration of online technologies into traditional courses
- 4.2 Developing systems for electronic testing
- 4.3 Forming online labs
- 4.4 Preliminary analysis of performance indicators

WP5 - Quality assurance and monitoring

- 5.1 Establishing QAMB
- 5.2 Establishing internal work quality standards and procedures
- 5.3 Preparing and analysing quality reports
- 5.4 Organising inter-project coaching (Task leader: UNI)
- 5.5 Organising external monitoring (Task leader: UNI)

WP6 - Dissemination and exploitation

- 6.1 Creating the project website (Task leader: UNI)
- 6.2 Printing and distributing promotional material
- 6.3 Disseminating reports on the project achievements
- 6.4 Organising popularisation lectures
- 6.5 Developing a Rulebook on CPD of teaching staff
- 6.6 Developing Strategy for the support and on-going improvement of the quality of T&L
- 6.7 Developing a unified questionnaire

WP7 - Management

- 7.1 Setting up PMBs and signing partnership agreement
- 7.2 Organising the Kick-off meeting and meetings of the CMT
- 7.3 Organising meetings of the LCT



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Two basic Platform Management System Projects:



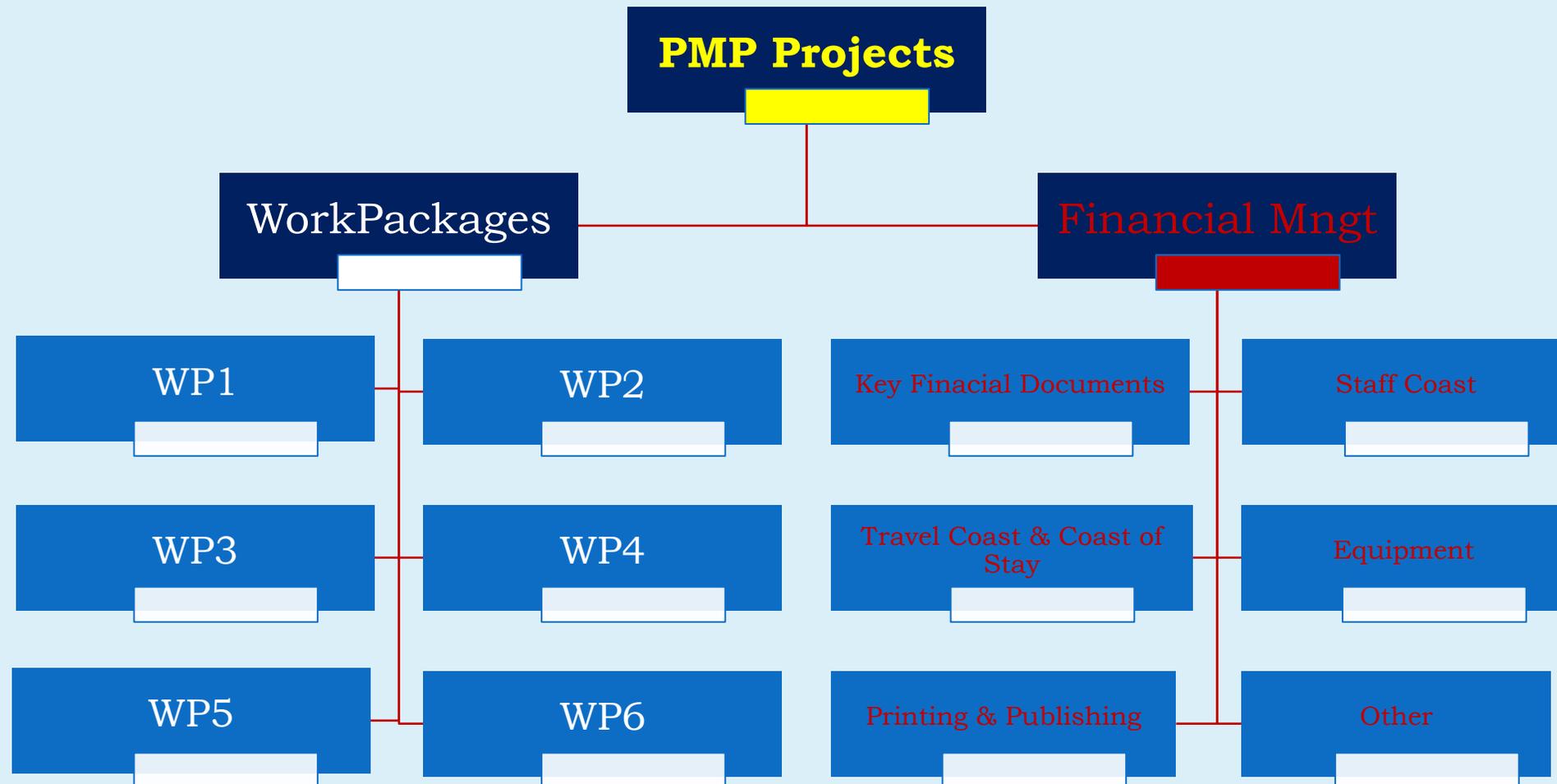
Co-funded by the
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2. TeComp - Financial mngt

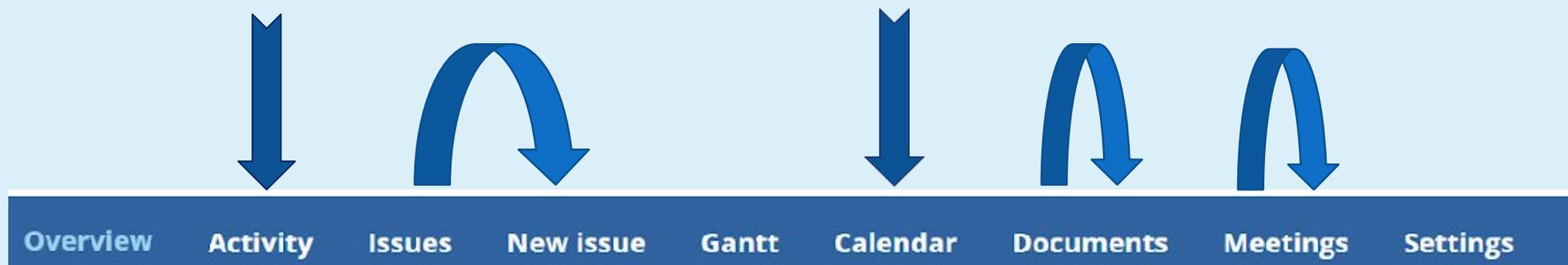
CENTRAL

1. CENTRAL Key Financial Documents
2. CENTRAL Staff Costs
3. CENTRAL Travel Costs & Costs of Stay
4. CENTRAL Equipment
- ~~5. CENTRAL Subcontracting~~
- ~~6. CENTRAL Special Mobility Strand~~
7. CENTRAL Co-financing

TeComp MNGT Platform Tree



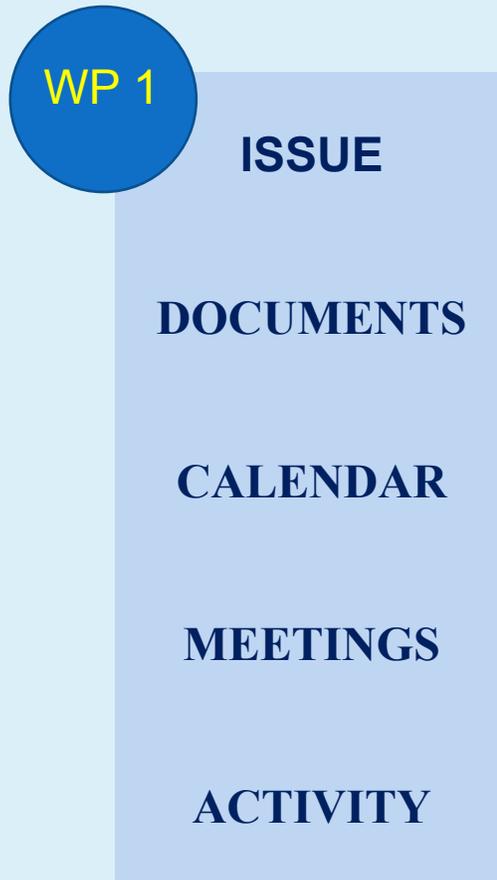
MAIN MENU



- ❖ Activity : find all issues (new and updated), uploaded files and documents
- ❖ Calendar : find all important dates for your participation in TeComp WorkPackage

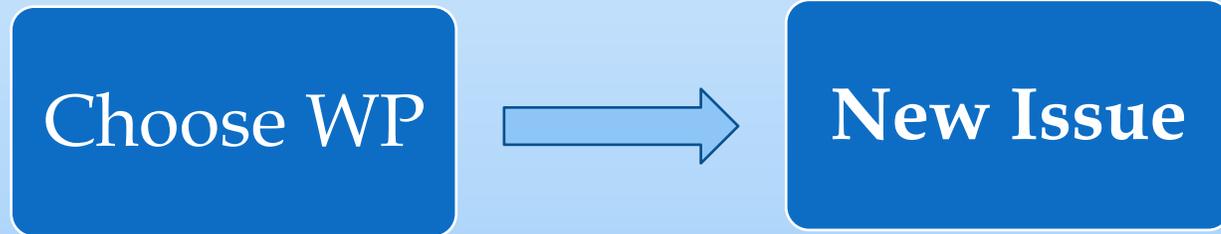
Important Note:

- ❖ All issues, documents, meetings, calendar and activity inputs are related only to **current WorkPackage** which has been initially selected (visible in the title bar above Main Menu) !!!



ISSUES:

- ❖ Making new Issue
- ❖ Updated existing issue



- ❖ E-mail notification of new issues -- to all users deployed on WorkPackage with a direct link to the new issue



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ISSUES

New Issue



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Home My page Projects Administration Help

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1. TeComp - Work Packages » WP1 - Preparation

Search

» WP1 - Preparation

Overview Activity Issues **New issue** Gantt Calendar Documents Meetings Settings

New issue

Tracker * Organize ▼

Private

Subject *

Description

B *I* U ~~ABC~~ **C** H1 H2 H3

Text formatting

Status * New ▼

Parent task

Priority * Normal ▼

Start date 2019-11-03

Assignee << me >> ▼

Due date

Estimated time Hours

% Done 0 % ▼

Files No file chosen

ISSUES

Home My page Projects Administration Help Logged in as Jelena.Ignjatovic My account Sign out

 1. TeComp - Work Packages » WP1 - Preparation Search » WP1 - Preparation

Overview Activity Issues New Issue Gantt Calendar Documents Meetings Settings

New issue

Tracker * Organize Private

Subject * Organize

Description
Got information

Report

Support

Status * New

Priority * Normal

Assignee

Parent task

Start date 2019-11-03

Due date

Estimated time Hours

% Done 0 %

Files No file chosen

- ❖ Types of Issues
 - ❖ Organize
 - ❖ Request information
 - ❖ Report
 - ❖ Support (discussion groups)

ISSUES

Home My page Projects Administration Help Logged in as Jelena.Ignjatovic My account Sign out

 1. TeComp - Work Packages » WP1 - Preparation Search » WP1 - Preparation

Overview Activity Issues New Issue Gantt Calendar Documents Meetings Settings

New issue

Tracker * Organize Private

Subject *

Description  Text formatting

Low
Normal
High
Urgent

Status * Immediate

Priority * Normal

Assignee

Parent task

Start date 2019-11-03 

Due date 

Estimated time Hours

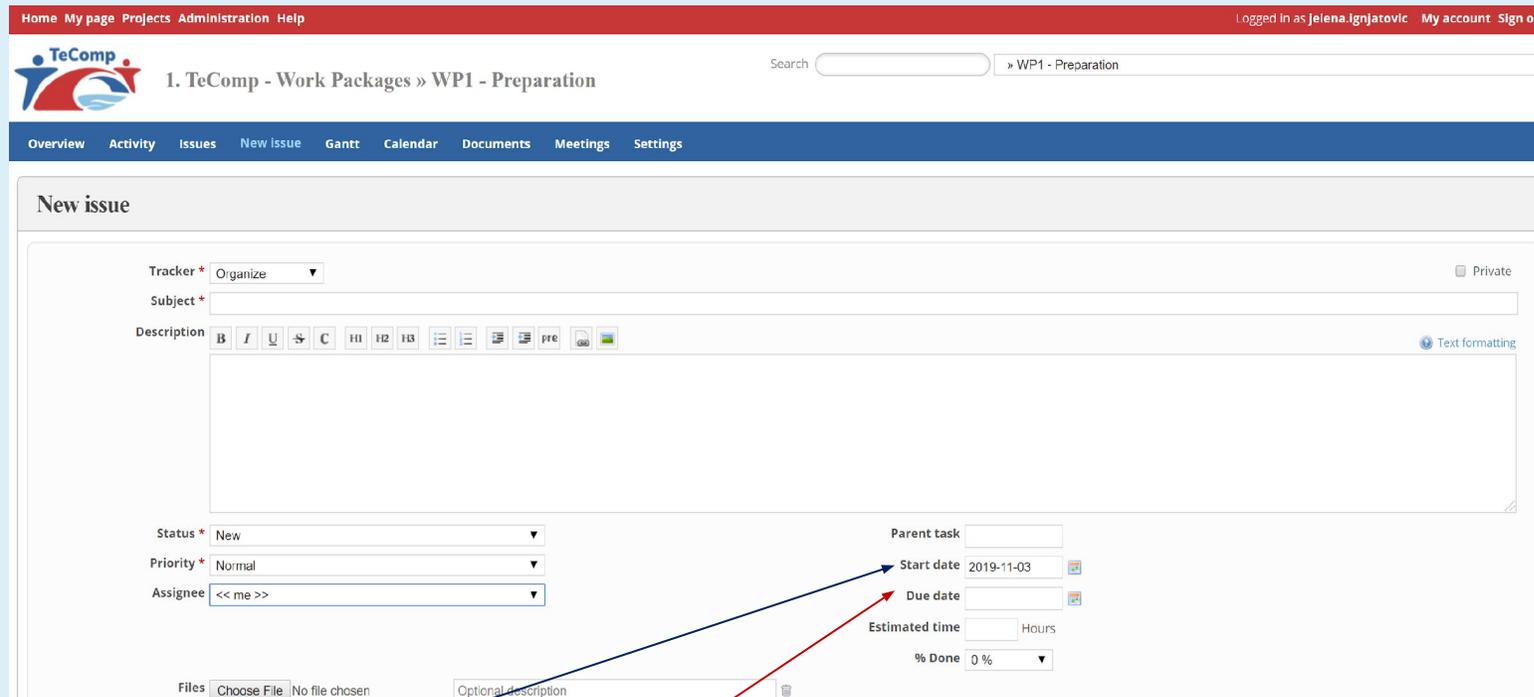
% Done 0%

Files No file chosen 

❖ Issue Priority

- ❖ Low
- ❖ Normal
- ❖ High
- ❖ Urgent
- ❖ Immediate

ISSUES



Home My page Projects Administration Help Logged in as Jelena.Ignjatovic My account Sign out

1. TeComp - Work Packages » WP1 - Preparation Search > WP1 - Preparation

Overview Activity Issues New Issue Gantt Calendar Documents Meetings Settings

New issue

Tracker * Organize Private

Subject *

Description **B I U** **C H1 H2 H3** **pre** Text formatting

Status * New

Priority * Normal

Assignee << me >>

Parent task

Start date 2019-11-03

Due date

Estimated time Hours

% Done 0 %

Files Choose File No file chosen Optional description

❖ Start date + Due date

❖ Issue Start date & Issue Due date are automatically added to Calendar to all users deployed on WorkPackage

ISSUES

Tracker * Organize Private

Subject *

Description **B I U S C H1 H2 H3**         Text formatting

Status * New

Priority * Normal

Assignee

Parent task

Start date 2019-11-03 

Due date 

Estimated time Hours

% Done 0 %

Files No file chosen 

[Add another file \(Maximum size: 29.3 MB\)](#)

Watchers Andreja Tepavčević Annelies Vanderbeke Antonio Moreno Verdejo Ardian Cerava Irina Perfilieva

Ivana Micić Ivana Radojevic Jelena Ignjatović Jelena Matejić Laura Muniz-Rodriguez

Lorenc Ekonomi Luis Rodriguez Muñiz Luiz Seiti Martin Valcke Maria C. Cañadas Santiago

Miroslav Čirić Nebojša Jasnić Petra Murinova Romana Schubertova Romeo Mano

Siniša Đurašević Slađana Dimitrijević Srećko Trifunović Vladimir Janis Zorana Lužanin

[Search for watchers to add](#)

[Preview](#)



Issue - main window with latest data (status + priority + descriptions + uploaded files etc.)

Overview Activity Issues **New issue** Gantt Calendar Documents Meetings Settings

✓ Issue #104 created.

Organize #104

 Update  Log time  Unwatch  Copy  Delete

 **CMT meeting**
Added by Jelena Ignjatović less than a minute ago.

Status:	New	Start date:	11/06/2019
Priority:	Normal	Due date:	11/09/2019
Assignee:	-	% Done:	<div style="width: 0%;"><div></div></div> 0%
Category:	-	Spent time:	-
Target version:	-		

Subtasks Add

Related issues Add

 Update  Log time  Unwatch  Copy  Delete

Issues

[View all issues](#)
[Summary](#)
[Calendar](#)
[Gantt](#)

Watchers (13)

[Add](#)

-  Andreja Tepavčević 
-  Antonio Moreno Verdejo 
-  Irina Perfilieva 
-  Jelena Ignjatović 
-  Lorenc Ekonomi 
-  Luis Rodríguez Muñiz 
-  Martin Valcke 
-  María C. Cañadas Santiago 
-  Miroslav Ćirić 
-  Petra Murinova 
-  Romeo Mano 
-  Siniša Đurašević 
-  Vladimir Janis 

Issue - main window

✓ Issue #104 created.

Organize #104

 Update  Log time  Unwatch  Copy  Delete



CMT meeting

Added by Jelena Ignjatović less than a minute ago.

Status:	New	Start date:	11/06/2019
Priority:	Normal	Due date:	11/09/2019
Assignee:	-	% Done:	<div style="width: 0%;"><div></div></div> 0%
Category:	-	Spent time:	-
Target version:	-		

Subtasks Add

Related issues Add

 Update  Log time  Unwatch  Copy  Delete

UPDATE
S

Issues

[View all issues](#)
[Summary](#)
[Calendar](#)
[Gantt](#)

Watchers (13)

[Add](#)

-  Andreja Tepavčević 
-  Antonio Moreno Verdejo 
-  Irina Perfilieva 
-  Jelena Ignjatović 
-  Lorenc Ekonomi 
-  Luis Rodríguez Muñiz 
-  Martin Valcke 
-  María C. Cañadas Santiago 
-  Miroslav Ćirić 
-  Petra Murinova 
-  Romeo Mano 
-  Siniša Đurašević 
-  Vladimir Janis 

Issue - main window

Update Update Log time Unwatch Copy Delete

Change properties

Project * > 7.2 Organising the Kick-off meeting and meetings of the CMT Private

Tracker * Organize

Subject * CMT meeting

Description 

Status * New

Priority * Normal

Assignee

Parent task

Start date 2019-11-06 

Due date 2019-11-09 

Estimated time Hours

% Done 0%

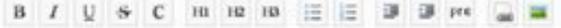
Log time

Spent time Hours

Activity --- Please select ---

Comment

Notes

 Text formatting

❖ Status of updated issue

- ❖ In Progress
- ❖ Resolved
- ❖ Feedback
- ❖ Closed
- ❖ Rejected

❖ Priority of updated issue

- ❖ Low
- ❖ Normal
- ❖ High
- ❖ Urgent
- ❖ Immediate

Issue - main window

Status * ▼

Priority * ▼

Assignee ▼

Parent task

Start date 

Due date 

Estimated time Hours

% Done ▼

Log time

Spent time Hours

Activity ▼

Comment

Notes

B *I* U ~~S~~ **C** **H1** **H2** **H3**                                                                         

Issue - main window

Overview Activity Issues **New issue** Gantt Calendar Documents Meetings Settings

✓ Successful update.

Organize #104

Update Log time Unwatch Copy Delete

CMT meeting

Added by Jelena Ignjatović about 6 hours ago. Updated less than a minute ago.

Status:	New	Start date:	11/06/2019
Priority:	Normal	Due date:	11/09/2019
Assignee:	-	% Done:	0%
Category:	-	Spent time:	-
Target version:	-		

Subtasks Add

Related issues Add

History

Updated by Jelena Ignjatović less than a minute ago #1

- Project changed from WP1 - Preparation to 7.2 Organising the Kick-off meeting and meetings of the CMT

Update Log time Unwatch Copy Delete

Also available in: Atom | PDF

Issue updates History with all important steps have been taken during issue update

DOCUMENTS

DOCUMENTS



E-mail notification of new uploaded documents - to all users deployed on WorkPackage with a direct link to the new document

DOCUMENTS

Documents

Download Email Filter:

Title	Size	Modified	Ver.	Workflow	Author
No matching records found					

Folders: 0, Documents: 0

Upload

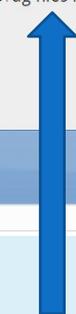
Select files
Add files to the upload queue and click the start button.

Filename	Status	Size
Drag files here.		

0% 0 kb

Drag files here.

Drag files here



DOCUMENTS

Upload

Select files
Add files to the upload queue and click the start button.

Filename	Status	Size
Quality Control and Monitoring Manual.docx	0%	208 KB

1 files queued Start Upload 0% 208 KB

A thick blue arrow points upwards from the bottom center of the page towards the "Start Upload" button in the upload interface.

DOCUMENTS

Overview Activity Issues New issue Gantt Calendar Documents Meetings Settings

Documents

Uploaded Files

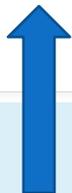
Title: **Filename:** Quality Control and Monitoring Manual.docx

Description:  [Text formatting](#)

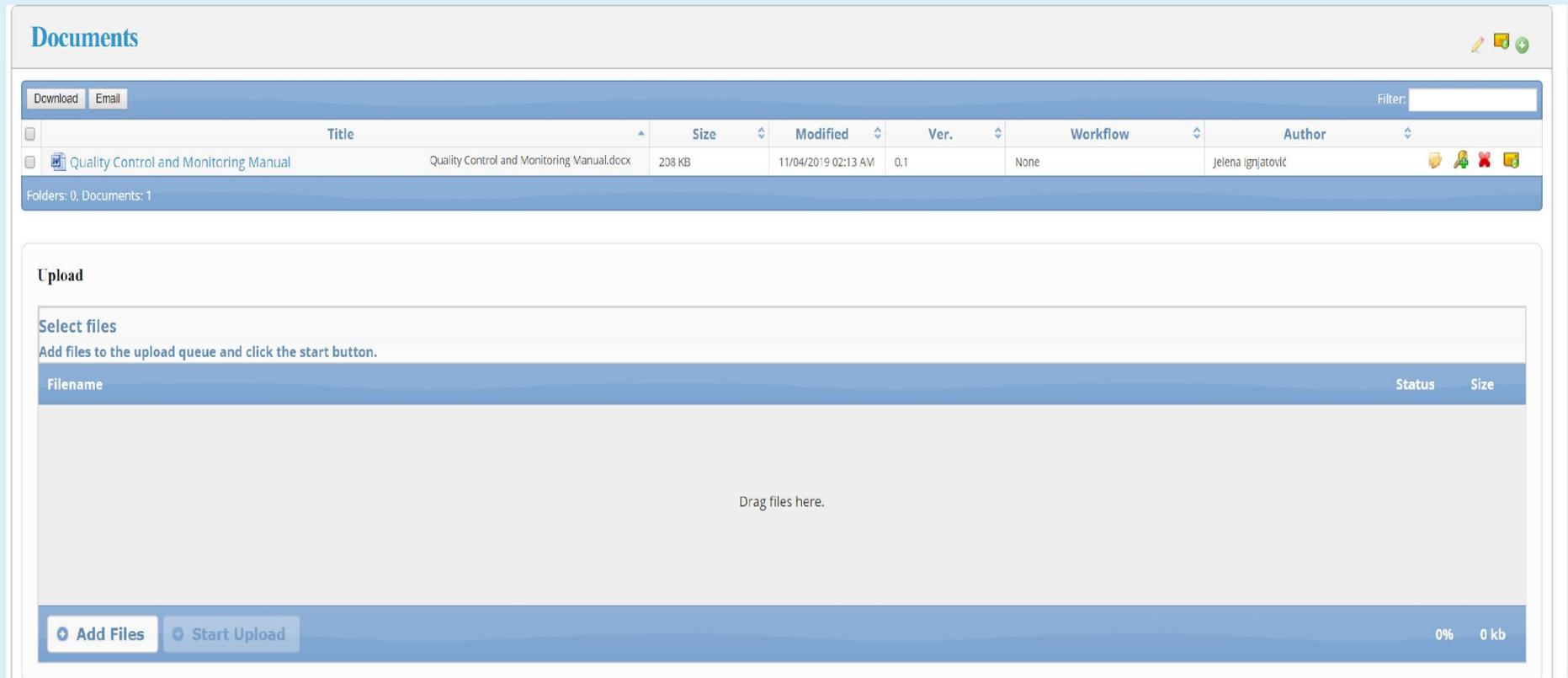
Version: 0.1 Minor 1.0 Major **Mime:** application/vnd.openxmlformats-officedocument.wordprocessingml.document

Size: 208 KB

Comment:



DOCUMENTS



The screenshot displays a web interface for document management. At the top, there's a header with the title "Documents" and some utility icons. Below this is a navigation bar with "Download" and "Email" buttons, and a search filter. The main content area features a table with columns for Title, Size, Modified, Ver., Workflow, and Author. A single document is listed: "Quality Control and Monitoring Manual" (208 KB, modified 11/04/2019 02:13 AM, version 0.1, author Jelena Ignjatović). Below the table, there's a summary bar showing "Folders: 0, Documents: 1". The bottom section is titled "Upload" and contains a "Select files" area with instructions to "Add files to the upload queue and click the start button." Below this is a large empty box with the text "Drag files here." At the bottom of the upload section, there are "Add Files" and "Start Upload" buttons, and a progress indicator showing "0% 0 kb".

Title	Size	Modified	Ver.	Workflow	Author
Quality Control and Monitoring Manual	208 KB	11/04/2019 02:13 AM	0.1	None	Jelena Ignjatović

List of all Documents concerning user participation into TeComp WP are accessible through **Documents** or **Activity** from the Main Menu of certain WorkPackage

DOCUMENTS



	Title	Size	Modified	Ver.	Workflow	Author	
Download Email	Quality Control and Monitoring Manual	Quality Control and Monitoring Manual.docx	208 KB	11/04/2019 02:13 AM	0.1	None	Jelena Ignjatović

Folders: 0, Documents: 1

Title

Size

Modified

Version

Author

Hyperlink used to download Document

**Document details Icon
(new revision of a Document can be added)**

- ❖ Documents may be downloaded, edited by another user and uploaded again

DOCUMENTS DETAILS

Documents / Quality Control and Monitoring Manual

New Revision [+]

Revisions

Created 11/04/2019 02:13 AM by Jelena Igrijatović

Title: Quality Control and Monitoring Manual	File: Quality Control and Monitoring Manual.docx
Description: This Report is Project Management Document example.	
Version: 0.1	Mime: application/vnd.openxmlformats-officedocument.wordprocessingml.document
Workflow: None	Size: 208 KB
Comment:	

Use to upload revised version of Document

Icon used to download Document

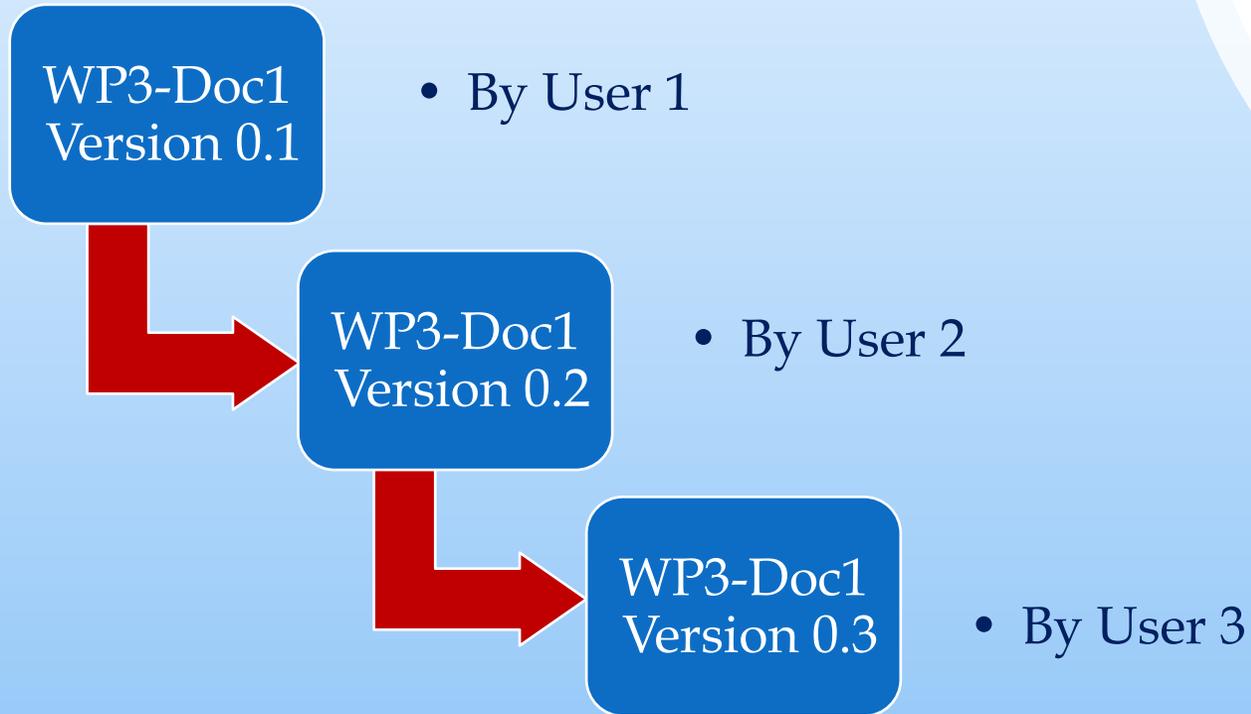
DOCUMENTS DETAILS

- ❖ Updated (changed) file may be uploaded with the same or with a different name
- ❖ System will recognize File with the same Title and it will automatically change file Version (0.1-0.2-0.3 etc.)
- ❖ E-mail notification of uploaded updated versions of documents to all users deployed on WorkPackage



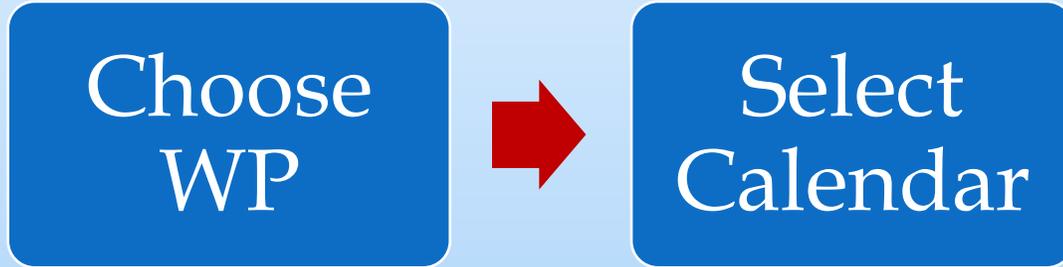
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DOCUMENTS DETAILS



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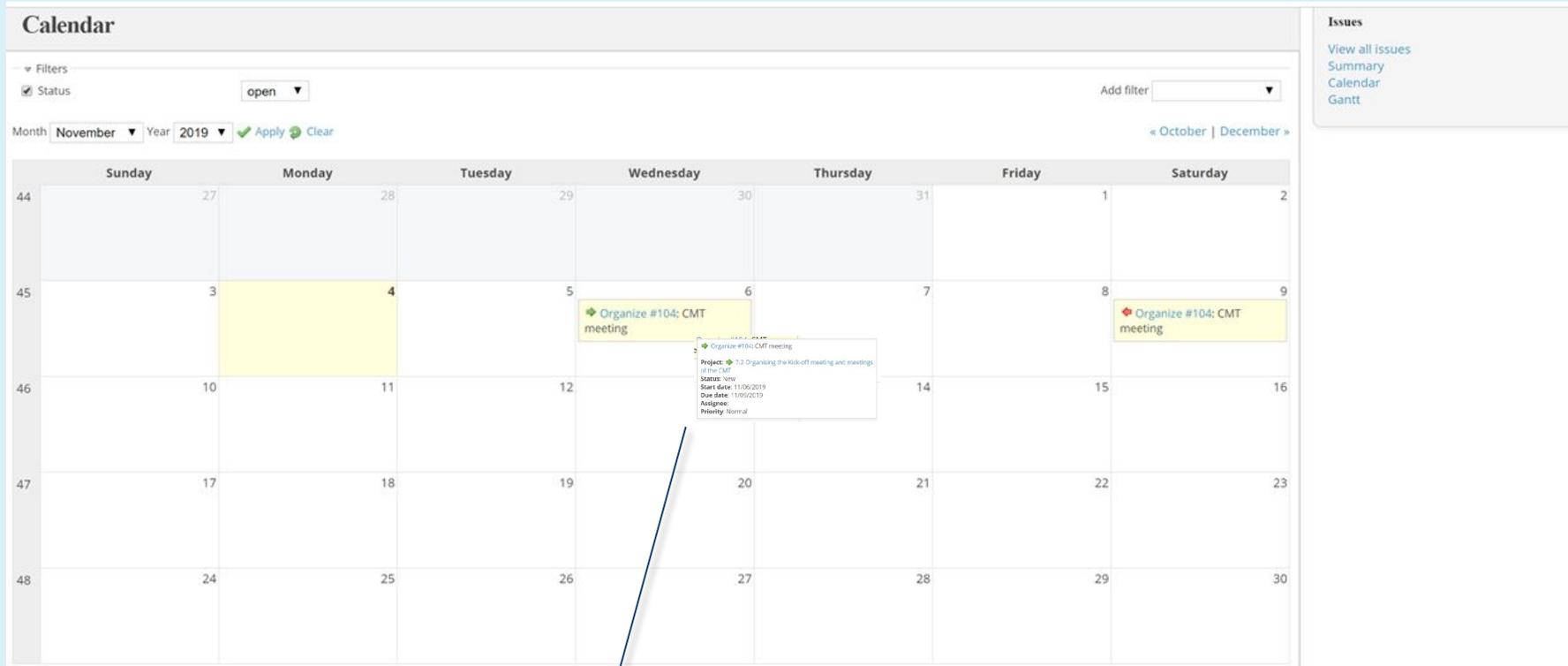
CALENDAR



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- ❖ Calendar contains all WP Issues – Beginning & Ending days

CALENDAR



Calendar

Filters: Status open

Month: November Year: 2019 Apply Clear

« October | December »

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
44	27	28	29	30	31	1	2
45	3	4	5 Organize #104: CMT meeting	6	7	8 Organize #104: CMT meeting	9
46	10	11	12	13	14	15	16
47	17	18	19	20	21	22	23
48	24	25	26	27	28	29	30

Issues

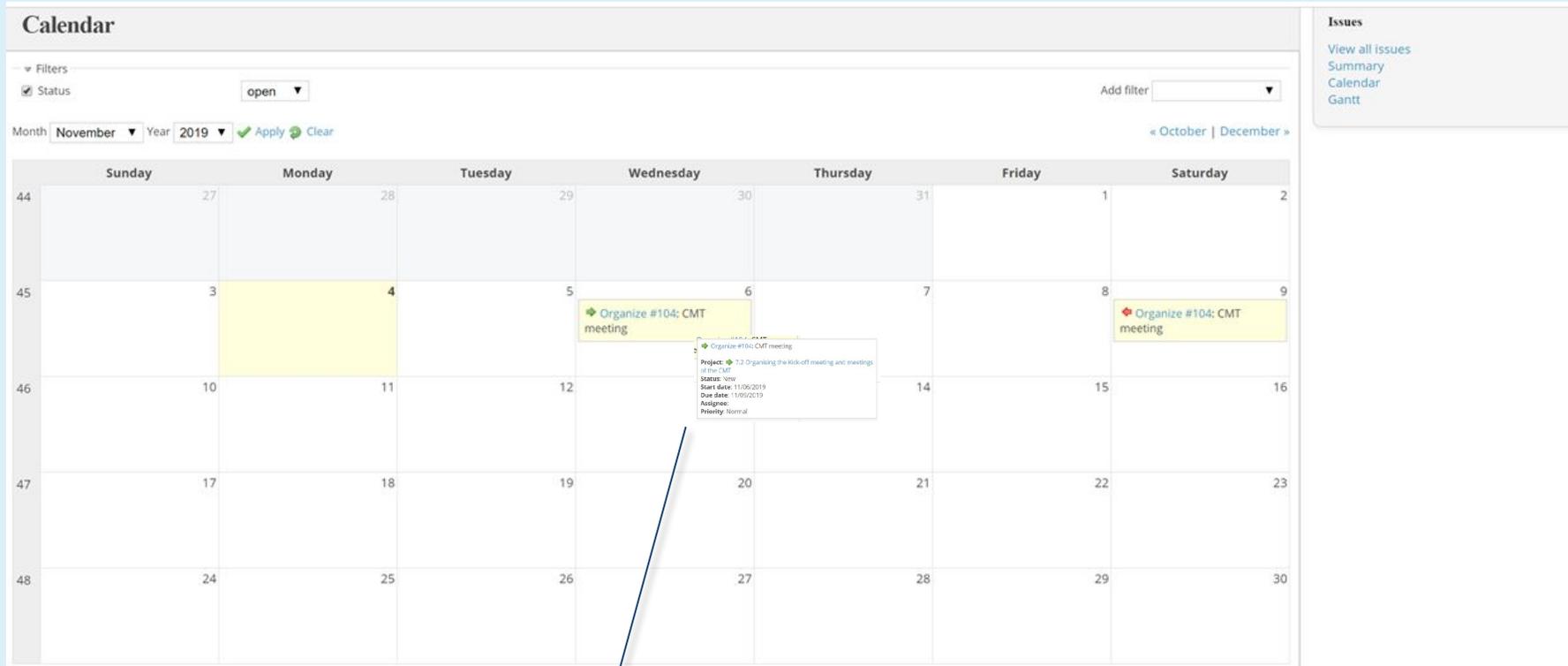
- [View all issues](#)
- [Summary](#)
- [Calendar](#)
- [Gantt](#)

Event Details:

- Organize #104: CMT meeting
- Project: 7.2 Organising the kick-off meeting and meetings of the CMT
- Status: New
- Start date: 11/06/2019
- Due date: 11/09/2019
- Assignee: Priority: Normal

Hyperlink used to track Issue through
Calendar

CALENDAR



Calendar

Filters: Status open

Month: November Year: 2019 Apply Clear

« October | December »

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
44	27	28	29	30	31	1	2
45	3	4	5	6	7	8	9
46	10	11	12	13	14	15	16
47	17	18	19	20	21	22	23
48	24	25	26	27	28	29	30

Issues

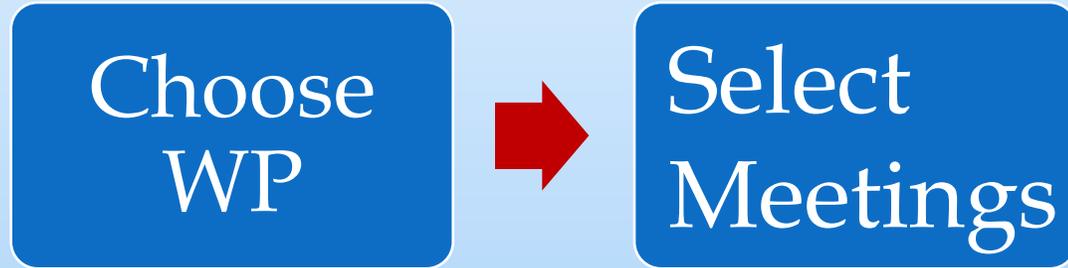
- [View all issues](#)
- [Summary](#)
- [Calendar](#)
- [Gantt](#)

Event Details:

- Project: 7.2 Organising the kick-off meeting and meetings of the CMT
- Status: New
- Start date: 11/06/2019
- Due date: 11/09/2019
- Assignee:
- Priority: Normal

Hyperlink used to track Issue through
Calendar

MEETINGS



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- ❖ Schedule new Meeting
- ❖ Start new Doodle (simplifies the process of scheduling events, meetings, appointments)
- ❖ E-mail notification of New Meetings and New Doodles

MEETING CALENDAR

Meeting
Calendar

New Meeting

Home My page Projects Administration Help Logged in as Jelena.Ignjatovic My account Sign out

 1. TeComp - Work Packages » WP7 - Management » 7.1. Organising the Kick-off meeting and meetings of the CMT

Search Jump to a project... ▼

Overview Activity Issues New issue Gantt Calendar Documents Meetings Settings

Calendar

Month November Year 2019 today « October | December »

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
44	27	28	29	30	31	1	2
45	3	4	5 #20: CMT meeting	6	7	8 #20: CMT meeting	9
46	10	11	12	13	14	15	16
47	17	18	19	20	21	22	23

Meetings
[New meeting](#)

Doodles
[New doodle](#)

MEETING

New meeting

Subject *

Location

Use the conference room dedicated to the project

Start * 2019-11-04 - 21 : 00 Time zone: (GMT+01:00) Belgrade

End * 2019-11-04 - 22 : 00

Description **B** **I** **U** **S** **C** **H1** **H2** **H3**        [Text formatting](#)

Files No file chosen 

[Add another file](#) (Maximum size: 29.3 MB)

Participants

Members

<input type="checkbox"/> Andreja Tepavčević	<input type="checkbox"/> Annelies Vanderbeke	<input type="checkbox"/> Antonio Moreno Verdejo	<input type="checkbox"/> Ardian Cerava	<input type="checkbox"/> Irina Perfilieva
<input type="checkbox"/> Ivana Micić	<input type="checkbox"/> Ivana Radojevic	<input type="checkbox"/> Laura Muniz-Rodriguez	<input type="checkbox"/> Lorenc Ekonomi	<input type="checkbox"/> Luis Rodríguez Muñiz
<input type="checkbox"/> Luiz Seiti	<input type="checkbox"/> Martin Valcke	<input type="checkbox"/> María C. Cañadas Santiago	<input type="checkbox"/> Nebojša Jasnić	<input type="checkbox"/> Petra Murinova
<input type="checkbox"/> Romana Schubertova	<input type="checkbox"/> Romeo Mano	<input type="checkbox"/> Siniša Đurašević	<input type="checkbox"/> Slađana Dimitrijević	<input type="checkbox"/> Srećko Trifunović
<input type="checkbox"/> Vladimir Janis	<input type="checkbox"/> Zorana Lužanin			

MEETING



Kick-off meeting and meetings of the CMT

- Overview
- Activity
- Issues
- New issue
- Gantt
- Calendar
- Documents
- Meetings
- Settings

Meeting 20 - Added by Jelena Ignjatović 29 days ago

[Edit](#) [Delete](#)

CMT meeting

Start: 11/06/2019 09:00 AM Time zone: (GMT+01:00) Belgrade
End: 11/09/2019 03:00 PM
Location: Faculty of Education Sciences, University of Granada, Spain

Description

Based on the surveys and the reports of EU and PC institutions, a comparative analysis of the practice in the area of T&L at the PC and EU institutions will be performed and the corresponding report will be adopted. We will identify the major tasks and make concrete action plan for strengthening teaching competences and improving the quality of teaching and learning in the field of natural and mathematical sciences at the PC HEIs.

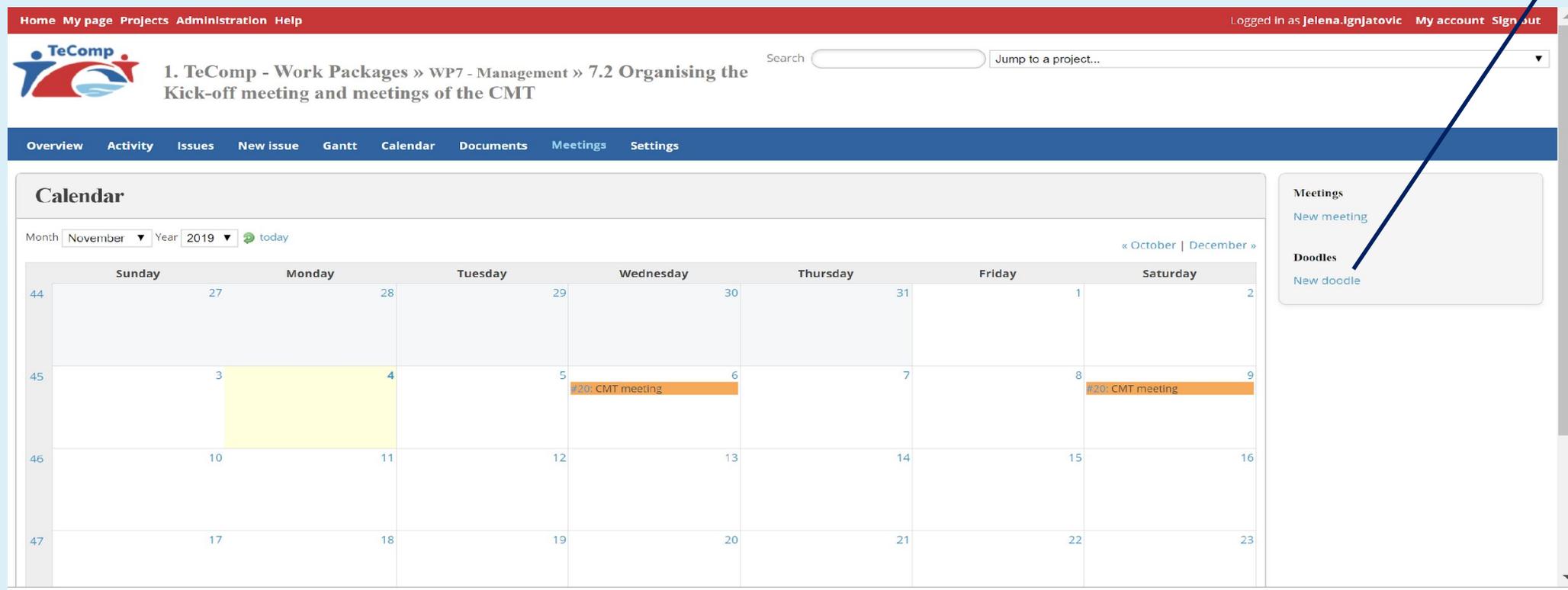
▼ Participants

- Andreja Tepavčević
- Antonio Moreno Verdejo
- Irina Perfilieva
- Ivana Micić
- Lorenc Ekonomi
- Luis Rodríguez Muñiz
- Luiz Seiti
- Martin Valcke
- María C. Cañadas Santiago
- Petra Murinova
- Romeo Mano
- Siniša Durašević
- Srećko Trifunović

DOODLES

New Doodle

simplifies the process of scheduling events, meetings, appointments



The screenshot displays the TeComp web application interface. At the top, a red navigation bar contains links for Home, My page, Projects, Administration, and Help. On the right side of this bar, it shows the user is logged in as Jelena Ignjatovic, with links for My account and Sign out. Below the navigation bar is a search bar and a dropdown menu labeled "Jump to a project...". The main content area features a breadcrumb trail: 1. TeComp - Work Packages » WP7 - Management » 7.2 Organising the Kick-off meeting and meetings of the CMT. A secondary navigation bar includes links for Overview, Activity, Issues, New issue, Gantt, Calendar, Documents, Meetings, and Settings. The "Calendar" section is active, showing a monthly view for November 2019. The calendar grid displays dates from 27 to 23. Two orange event blocks labeled "#20: CMT meeting" are visible on Wednesday, November 6th and Saturday, November 9th. A yellow highlight covers the dates Monday, November 4th and Tuesday, November 5th. On the right side of the calendar, there is a sidebar with "Meetings" and "Doodles" sections, each containing a "New" button. A blue arrow points from the "New Doodle" text in the top section to the "New doodle" button in the sidebar.

DOODLES

New doodle

Title

Description

Options *Enter one option per line*

Participants

Members

Andreja Tepavčević

Ivana Micić

Luiz Seiti

Romana Schubertova

Vladimir Janis

Annelies Vanderbeke

Ivana Radojevic

Martin Valcke

Romeo Mano

Zorana Lužanin

Antonio Moreno Verdejo

Laura Muniz-Rodriguez

María C. Cañadas Santiago

Siniša Đurašević

Ardian Cerava

Lorenc Ekonomi

Nebojša Jasnić

Sladana Dimitrijević

Irina Perfilieva

Luis Rodríguez Muñiz

Petra Murinova

Srećko Trifunović

External participants