

Strengthening Teaching Competences in Higher Education in Natural and Mathematical Sciences

# TeComp Project Management Platform

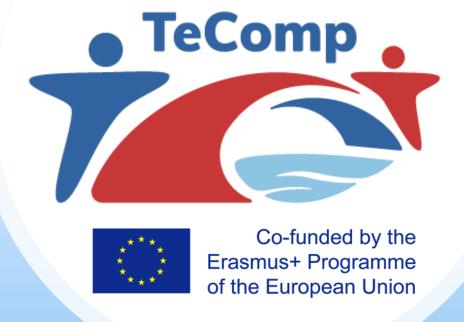
Jelena Ignjatović University of Niš, Serbia



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



## Project Management Platform Layout

• How to access to the Project Management Platform?





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





Home

About Project 🕶

Documents

Events •

Dissemination

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Gallery

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

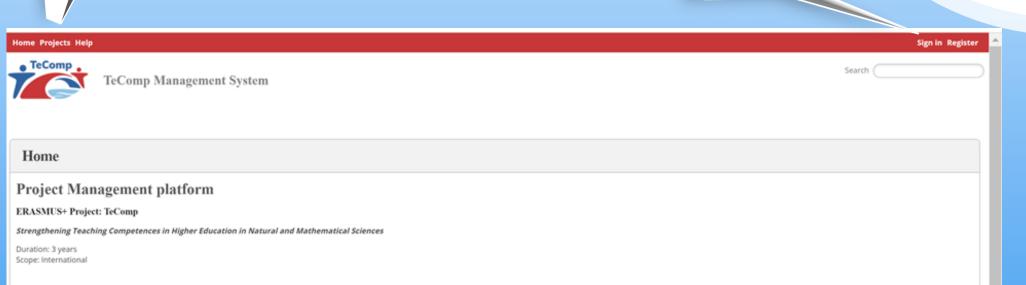
# What is Project Management Platform?

**PROJECT** 









# What is Project Management Platform?





My account



Home My page Projects Administration Help Logged in as Jelena.ignjatovic My account Sign out TeComp Jump to a project... TeComp Management System Home Project Management platform Video tutorials ERASMUS+ Project: TeComp 2. Projects of the Platform Strengthening Teaching Competences in Higher Education in Natural and Mathematical Sciences 3. Actual Roles Duration: 3 years 4. Issues Scope: International 5. Docmingt 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)

- **✓TeComp Workpackages (WP1 WP6)**
- **✓**TeComp Financial mngt
  - Key Financial Document
  - **❖Staff Coast**
  - **❖**Travel Coast & Coast of Stay
  - **&**Equipment
  - Printing & Publishing
  - **\***Other

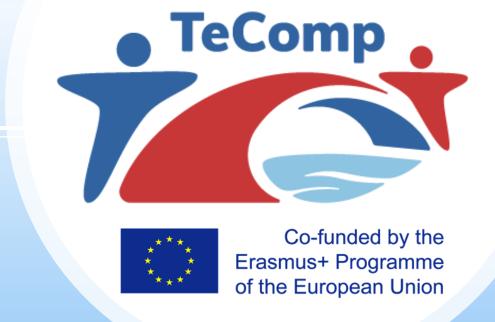
Financial mngt is assigned to each TeComp partner separately

Users are grouped by

Roles (coordinators + partners)

**Access rights** 

Each user can be a member of more then one group



#### **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 infrastructu
- 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
- 2 3.2 PM training of teaching staff
- 2.3 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





- 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





#### 2. TeComp - Financial mngt

#### CENTRAL

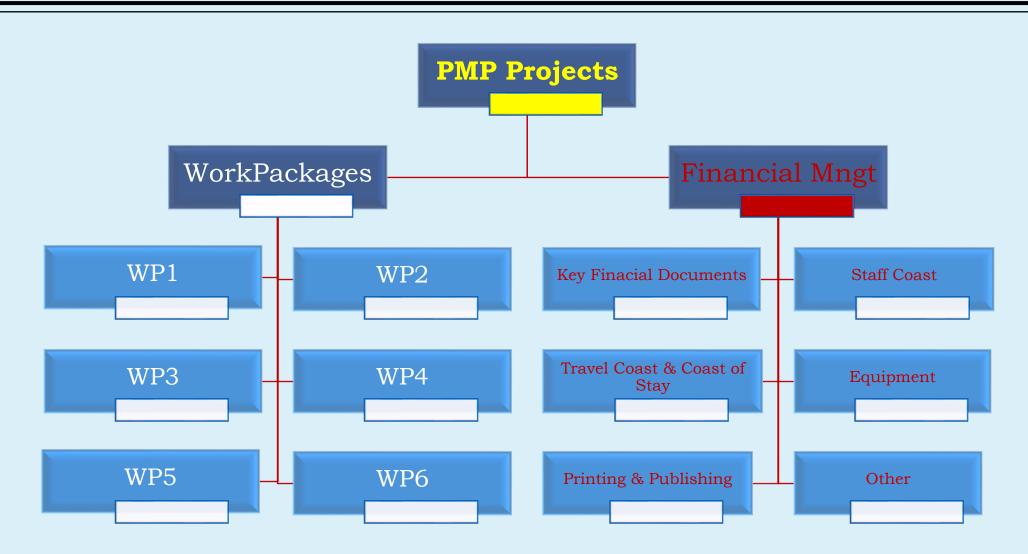
- 1. CENTRAL Key Financial Documents
- 2. CENTRAL Staff Costs
- 3. CENTRAL Travel Costs & Costs of Stay
- 4. CENTRAL Equipment
- CENTRAL Subcontracting
- 6. CENTRAL Special Mobility Strand
- 7. CENTRAL Co-financing





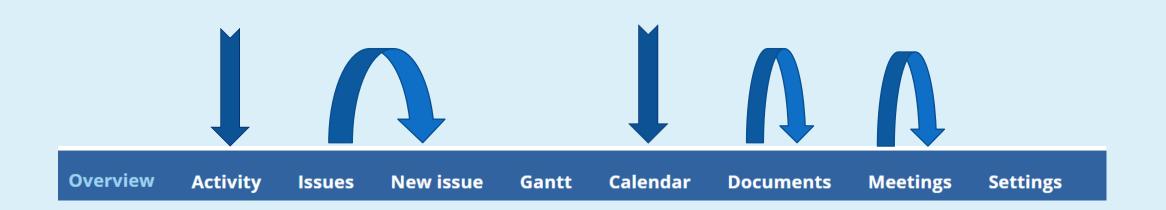


### **TeComp MNGT Platform Tree**





#### **MAIN MENU**

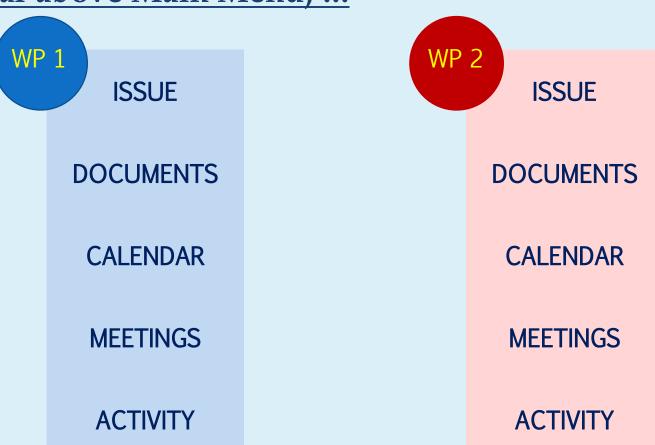


- Activity: find all issues (new and updated), uploaded files and documents
- **❖ Calendar**: find all important dates for your participation in **TeComp** WorkPackage

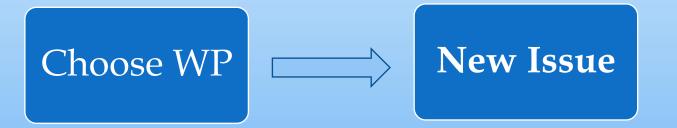


### **Important Note:**

\* 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) !!!



- Making new Issue
- Updated existing issue

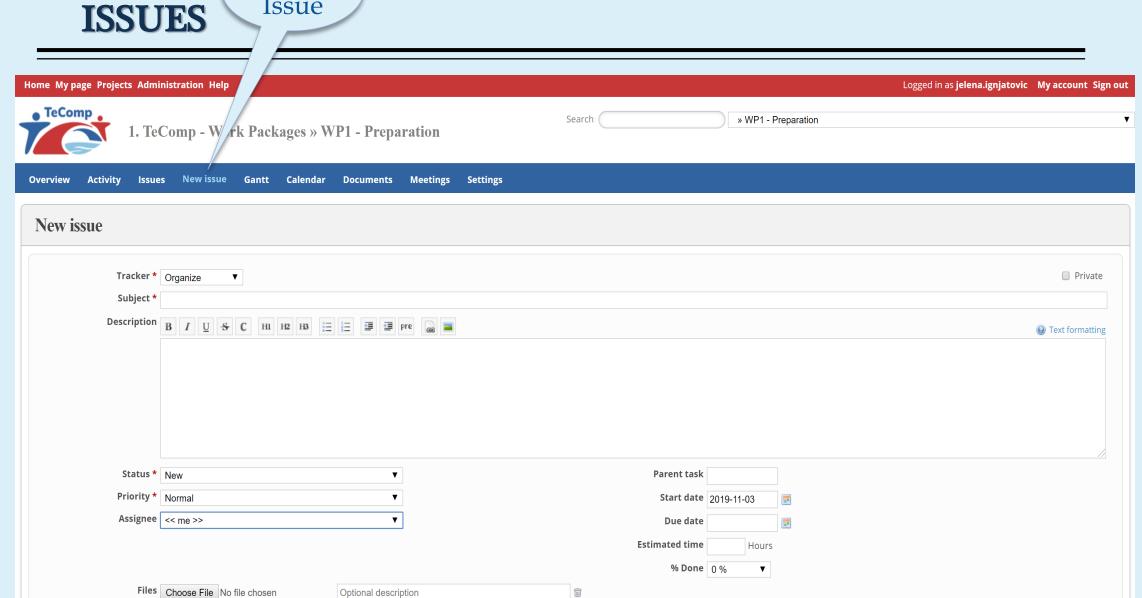




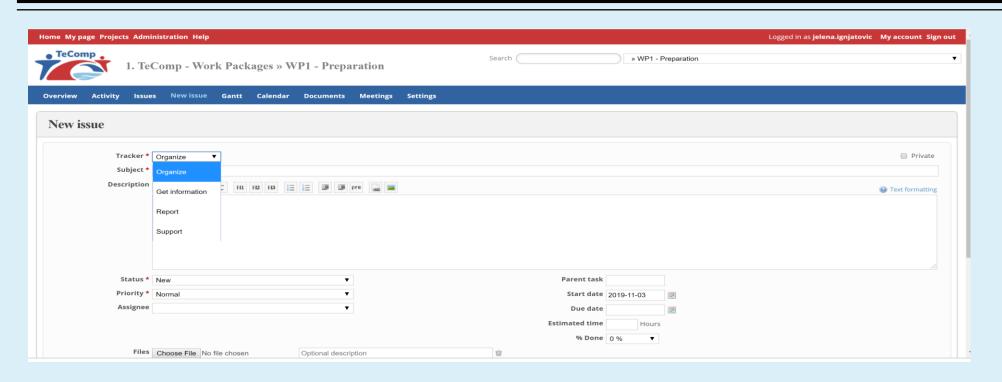
❖ E-mail notification of new issues -- to all users deployed on WorkPackage with a direct link to the new issue











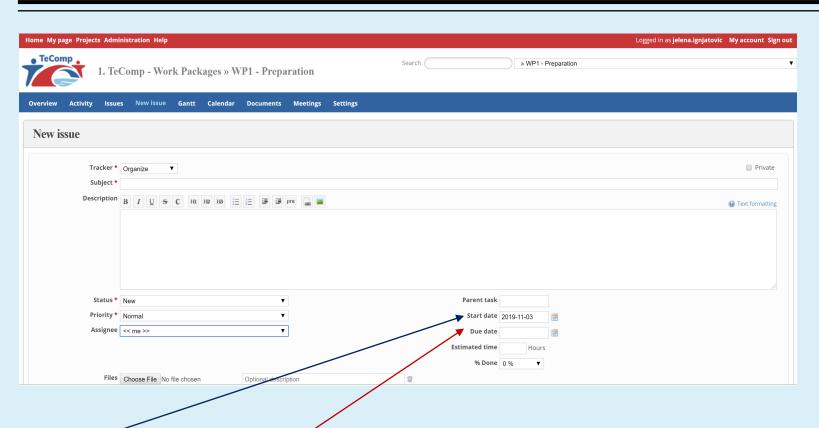
Types of Issues
Organize
Request information
Report
Support (discussion groups)



Home My page Projects Admi	nistration Help				Logged in as <b>jelena.ignjatovic My account Sign</b>	out
TeComp 1. Tec	Comp - Work Packages » WP1 - Prepar	ation	Search	» WP1 - Preparation		٧
Overview Activity Issue	s New issue Gantt Calendar Documents	Meetings Settings				
New issue						
Tracker *	Organize ▼				□ Private	
Description	R / U & C HI 112 H3 := = 3 3 pr	c a la			Text formatting	
	Normal					
	High					
	Urgent					
Status *	Immediate		Parent task			
Priority *	Normal ▼		Start date	2019-11-03		
Assignee	•		Due date	<b></b>		
			Estimated time % Done			
Files	Choose File No file chosen Optional descript	ion	til .			

Issue Priority
Low
Normal
High
Urgent
Immediate





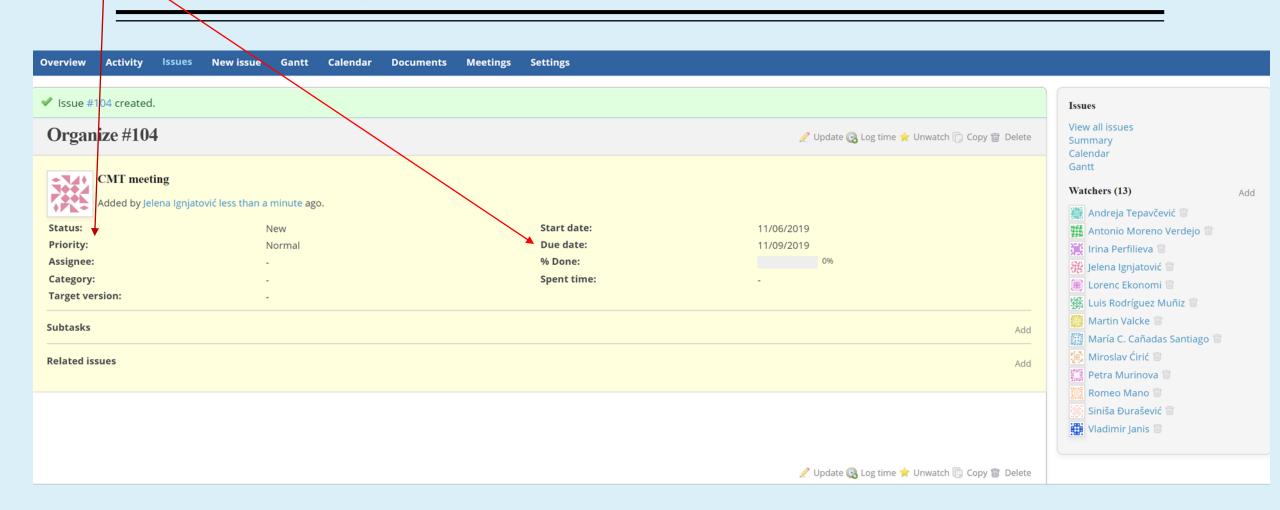
- Start date + Due date
- ❖ Issue Start date & Issue Due date are automatically added to Calendar to all users deployed on WorkPackage



Subject *	Organize ▼				
Description	В І Ц 8 С ні на на	:=			•
Status *	New		Par	ent task	
			rai	enttask	
Priority *	Normal	▼	St	art date 2019-11-03	
Assignee		▼		Due date	
_					
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Files	Choose File No file chosen	Optional description	m		
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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 Rodríguez Muñiz	Luiz Seiti	☐ Martin Valcke	María C. Cañadas Santiago
	Miroslav Ćirić	■ Nebojša Jasnić	☐ Petra Murinova	Romana Schubertova	☐ Romeo Mano
	Siniša Đurašević	Slađana Dimitrijević	Srećko Trifunović	☐ Vladimir Janis	Zorana Lužanin
		•		-	
	Search for watchers to add				

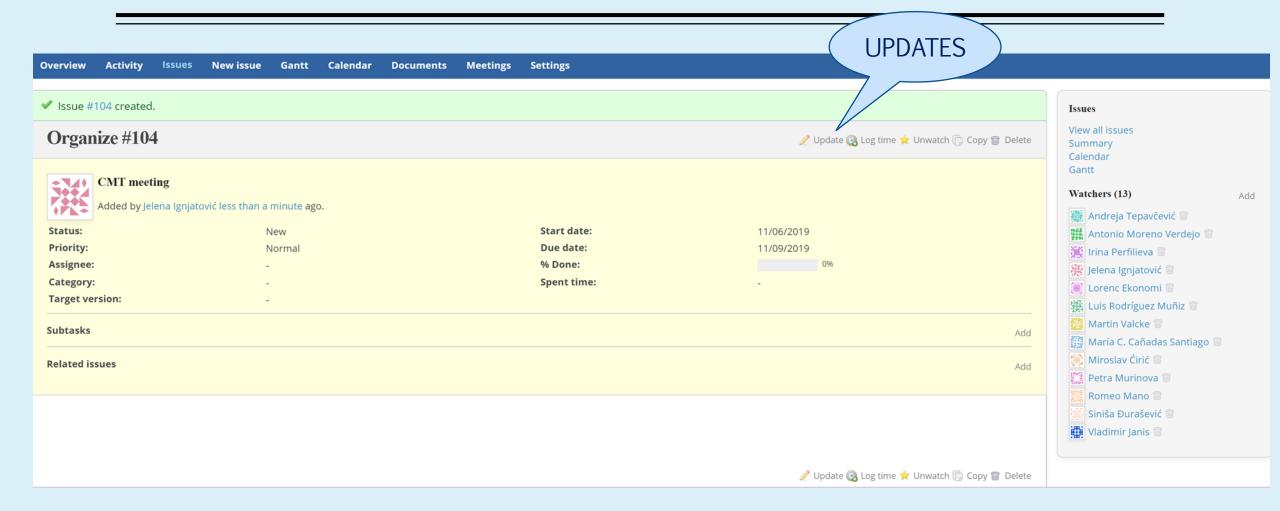
# <u>Issue - main window</u> with latest data (status + priority + descriptions + uploaded files etc.)





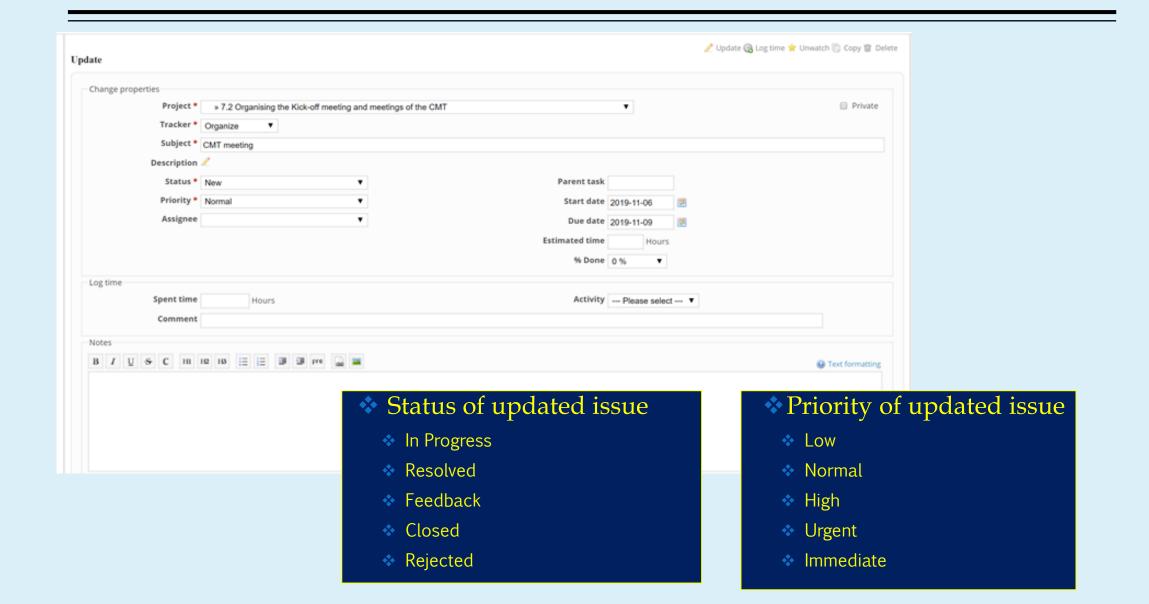


#### Issue - main window





#### <u>Issue</u> - <u>main window</u>



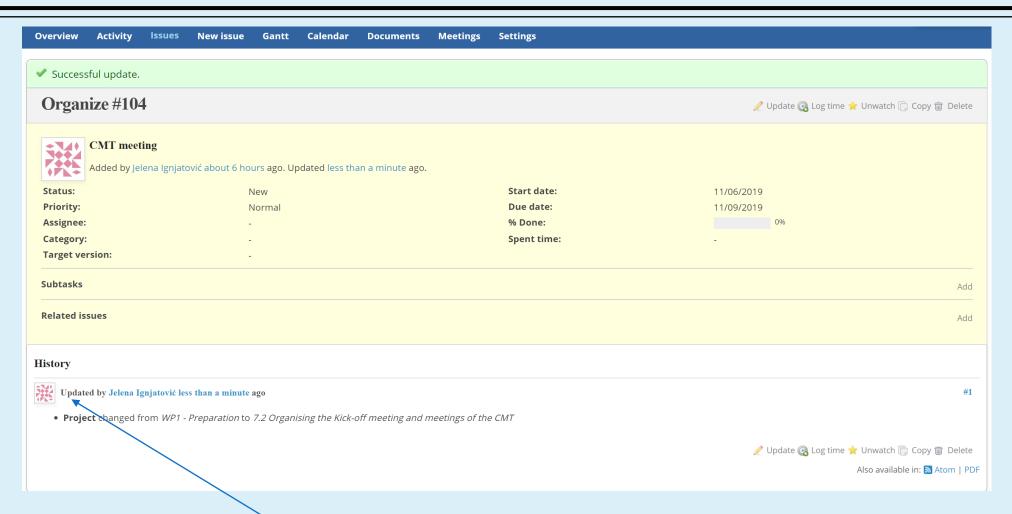


### <u>Issue</u> - <u>main window</u>

	New	▼	Parent task		
Priority *	Normal	▼	Start date	2019-11-06	
Assignee		▼	Due date	2019-11-09	
			Estimated time		
			% Done	0 % ▼	
og time					
Spent time	Hours		Activity	Please select ▼	
Comment					
Votes					
В І <u>U</u> <del>S</del> С ні і	H2 H3 := != := := pre				Text formatting
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■ Private notes Files	Optional description		<b>=</b>		Text formatting
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Private notes Files Choose File No file chosen	Optional descriptio				Text formatting



#### Issue - main window



<u>Issue updates History</u> with all important steps have been taken during issue update

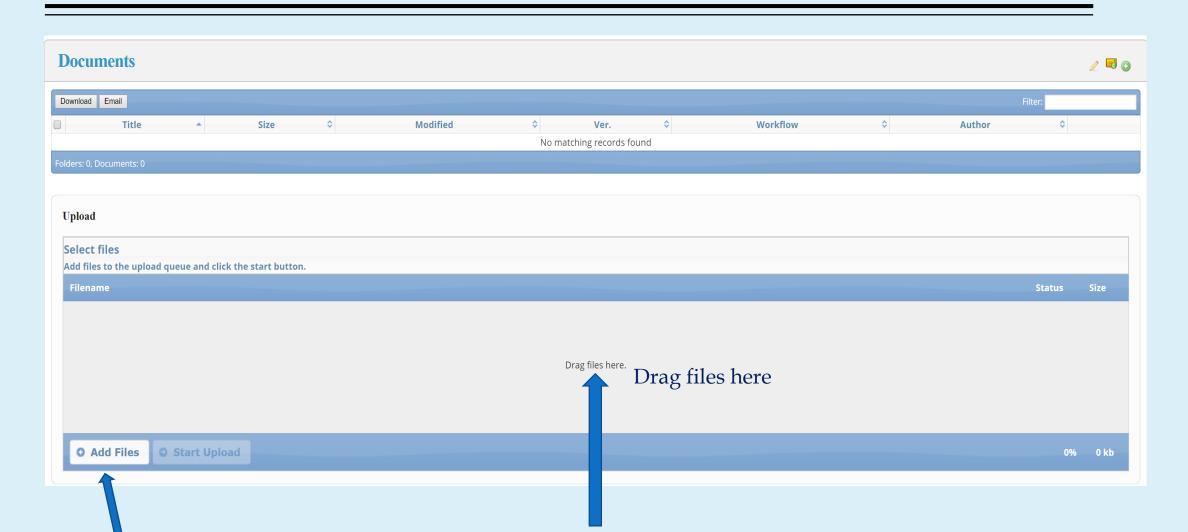


#### **DOCUMENTS**

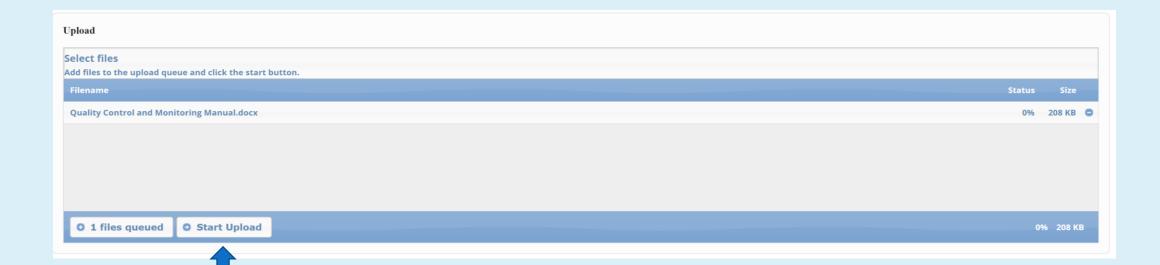


E-mail notification of new uploaded documents - to all users deployed on WorkPackage with a direct link to the new document

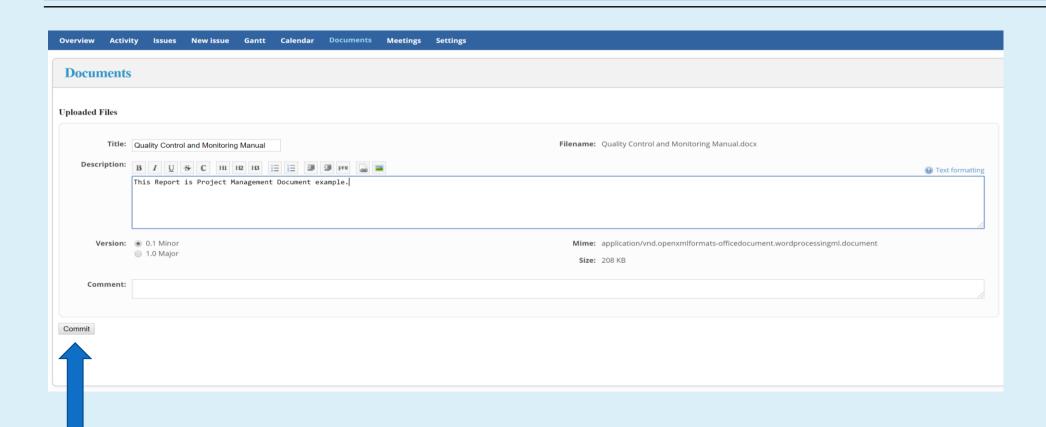




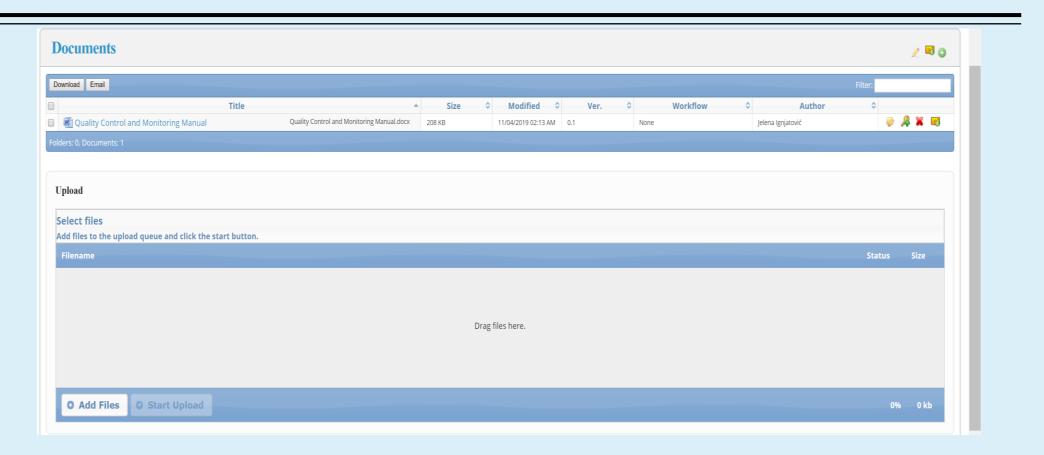






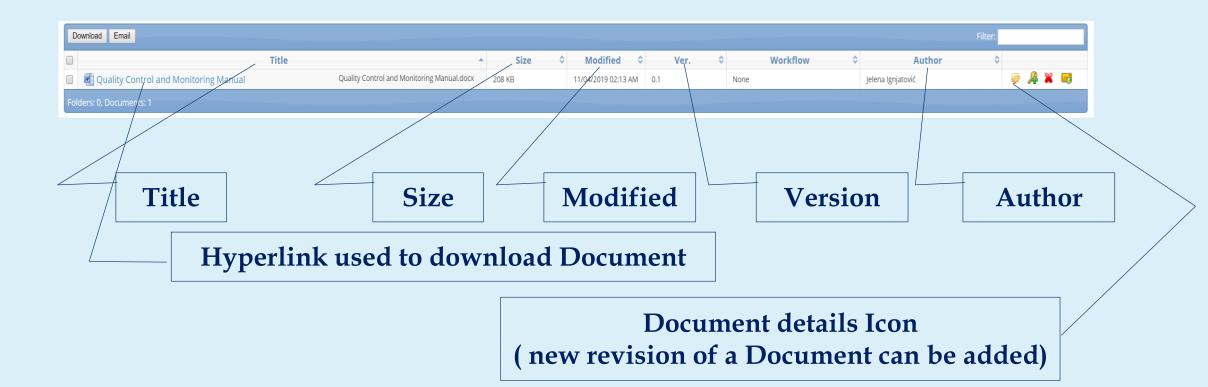






List of all Documents concerning user participation into TeComp WP are accessible through <u>Documents</u> or <u>Activity</u> from the Main Menu of certain WorkPackage

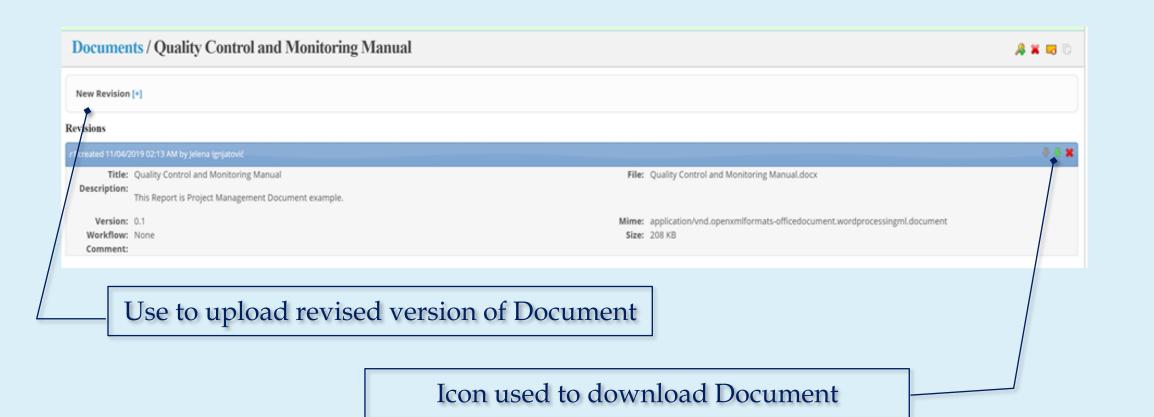




❖ Documents may be downloaded, edited by another user and uploaded again



#### **DOCUMENTS DETAILS**



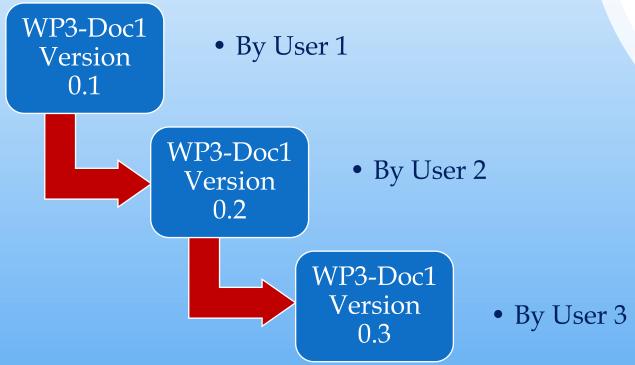
#### **DOCUMENTS DETAILS**

- TeComp .
- Updated (changed) file may be uploaded with the same or with a different name



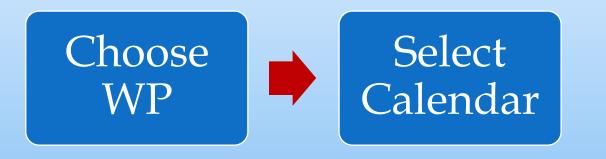
- ❖System will recognize File with the same Title and it will automatically change file Version (0.1–0.2–0.3 etc.)
- ❖ E-mail notification of uploaded updated versions of documents to all users deployed on WorkPackage

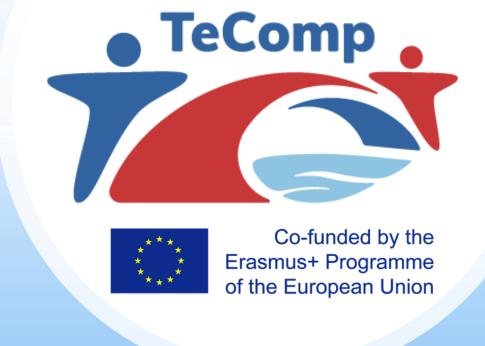
#### **DOCUMENTS DETAILS**





#### **CALENDAR**

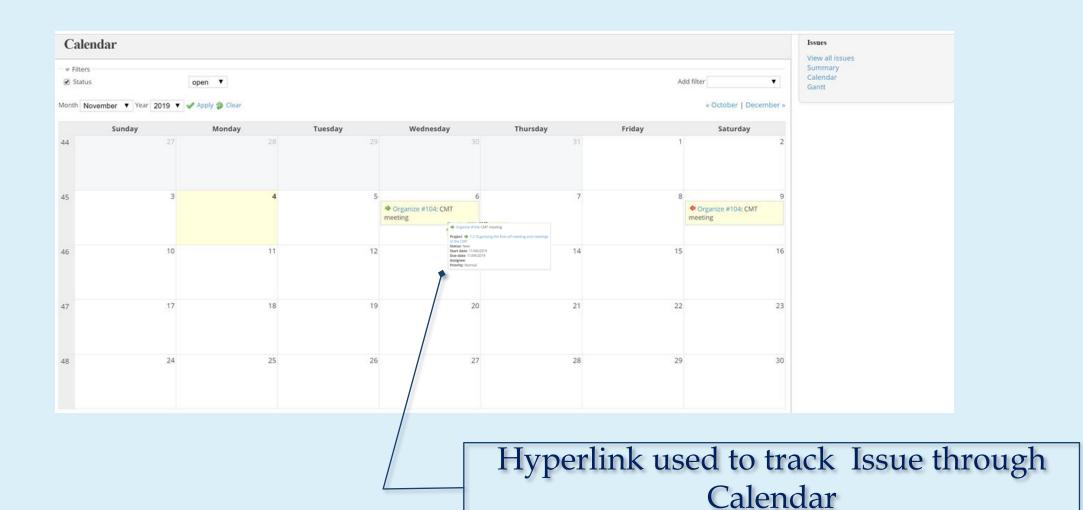




Calendar contains all WP Issues - Beginning & Ending days

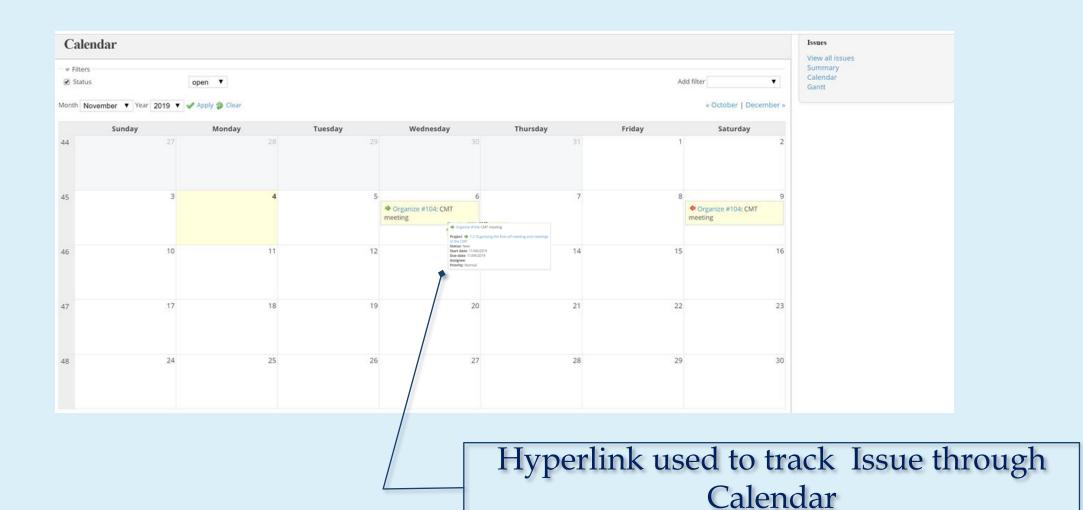


#### **CALENDAR**

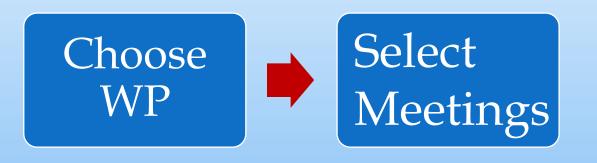


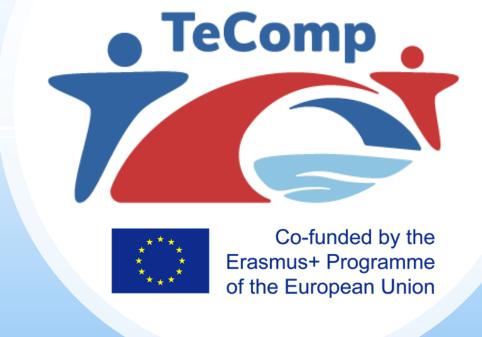


#### **CALENDAR**



#### **MEETINGS**

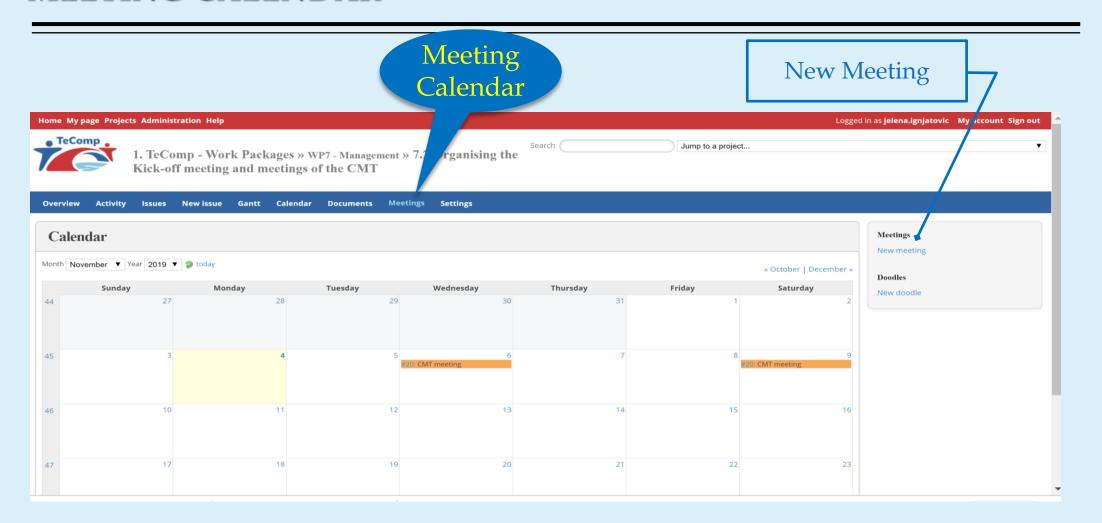




- Schedule new Meeting
- Start new Doodle (simplifies the process of scheduling events, meetings, appointments)
- E-mail notification of New Meetings and New Doodles



#### **MEETING CALENDAR**



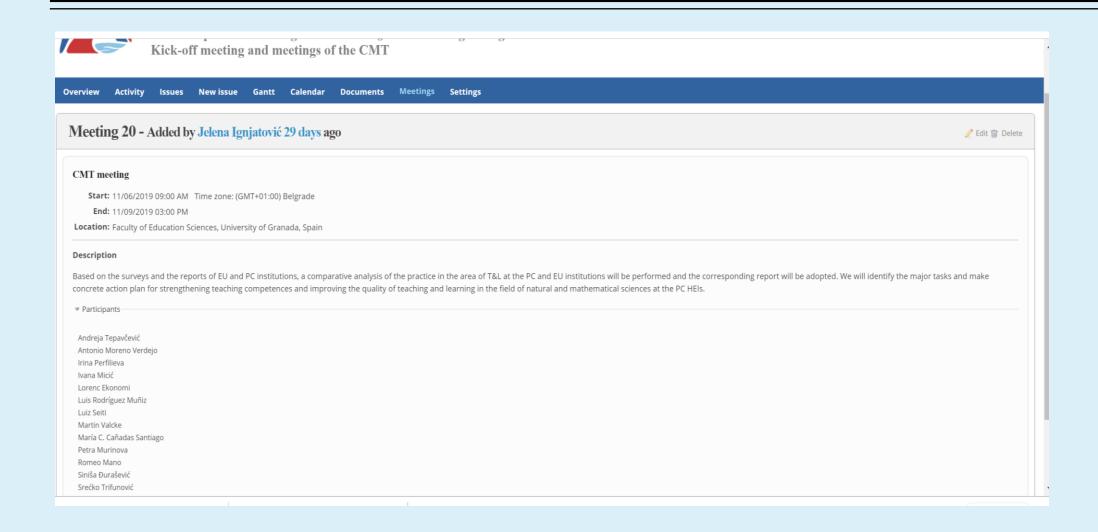


#### **MEETING**

New meeting						
Start *	Use the conference room dedicated to to 2019-11-04	Time zone: (GMT+01:00) Belgrade				
	Choose File No file chosen  • Add another file (Maximum size: 29.3 MB)	Optional description	₩			
all none	Andreja Tepavčević Ivana Micić Luiz Seiti Romana Schubertova Vladimir Janis	<ul><li>Annelies Vanderbeke</li><li>Ivana Radojevic</li><li>Martin Valcke</li><li>Romeo Mano</li><li>Zorana Lužanin</li></ul>	<ul> <li>□ Antonio Moreno Verdejo</li> <li>□ Laura Muniz-Rodriguez</li> <li>□ María C. Cañadas Santiago</li> <li>□ Siniša Đurašević</li> </ul>	Ardian Cerava Lorenc Ekonomi Nebojša Jasnić Slađana Dimitrijević	☐ Irina Perfilieva ☐ Luis Rodríguez Muñiz ☐ Petra Murinova ☐ Srećko Trifunović	



#### **MEETING**

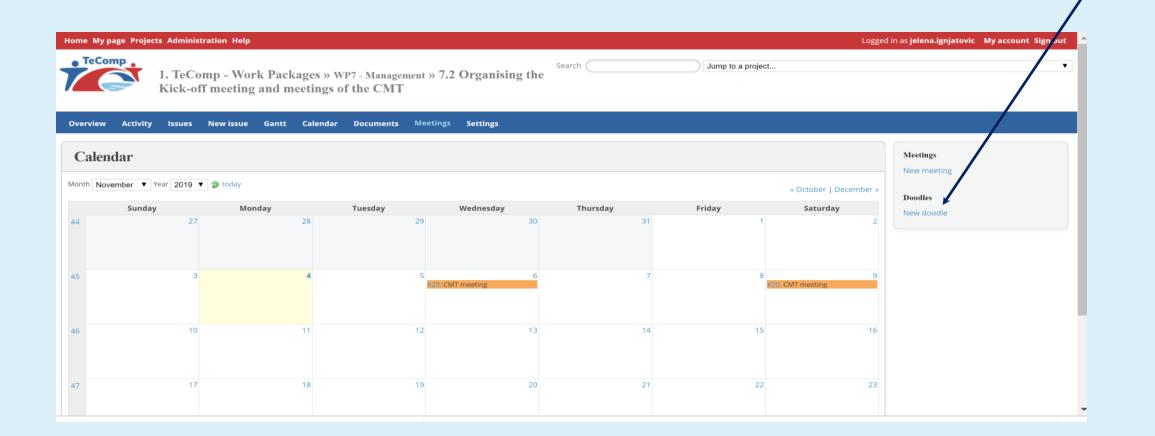




#### **DOODLES**

#### **New Doodle**

simplifies the process of scheduling events, meetings, appointments





#### **DOODLES**

New doodle					
Title *					
Description					
Options Enter one option per line	?				
	//				
Participants					
Members	<ul><li>Annelies Vanderbeke</li><li>Ivana Radojevic</li></ul>	<ul><li>Antonio Moreno Verdejo</li><li>Laura Muniz-Rodriguez</li></ul>	<ul><li>Ardian Cerava</li><li>Lorenc Ekonomi</li></ul>	<ul><li>✔ Irina Perfilieva</li><li>✔ Luis Rodríguez Muñiz</li></ul>	
✓ Luiz Seiti	Martin Valcke	María C. Cañadas Santiago		Petra Murinova	
<ul><li>Romana Schubertova</li><li>Vladimir Janis</li></ul>	<ul><li>✓ Romeo Mano</li><li>✓ Zorana Lužanin</li></ul>	Siniša Đurašević	✓ Slađana Dimitrijević		
External participants					