Strengthening Teaching Competences
in Higher Education
in Natural and Mathematical Sciences

TeComp

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# 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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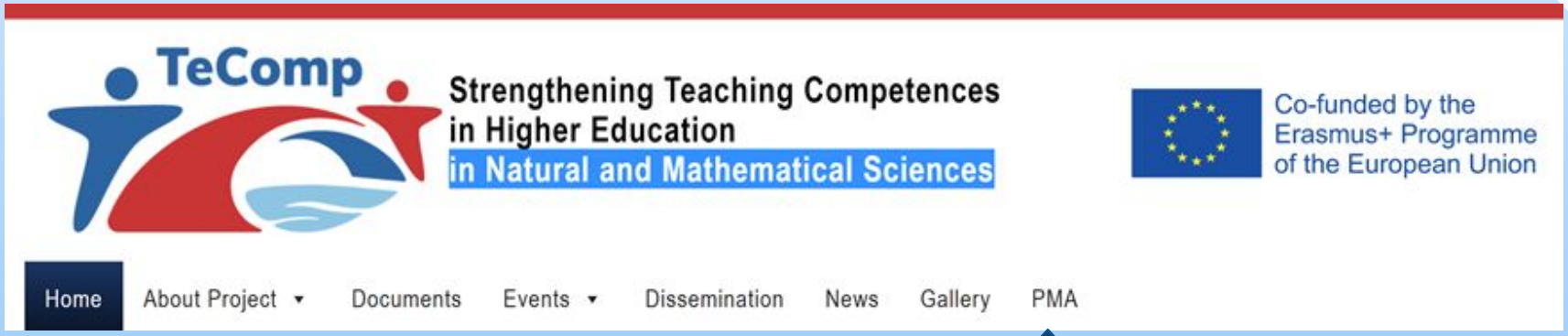
# Project Management Platform Layout

- How to access to the Project Management Platform?




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

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# What is Project Management Platform?

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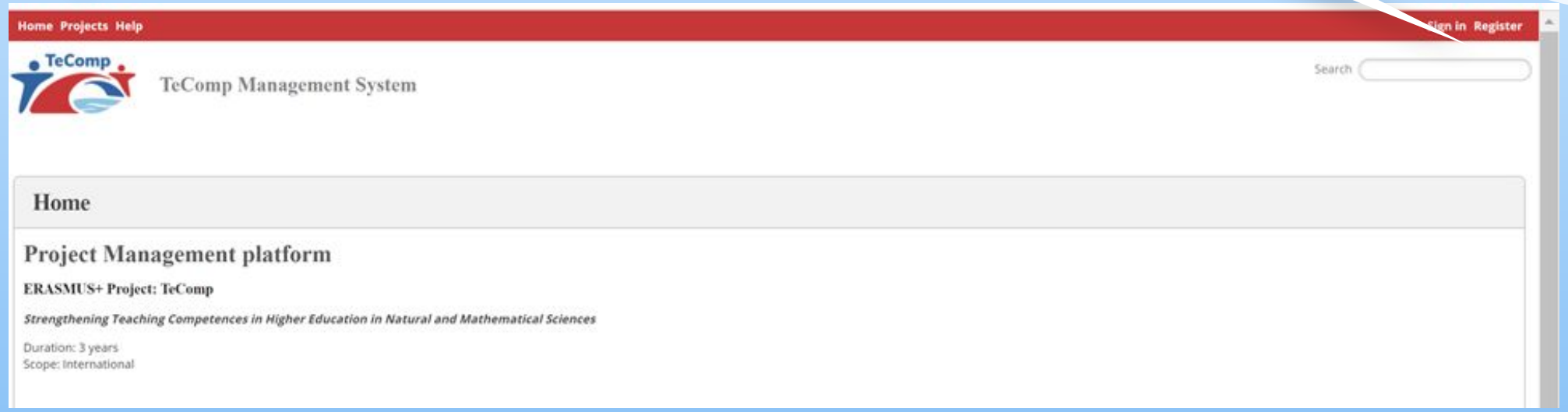
PROJECT

My account



# What is Project Management Platform?

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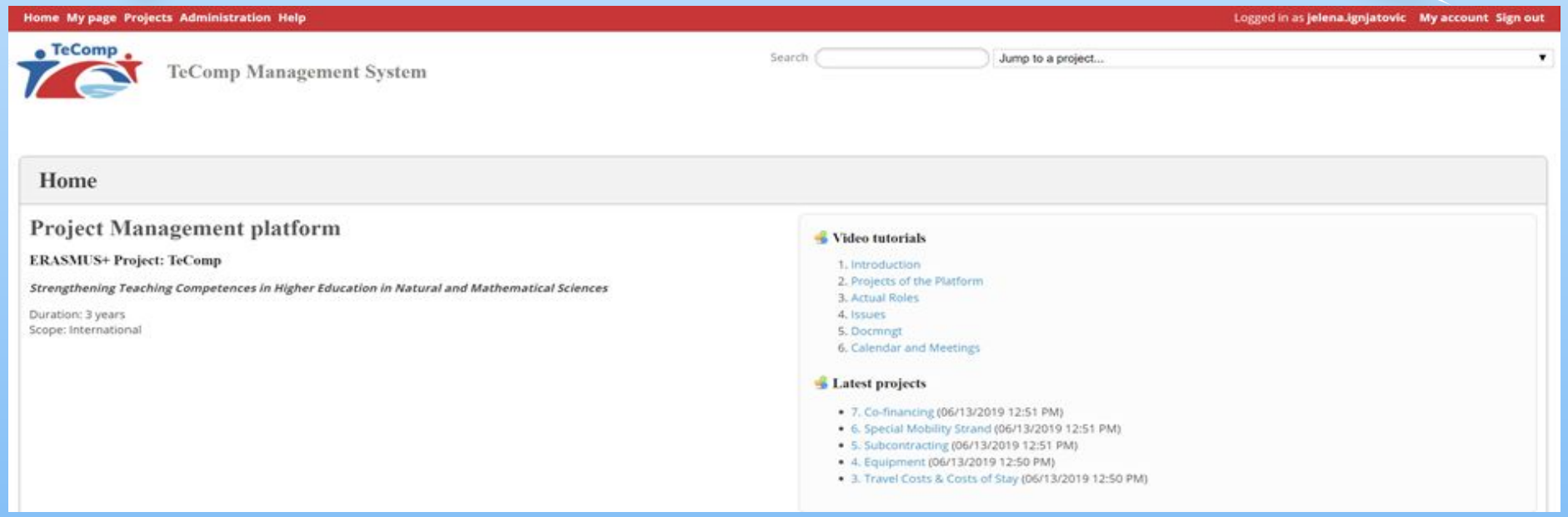
PROJECT

My account



# Two basic Platform Management System Projects:

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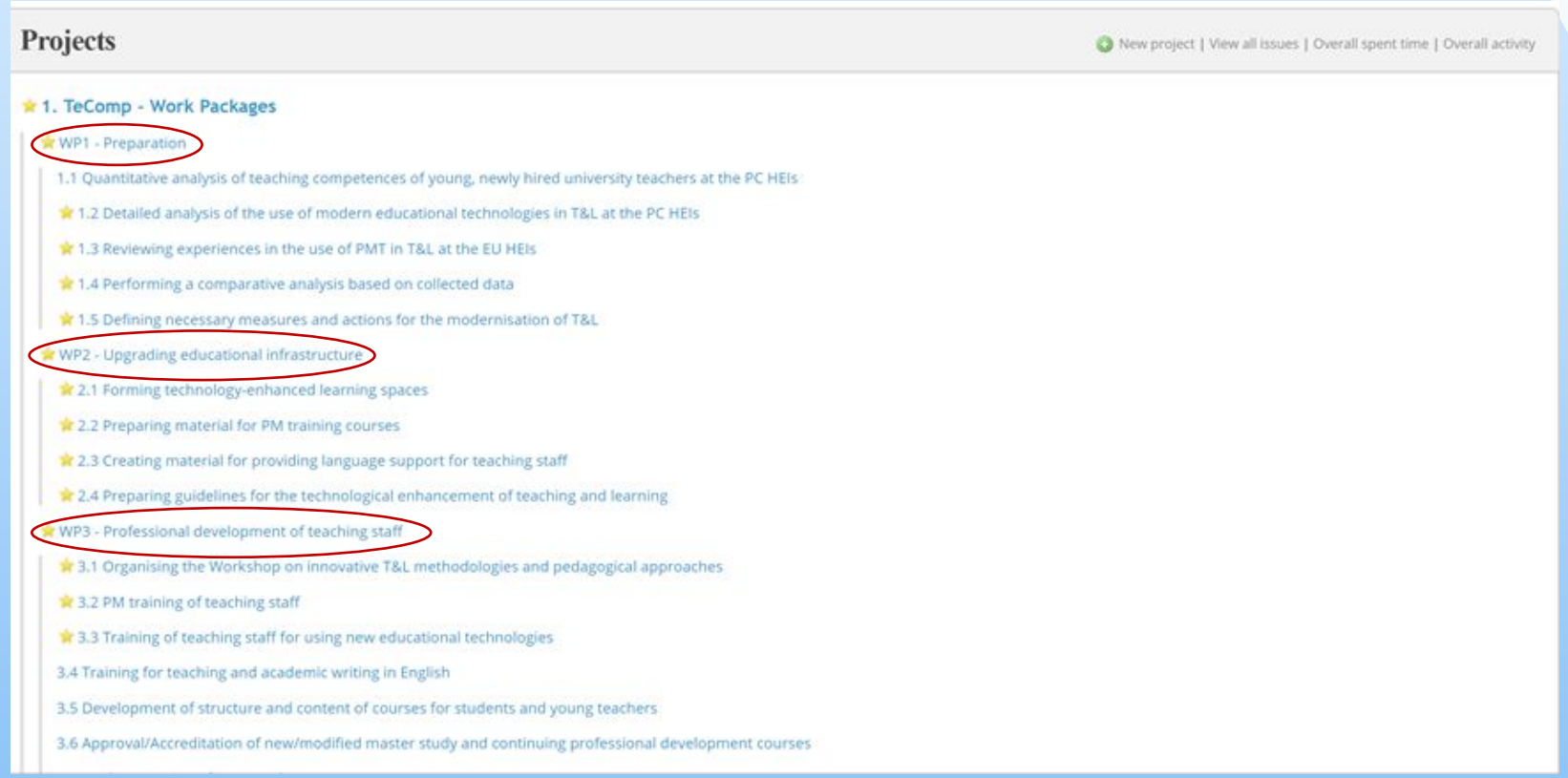
✔TeComp Workpackages (WP1 – WP6)
✔TeComp Financial mngt

- ❖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 then one group

# Two basic Platform Management System Projects:

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# 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:

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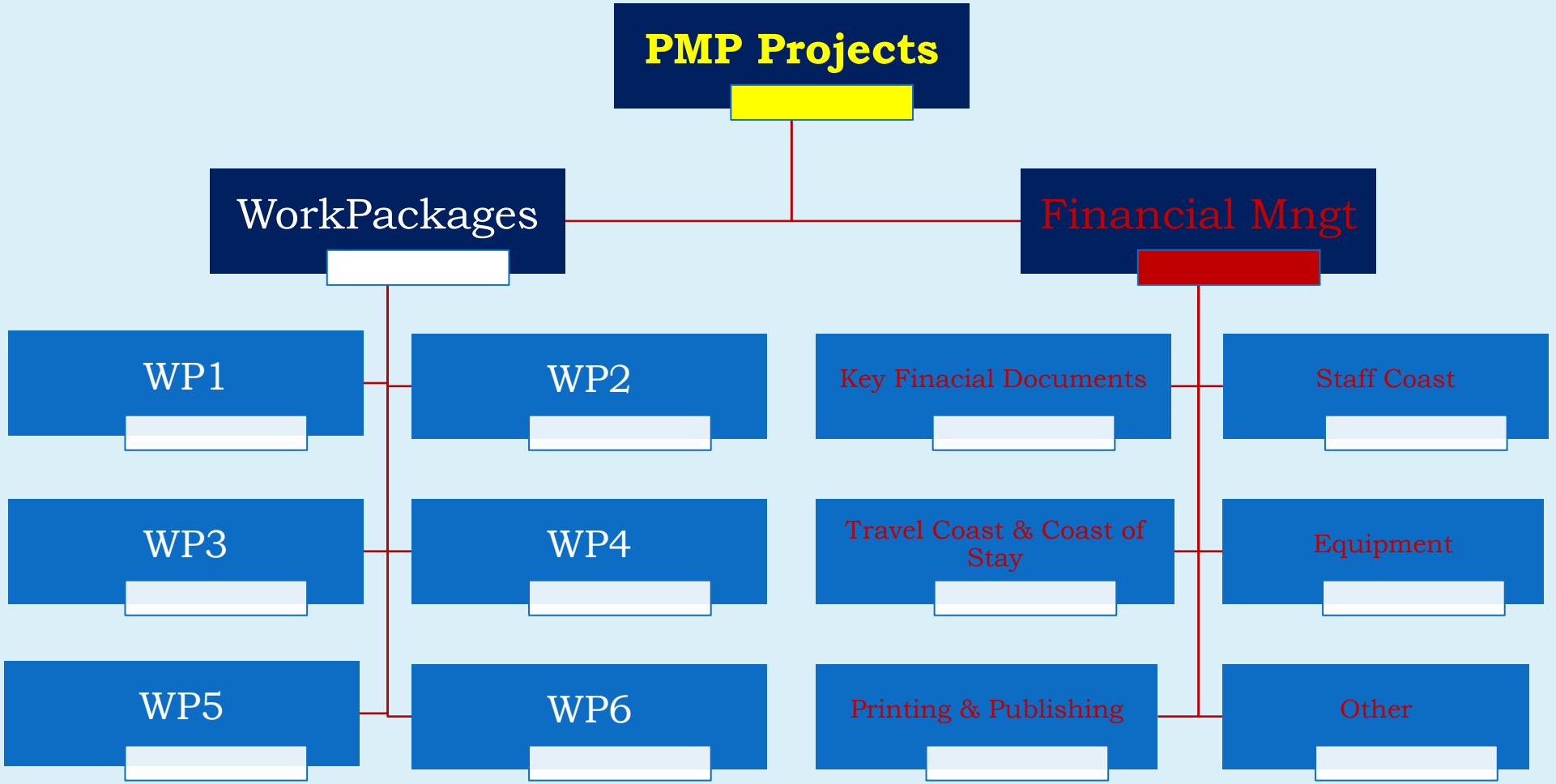
# TeComp MNGT Platform Tree



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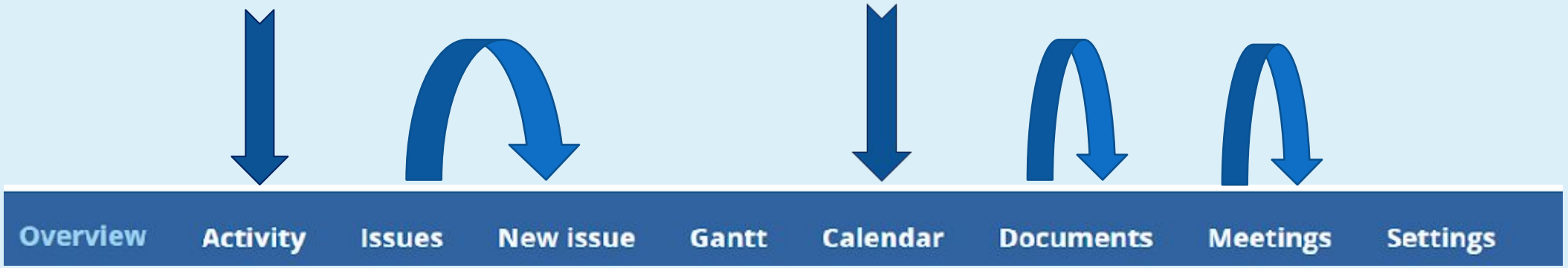
# MAIN MENU




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

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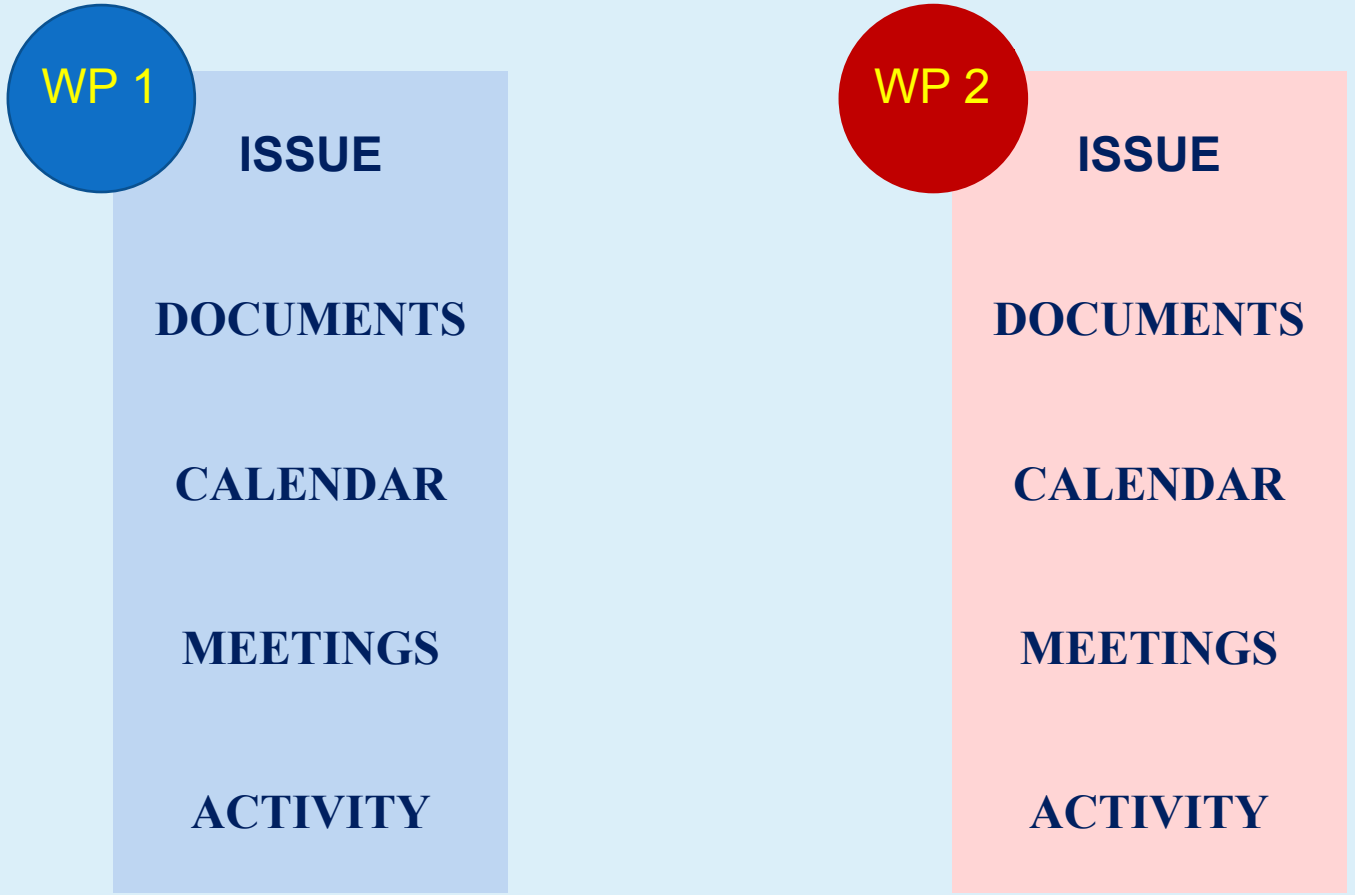
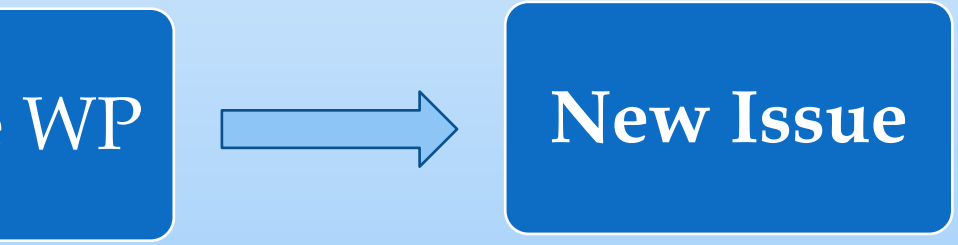
# Important Note:

- **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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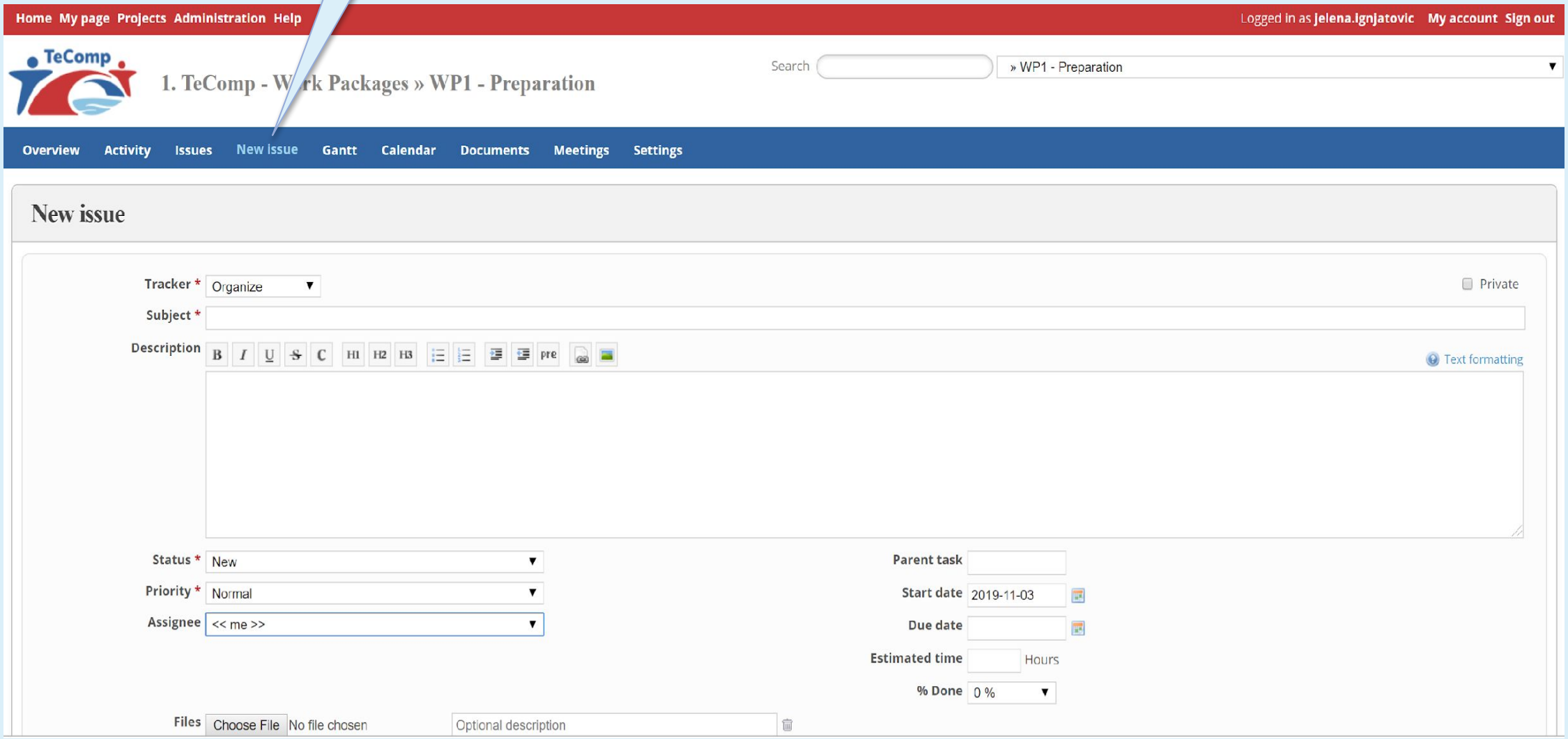
# ISSUES

New Issue



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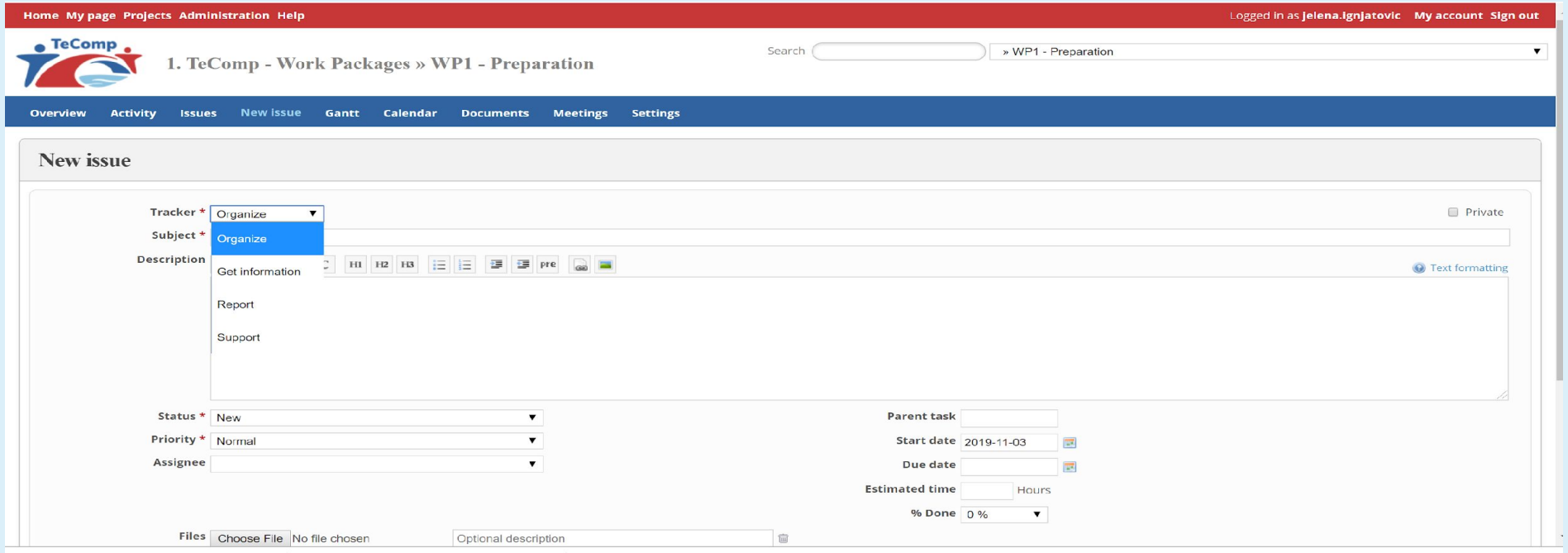
# ISSUES




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

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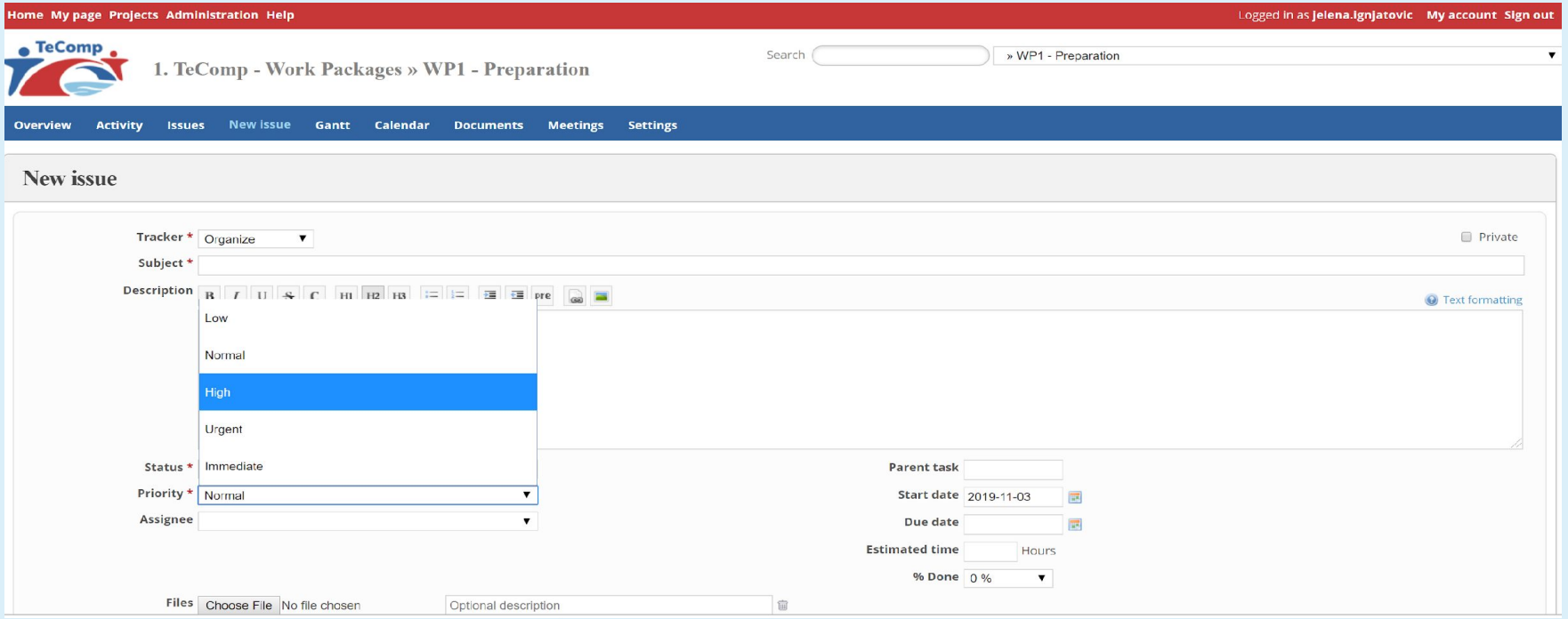
# ISSUES




- Issue Priority
  - Low
  - Normal
  - High
  - Urgent
  - Immediate

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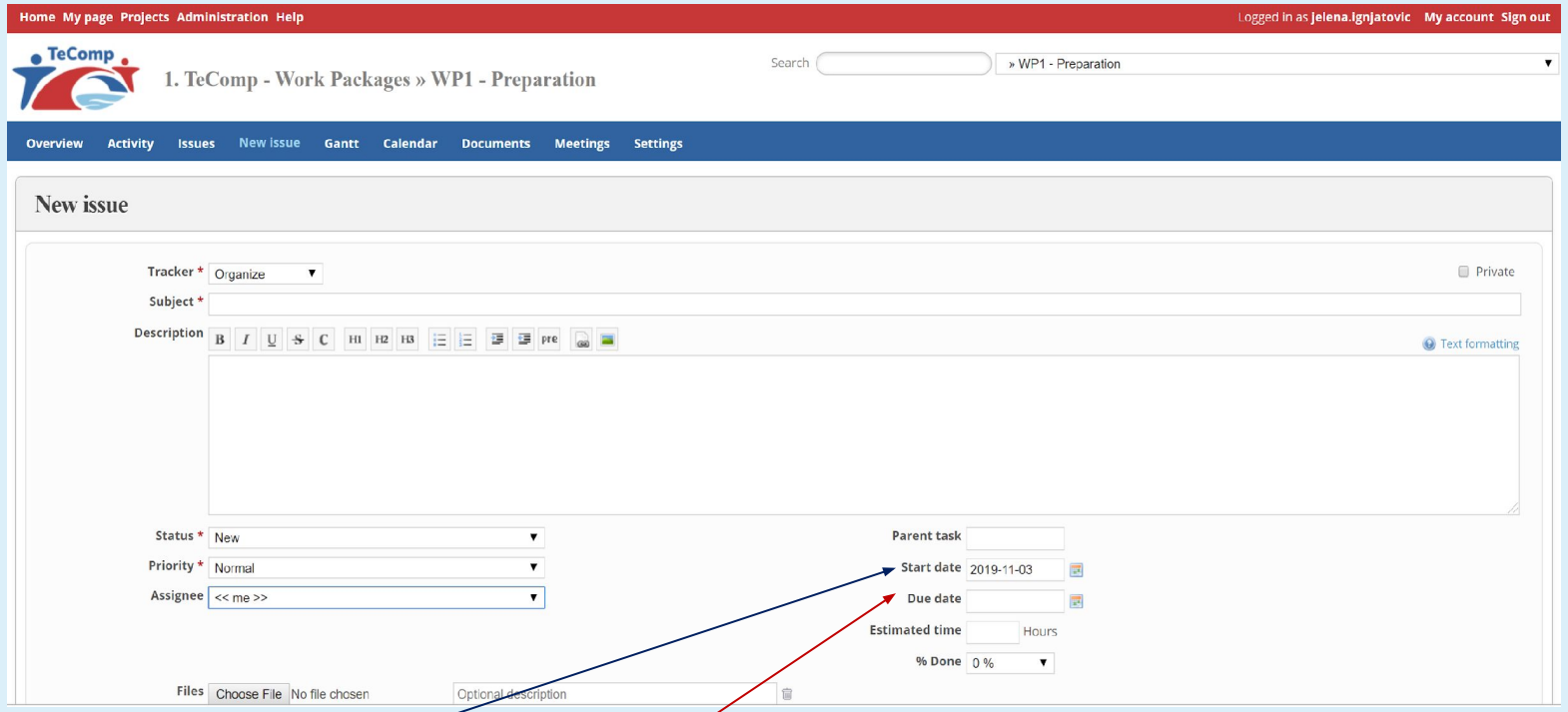
# ISSUES




❖Start date + Due date

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

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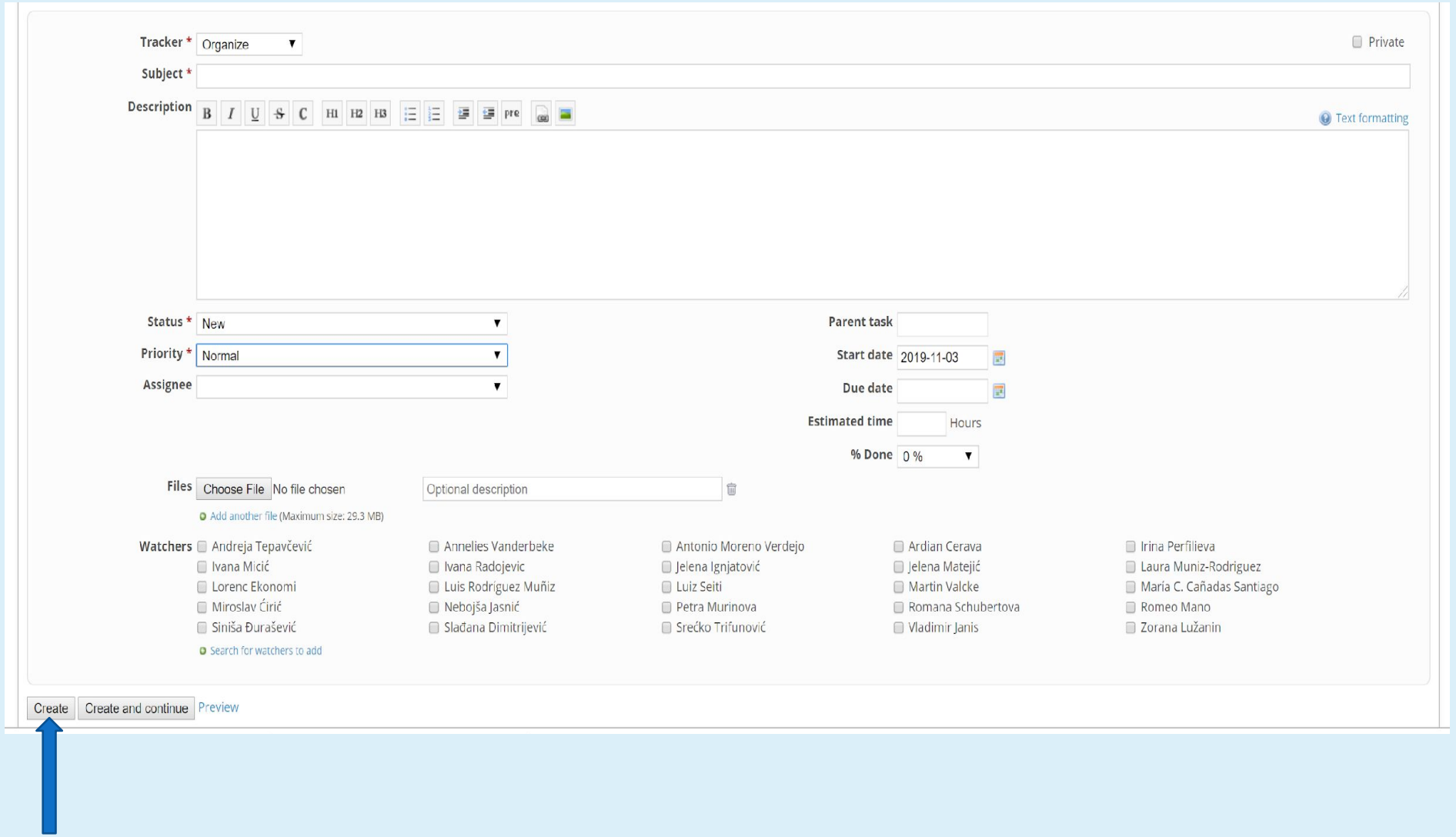
# ISSUES



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

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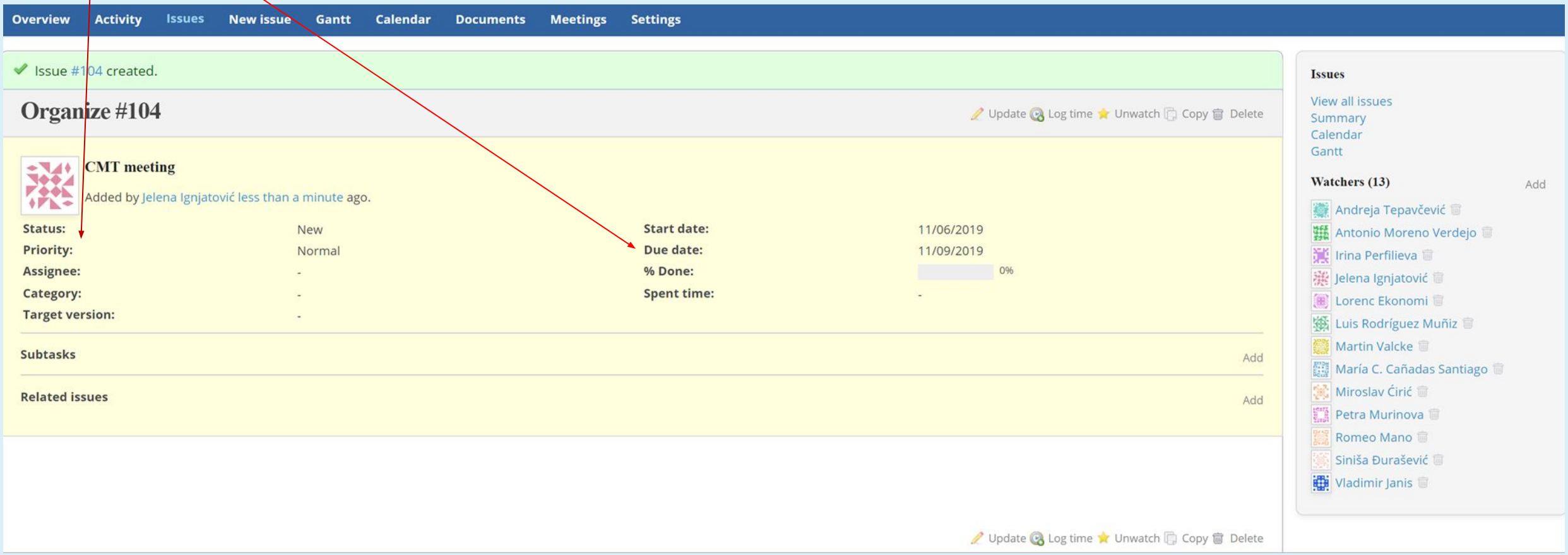

# Issue - main window

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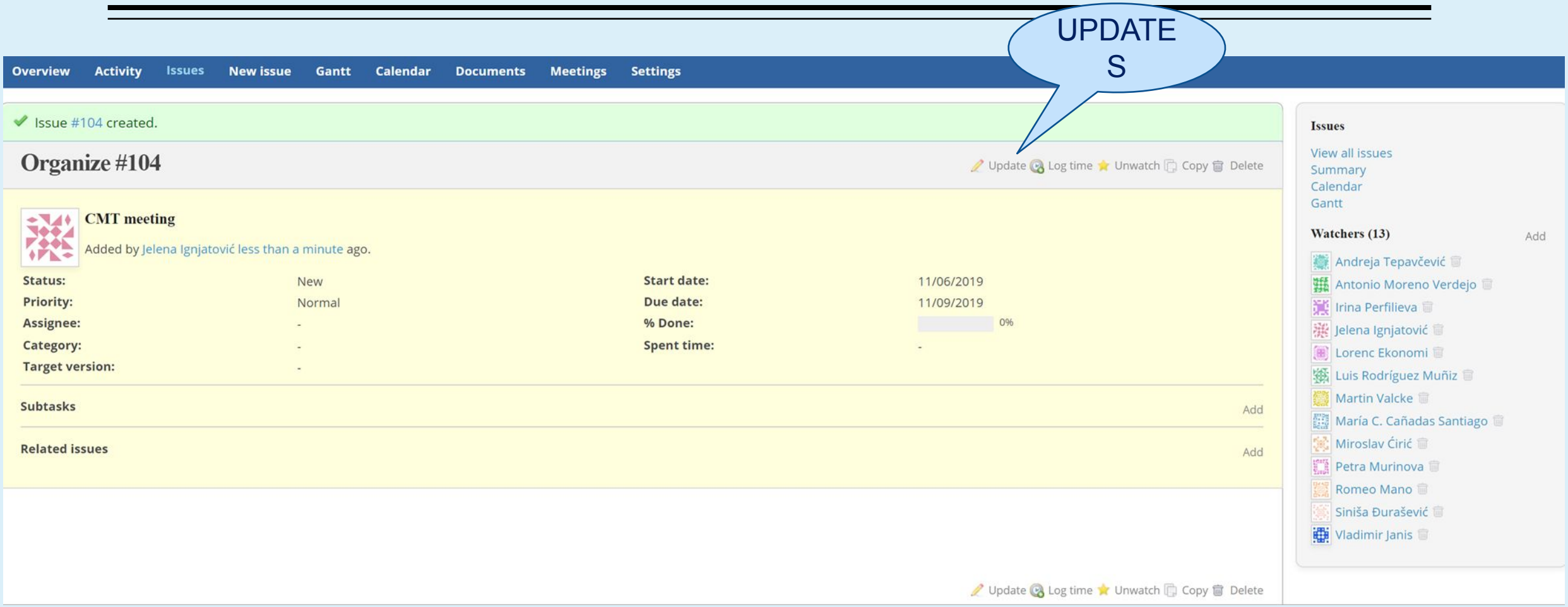

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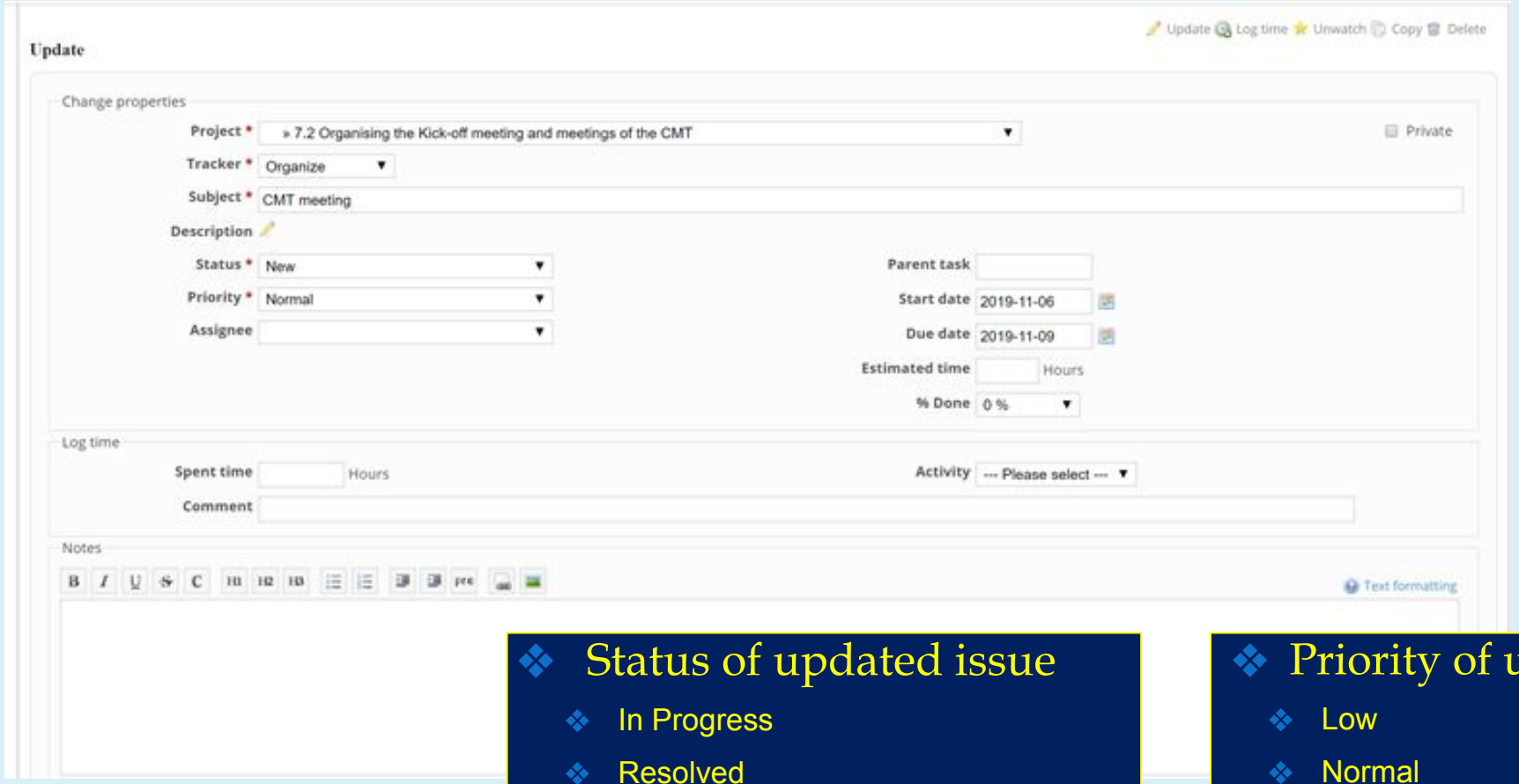
# Issue - main window




- Status of updated issue
  - In Progress
  - Resolved
  - Feedback
  - Closed
  - Rejected

- Priority of updated issue
  - Low
  - Normal
  - High
  - Urgent
  - Immediate

# Issue - main window

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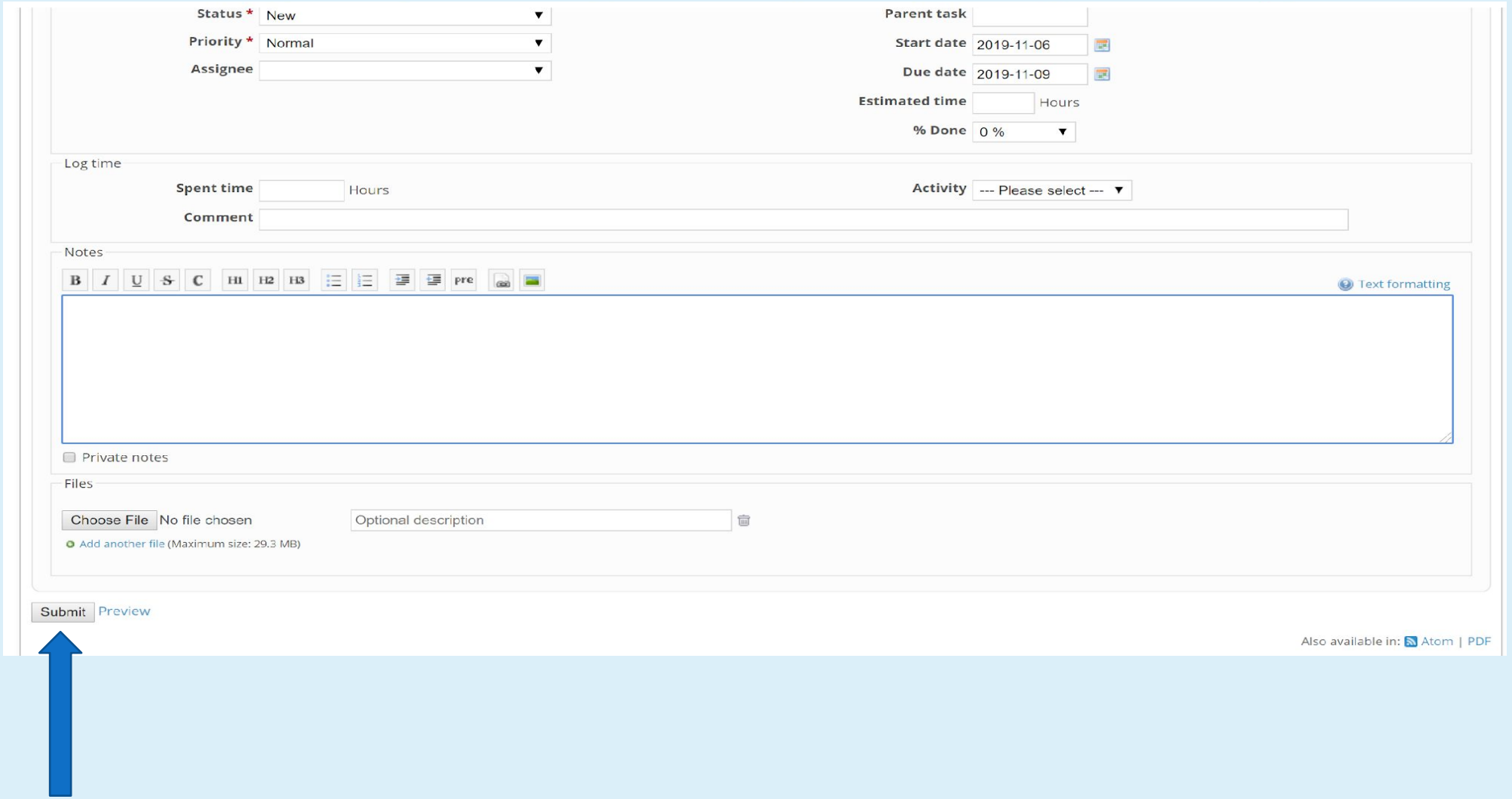

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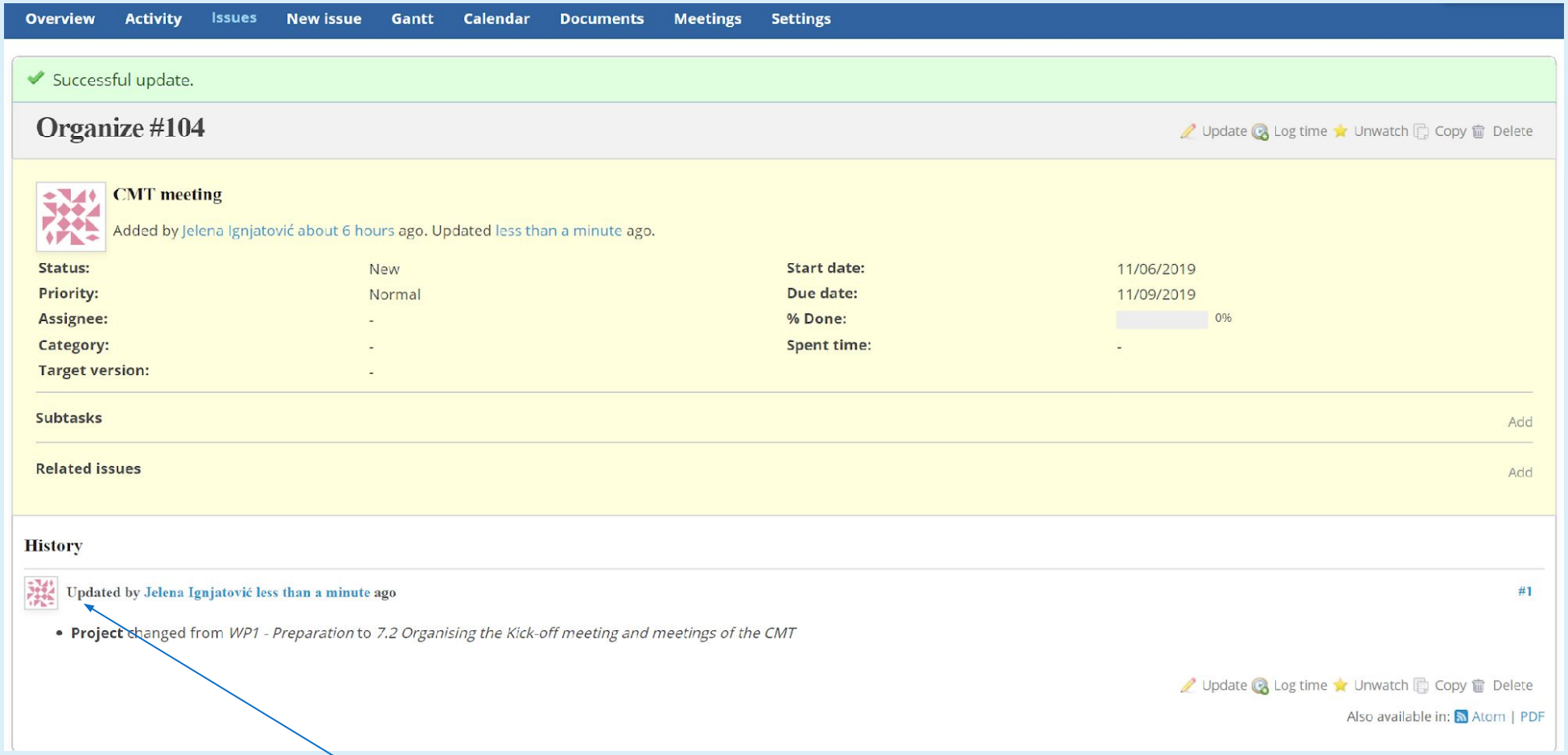
# Issue - main window




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

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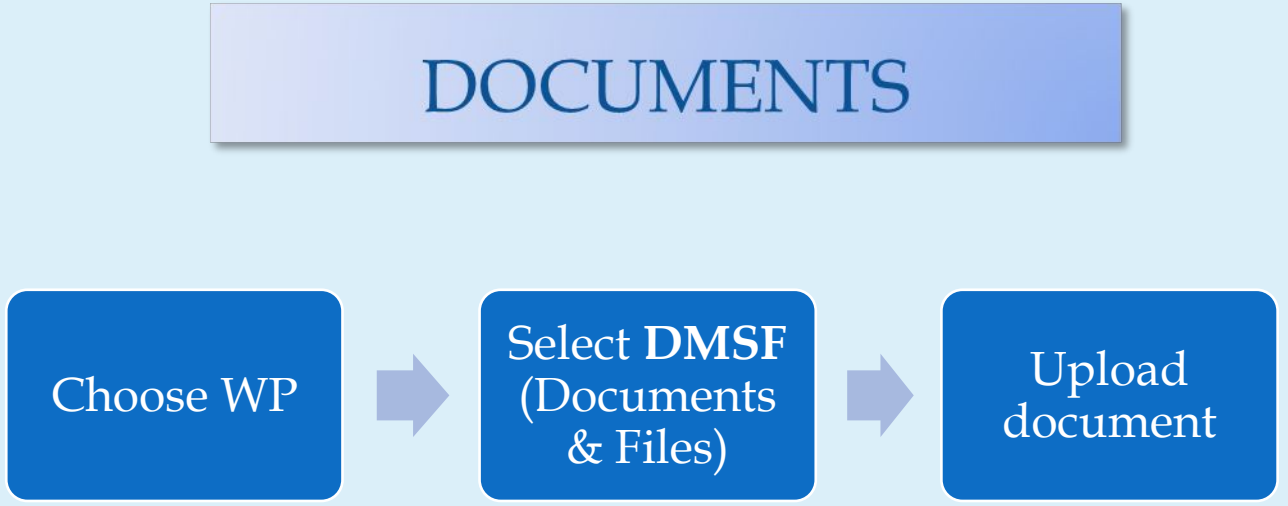
# DOCUMENTS




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

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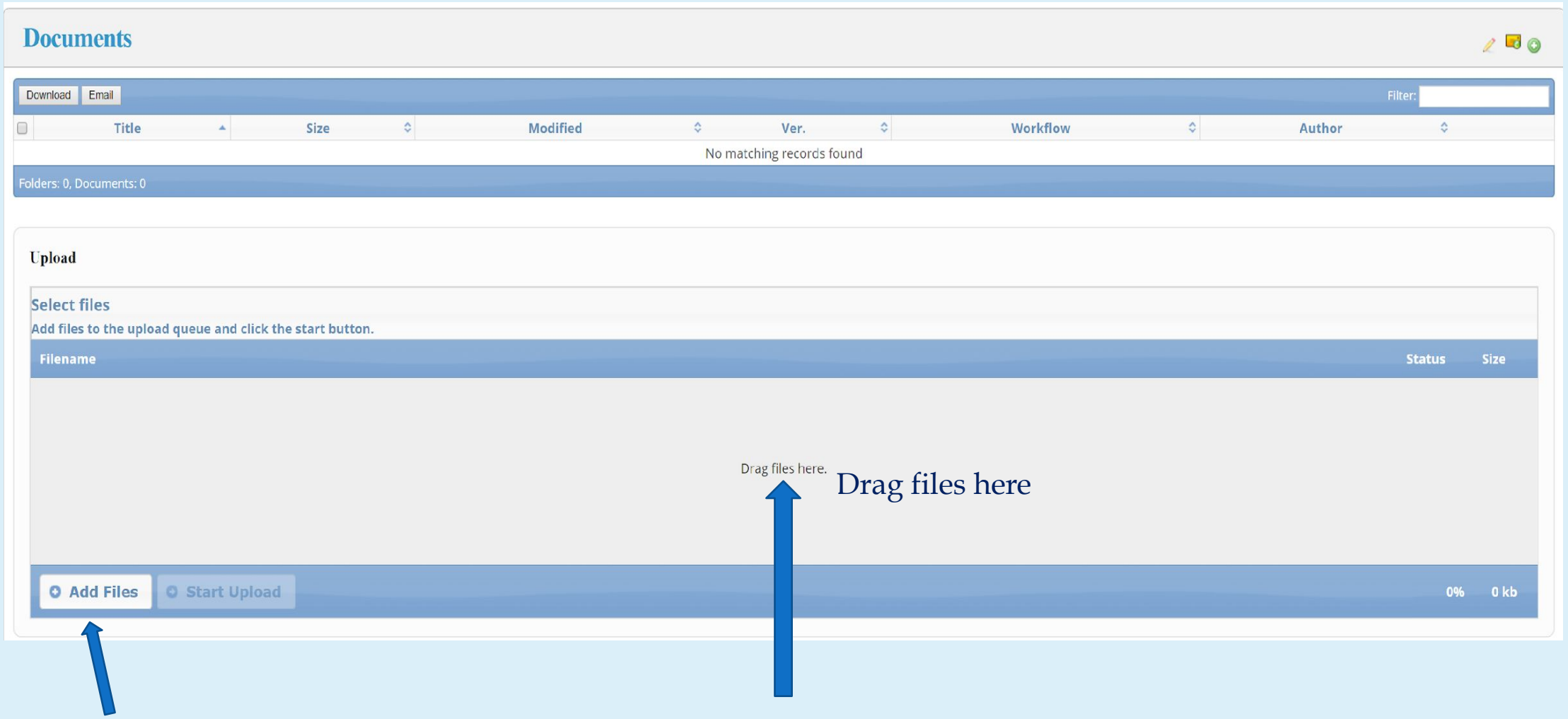

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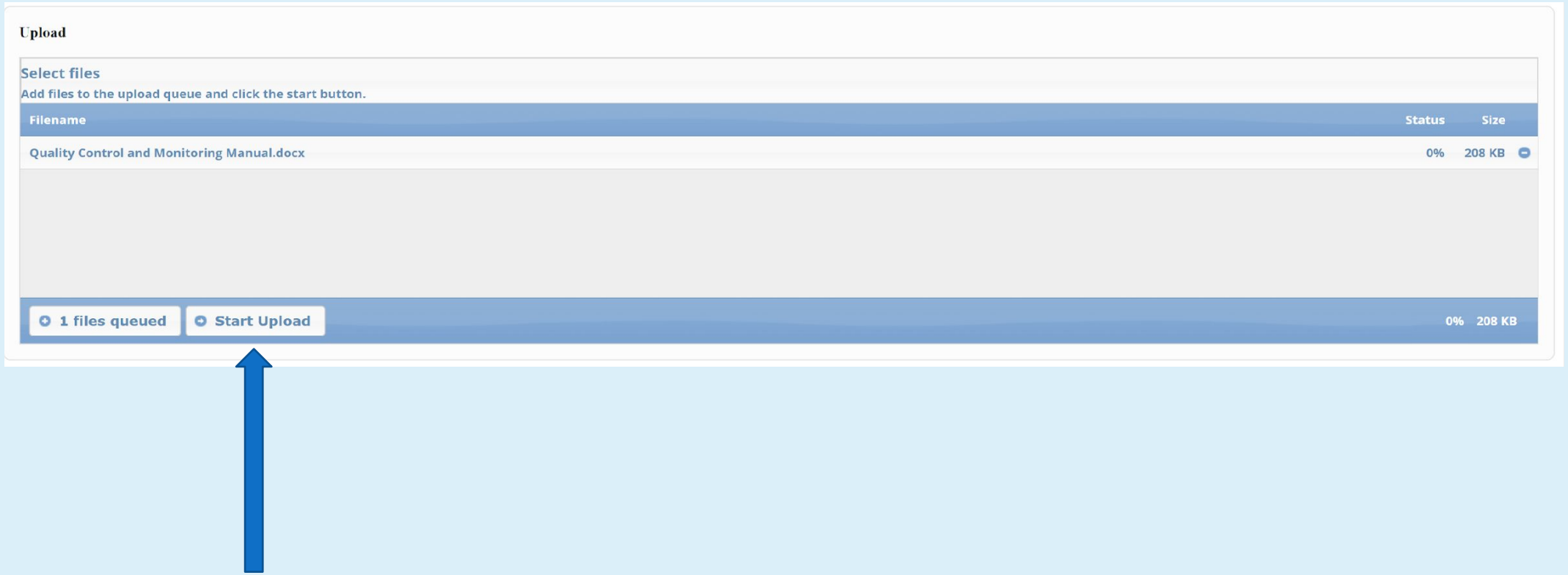
# DOCUMENTS



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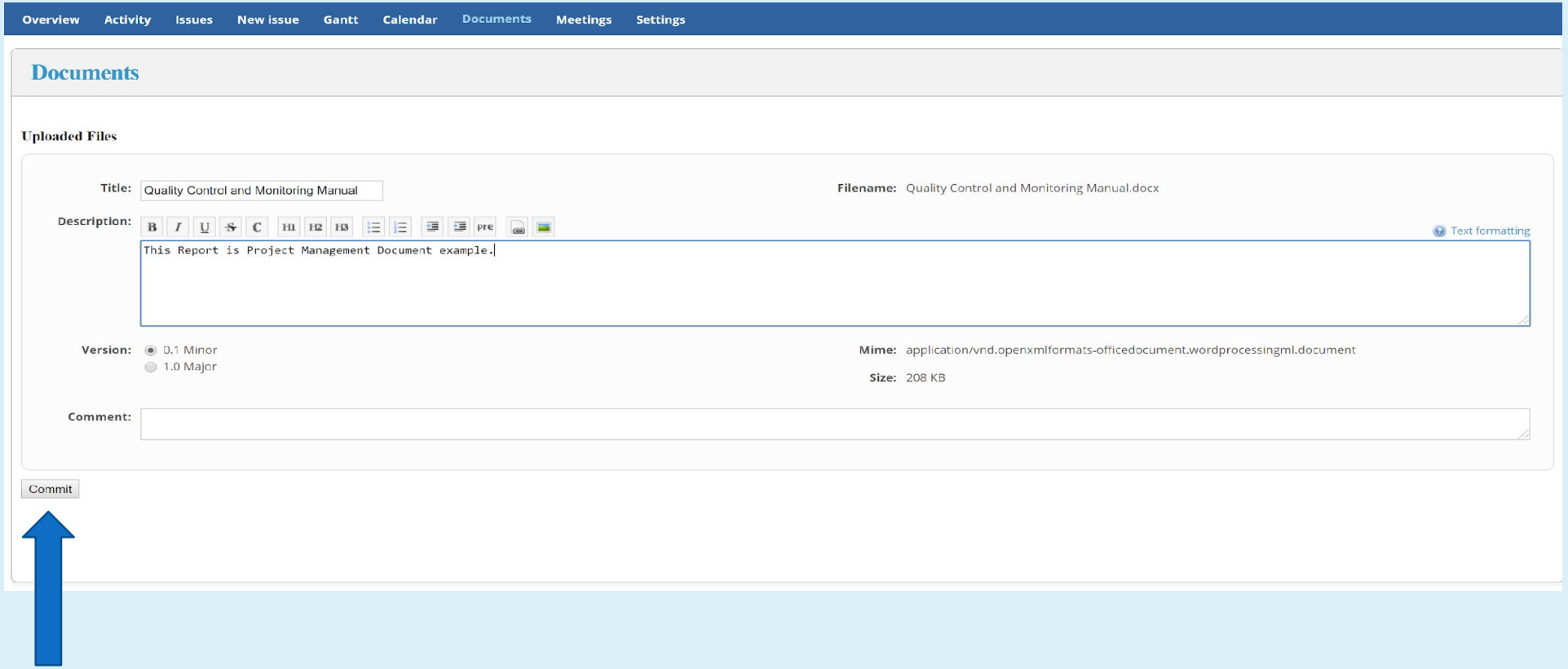

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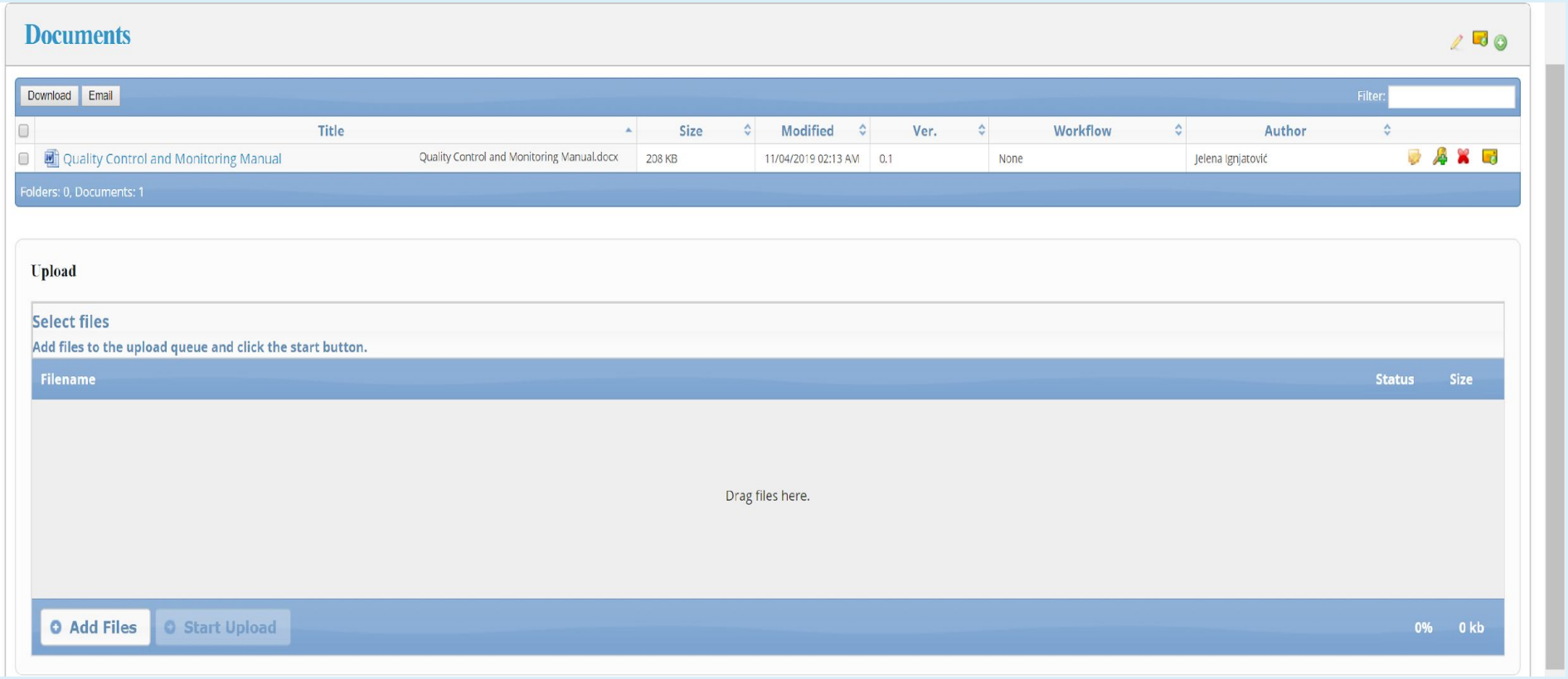


List of all Documents concerning user participation into TeComp WP are accessible through **Documents** or **Activity** from the Main Menu of certain WorkPackage

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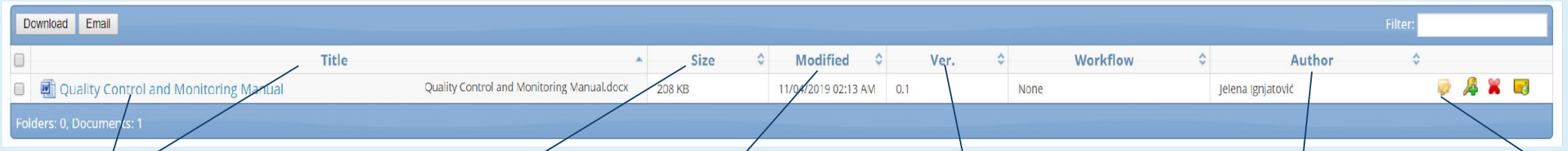
# DOCUMENTS




**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

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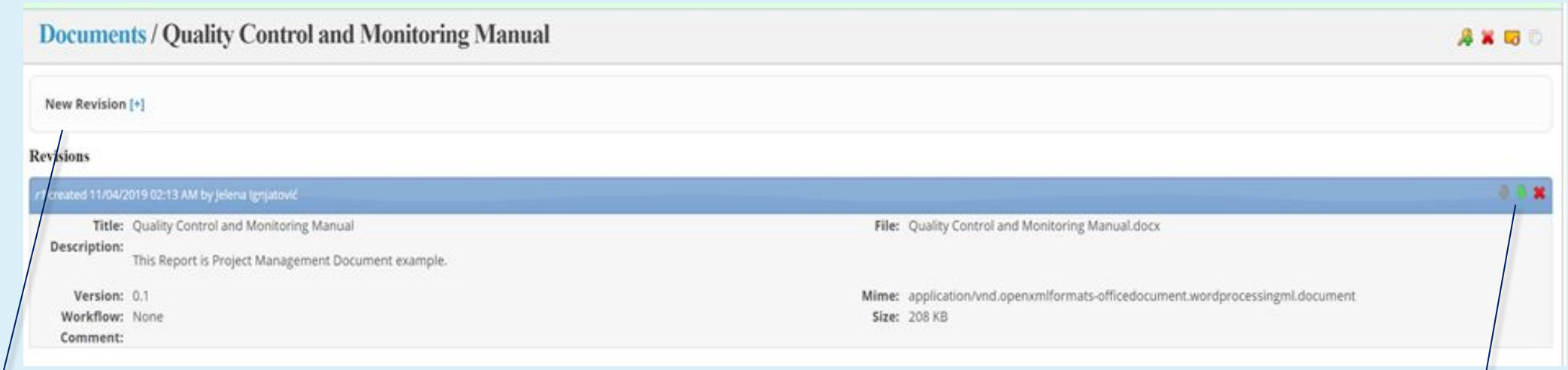
# DOCUMENTS DETAILS




Use to upload revised version of Document

Icon used to download Document

# DOCUMENTS DETAILS

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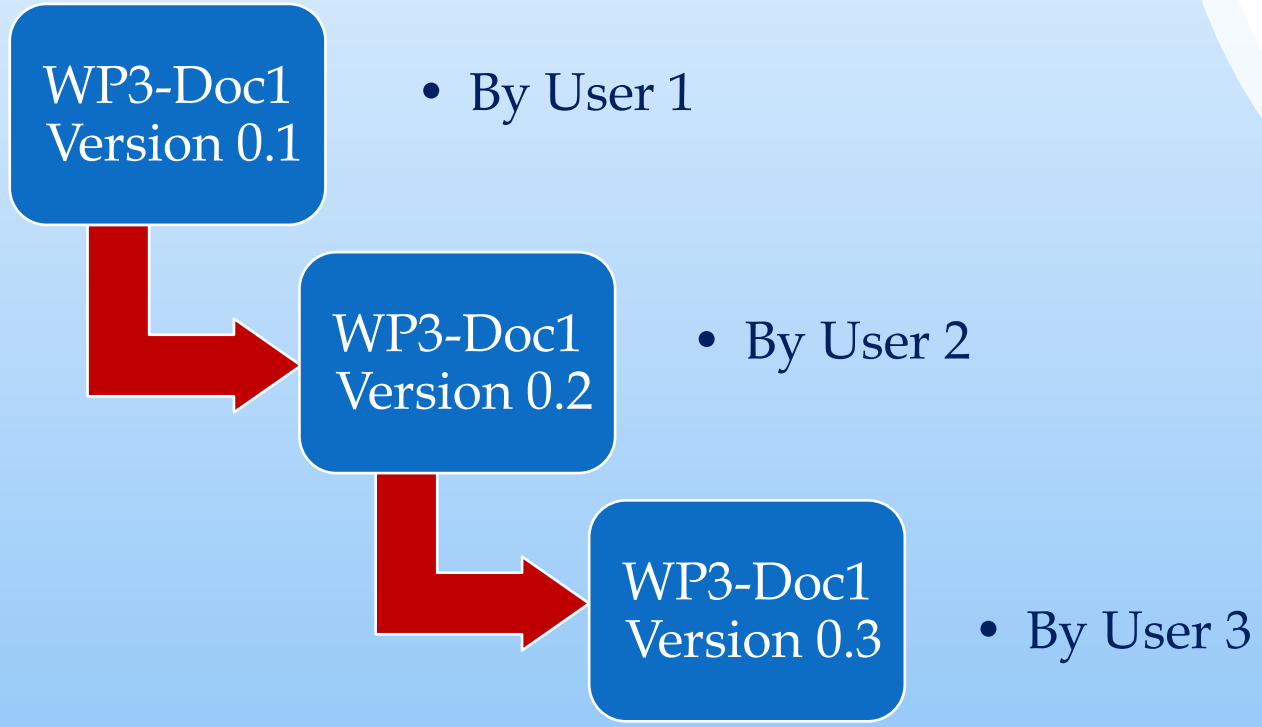
- Updated (changed) file may be uploaded with the same or with a different name
- System will recognize File with the same Title and it will automatically change file Version (0.1–0.2–0.3 etc.)
- E-mail notification of uploaded updated versions of documents to all users deployed on WorkPackage

# DOCUMENTS DETAILS




- By User 1
- By User 2
- By User 3

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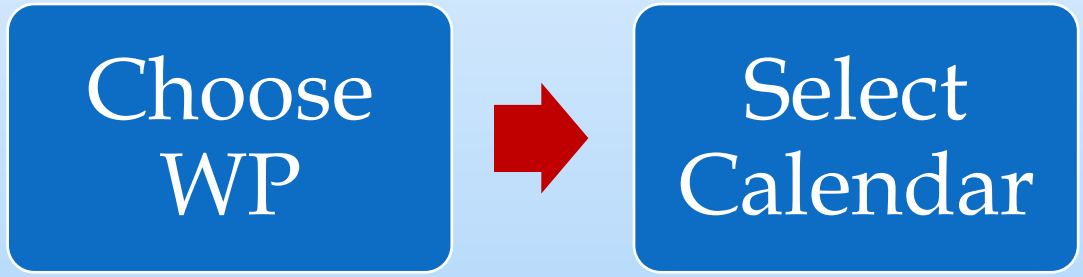
# CALENDAR

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- Calendar contains all WP Issues – Beginning & Ending days

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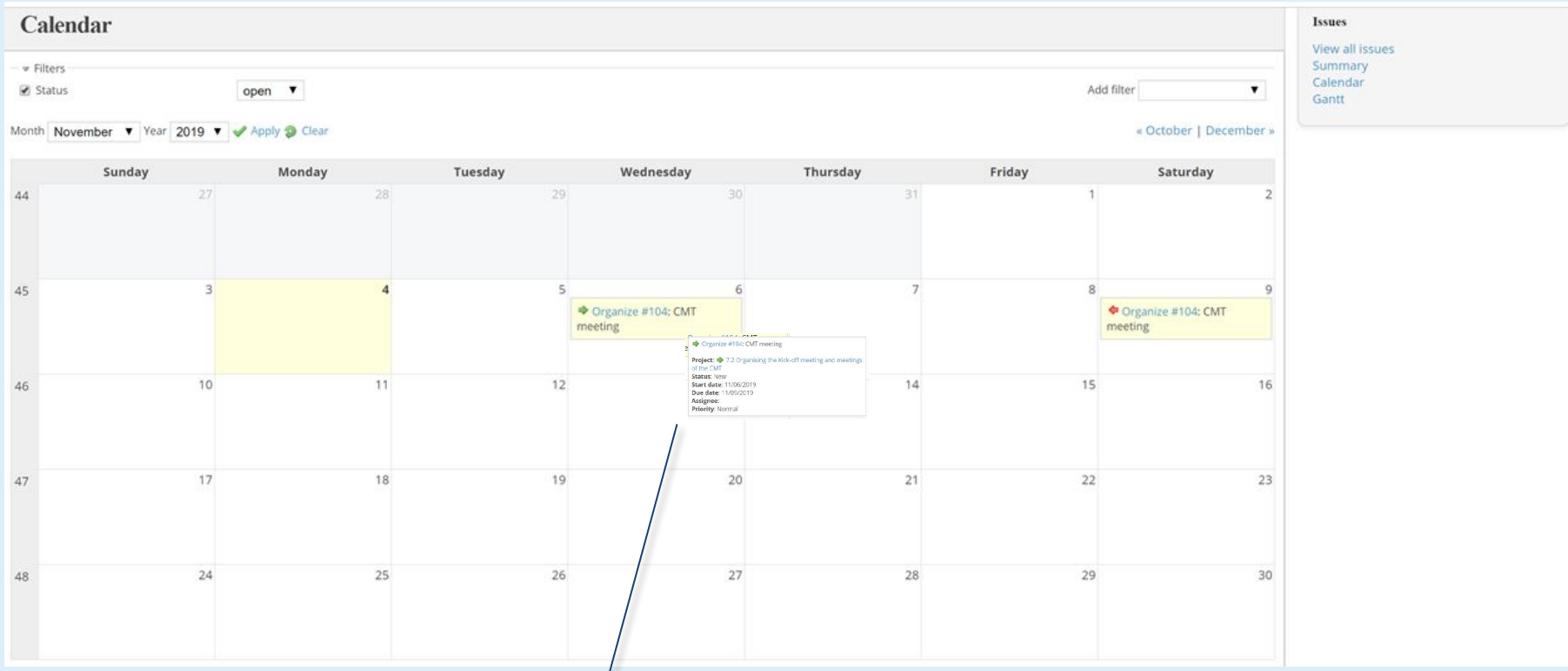
# CALENDAR




Hyperlink used to track Issue through Calendar

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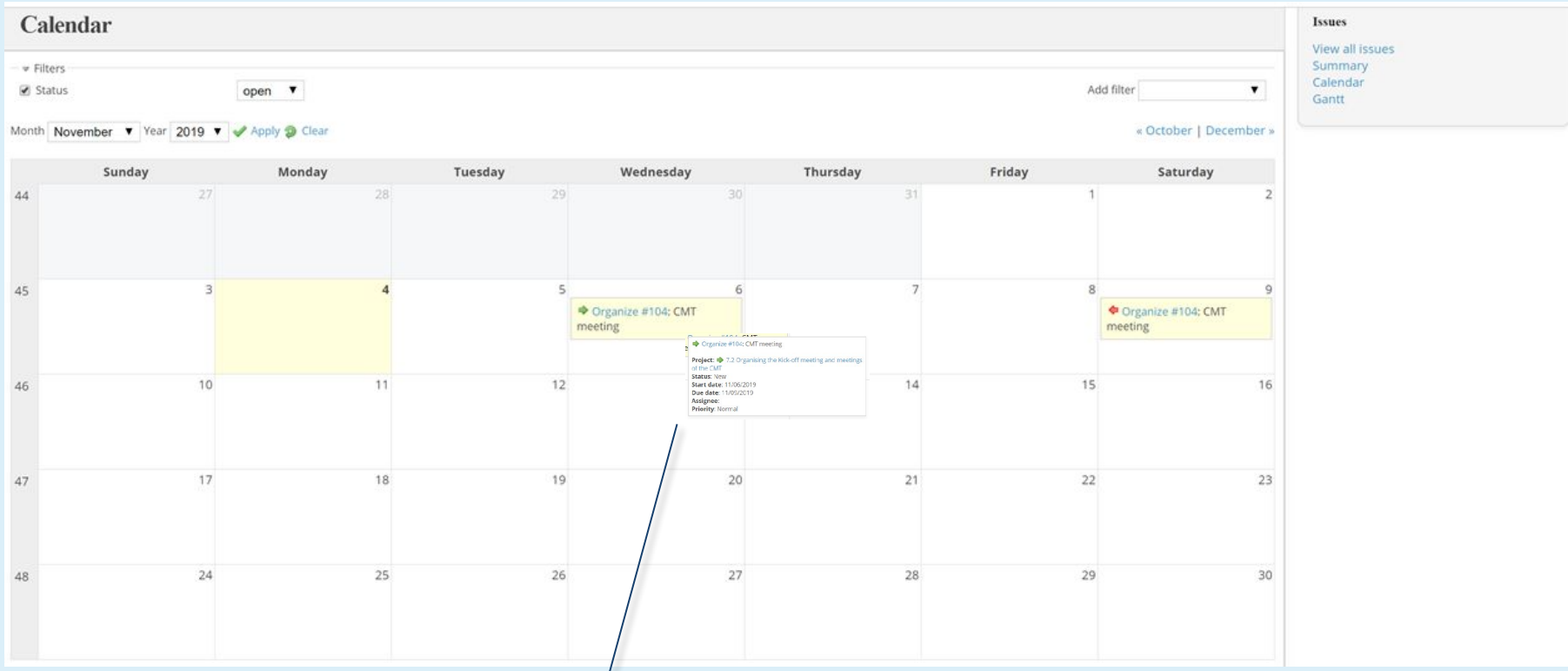
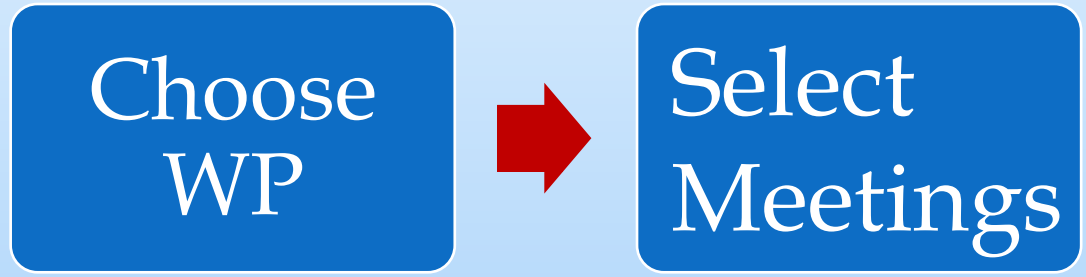
# CALENDAR




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

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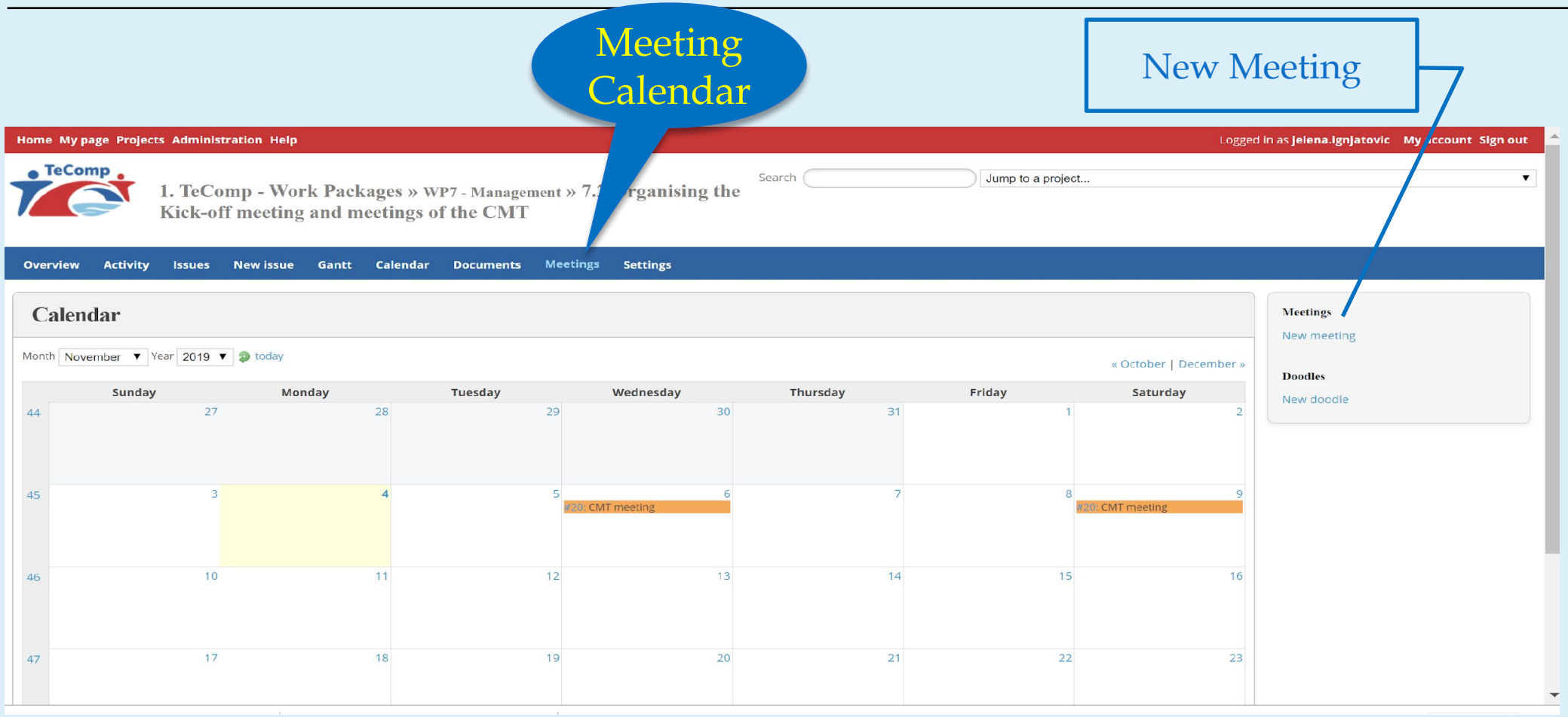
# MEETING CALENDAR



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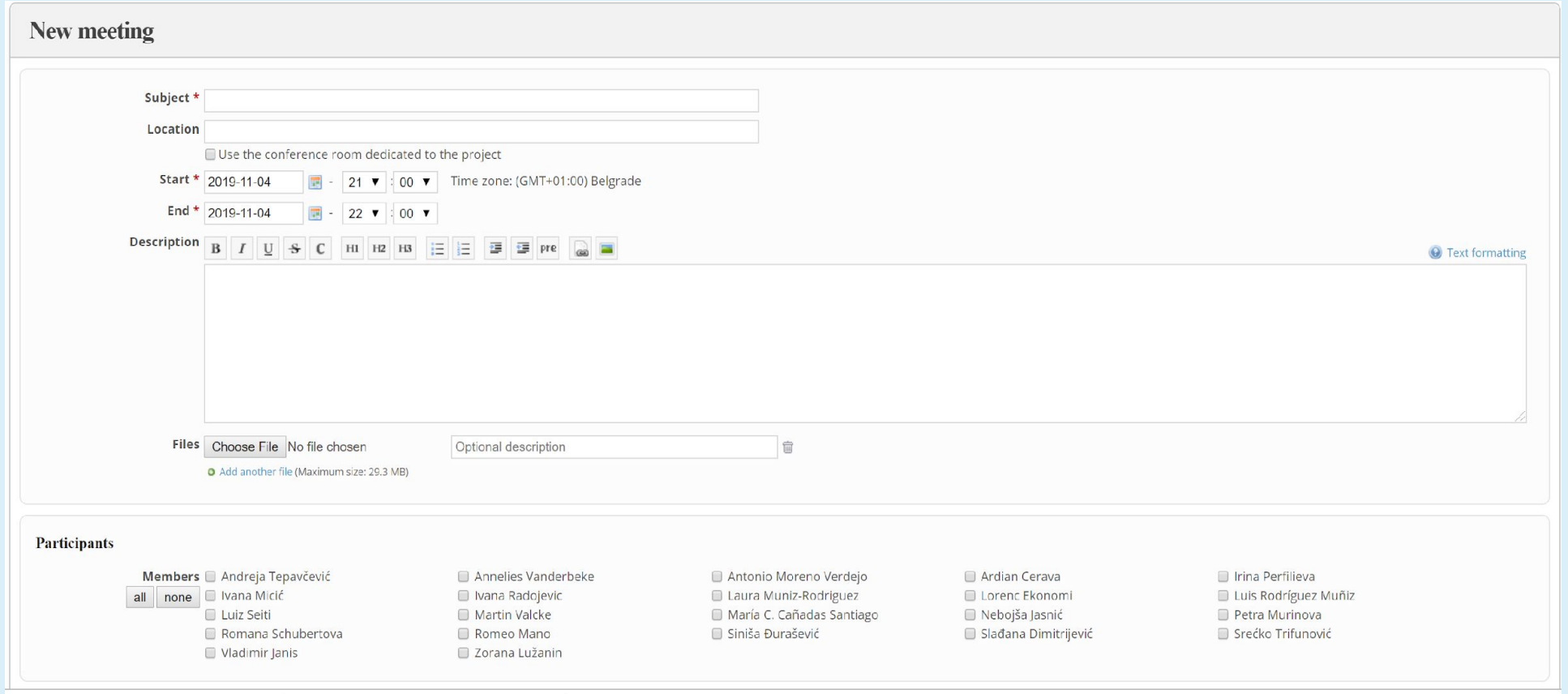
# MEETING



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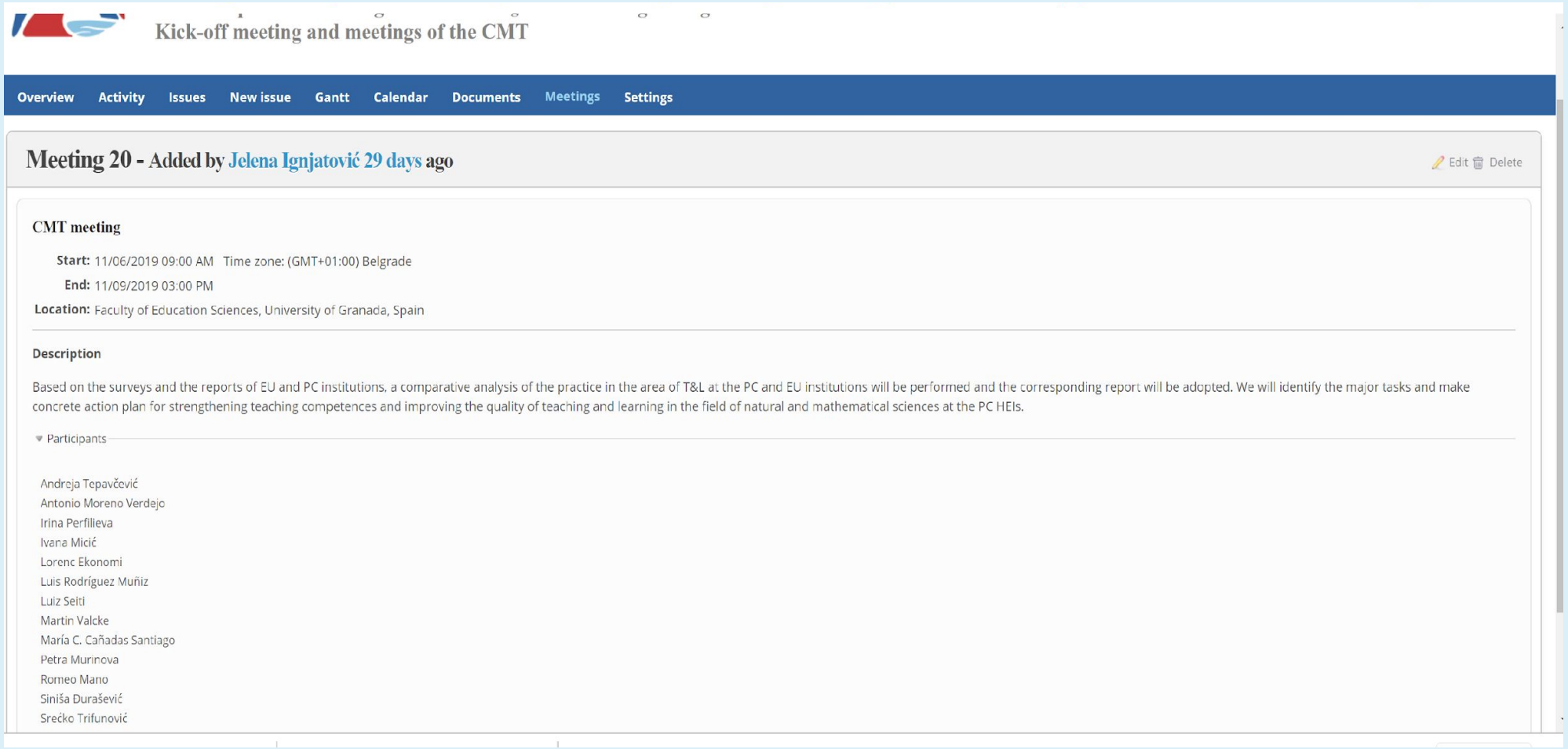
# MEETING



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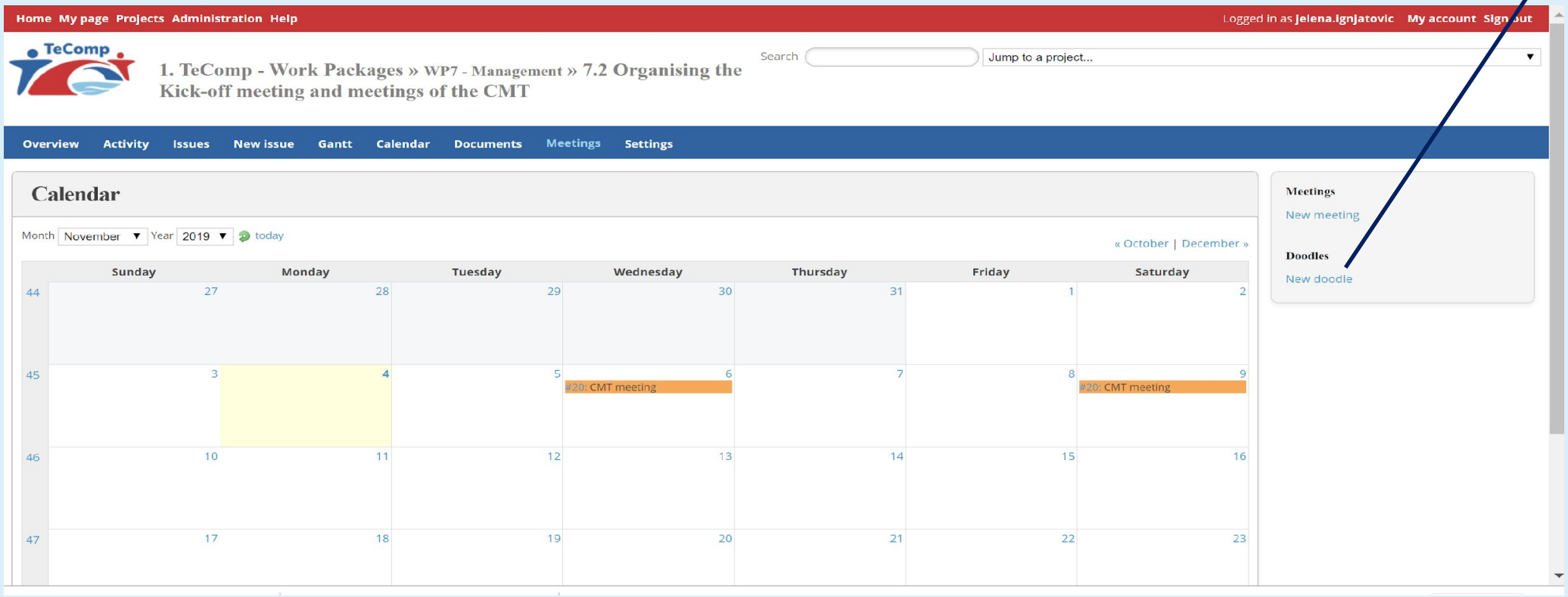
# DOODLES

**New Doodle**

simplifies the process of scheduling events, meetings, appointments



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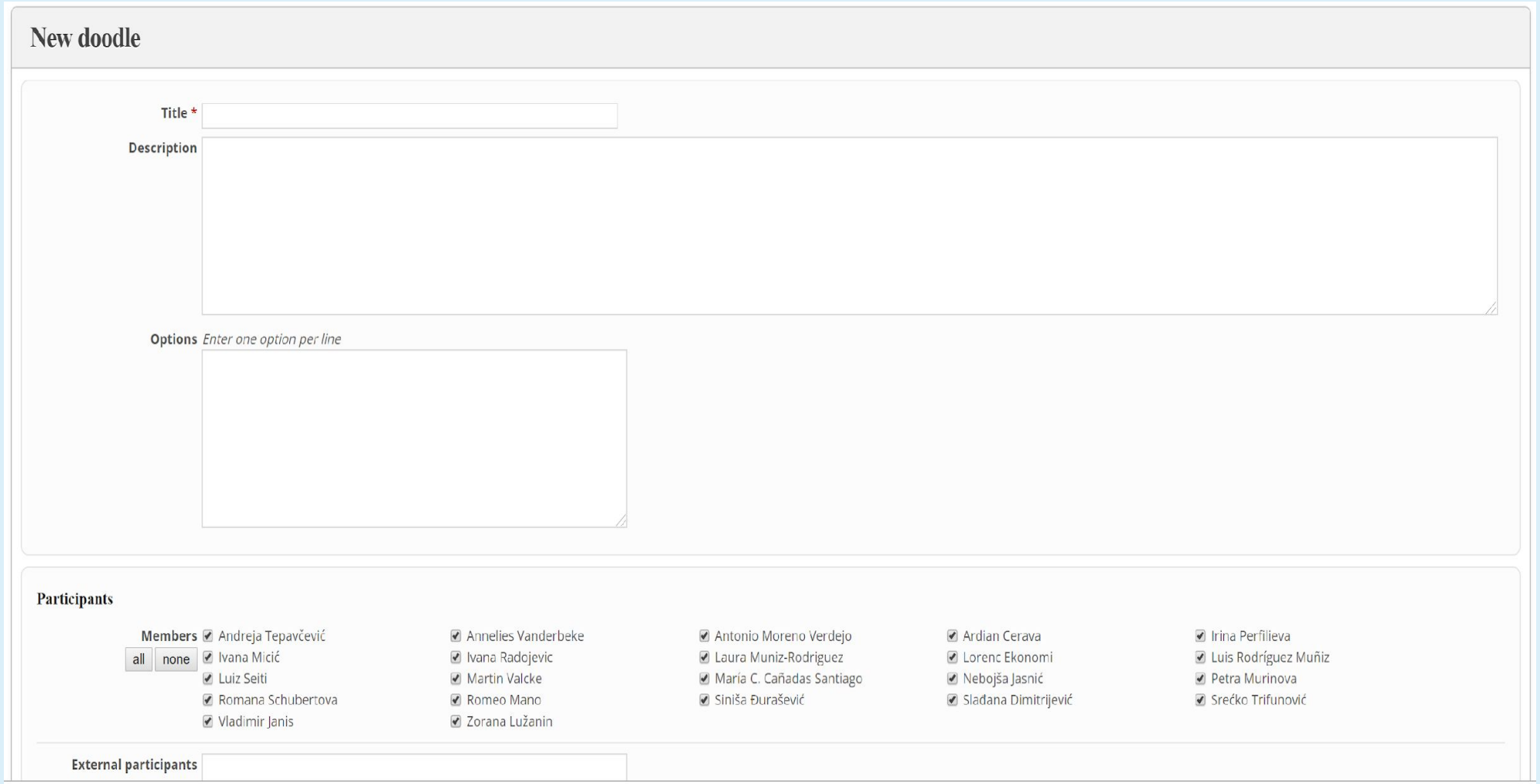
# DOODLES