

# Test Run Concept – Implementation Concept

## Testrun Concept Implementation Concept

The concept is independent of writing a new ERASMUS Proposal. It gives approximate data from the knowledge we have today. It will be fine tuned in due time. The implementation and test run can start in April 2019 at the earliest. Until then we have to finalise and finish the EUBILD UNAKLIM Project. This date has been used to design the implementation concept.

The following tasks and activities were identified:

### 1. Adjust Curriculum to specific Country needs and foki

April 2019 – End of June 2019

**Milestone:** Curricula for the different countries and languages are ready  
End of June 2019

### 2. Curriculum and Marketing texts upload on website and start marketing

From July 2019 to October 2019

**Milestone:** Website and Marketing texts are ready, uploaded and the Marketing can begin  
October 2019

### 3. Find Trainers

1-2 for each country, Call for tenders, short list using transparency and Quality Management processes (see Appendix), 3 bids in short list, Interviews, transparent award decision)  
Topics are Waste, Geology, Water management, Juridical aspects and laws, Renewable Energies + Subtopics, Nature protection, Geographical Information systems (GIS), Project management, Applied project management, Search for Job databases, Techniques for successful applications.  
End of May 2019 until End of August 2019=3 months

**Milestone:** Trainers found, Contracts signed  
End of August 2019

### 4. Find Venues

Using QM-templates of requirements, see Appendix, Call for tenders, and specifications, Short list, Transparent selection process using QM-Templates.  
End of May 2019– End of August 2019, parallel to trainer identification

**Milestone:** Venues found, Contracts signed  
End of August 2019

### 5. Marketing Course in different Media and Platforms to find Participants

i.e. List of contacted addressees, keep memo of interviews and emails  
August 2019-September 2019

**Milestone:** Participants found, interviews done, contracts signed, QM-Templates filled  
Beginning of October 2019

### 6. Find Excursions

i.e. Water Treatment, Renewable Energy, Nature Protection, Waste  
April to September 2019

**Milestone:** Excursions are found, Dates are fix  
End of September 2019

### 7. Find Internships

October 2019 until end of April 2020

**Milestone:** network of Institutions, SME, NGO, Universities, others who offer internships is printed out  
End of March 2020

### 8. Course starts – Theoretical Part

Middle of October 2019 until End of April 2020.

**Milestone:** Course finished with final presentation and meeting  
End of April 2020

### 9. Course starts – Internship Part

May 2020 until End of July 2020

**Milestone:** Internship contract with organization and participant is signed.  
End of April 2020

**Milestone:** End of Course, Certificates, Feedback, Party  
End of July 2020

### 10. Finalise Training Letters, try Exercises, and Assignments

May 2019 until October 2019

**Milestone:** Trainingsletter sind fertig und online gestellt.  
End of October 2019

### 11. Design interactive Website and continually feed

April 2019 until April 2020

**Milestone:** Website is finished and ready for use  
April 2020

### 12. Exercise for Solar Plant: test exercises and finetune with Oradea students

June 2019 until October 2019

**Milestone:** tests are checked and finetunes and ready for use  
October 2019 when Course starts

### 13. Participate and Trainer feedback and finetune start

August 2020 until End of October 2020

**Milestone:** Fine tuned Course is finalised  
Beginning of November 2020

### 14. Prepare Course Budget

October 2020 until March 2021

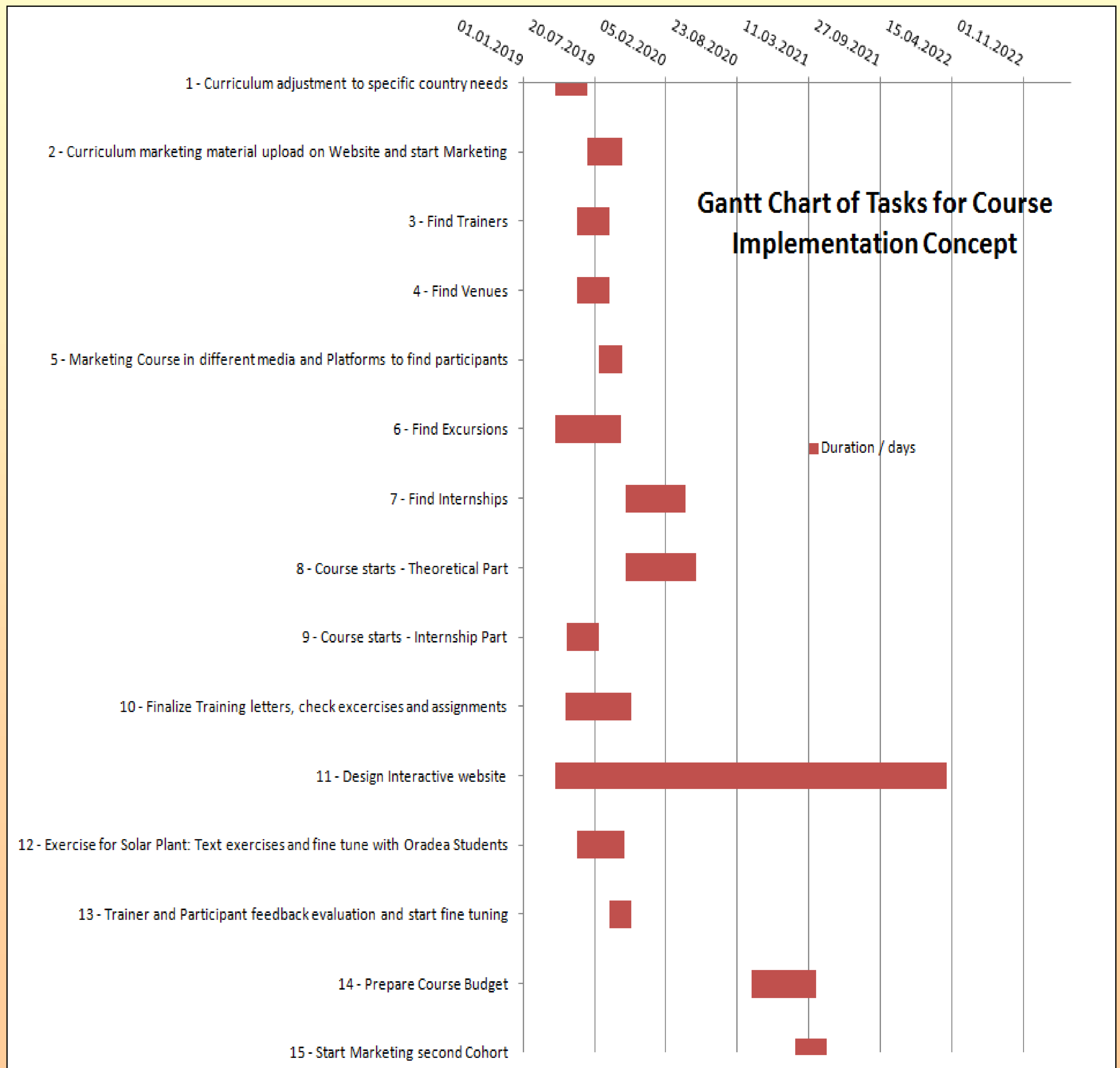
Funding opportunities in the countries, ESF Funding private money, participants' payments, depends on target group.

**Milestone:** Budget is finalised. Funding opportunities are identified.  
End of March 2021

### 15. Start Marketing second Cohort

February 2021 until End of April 2021

**Milestone:** Second Cohort has started  
May 2021



## Responsibility Matrix: Who does what in which extend?

### RACI or DEMI Matrix

**R:** Responsible  
**A:** Accountable  
**S:** Supportive\*  
**C:** Consulted  
**I:** Informed

**D:** Durchführen  
**E:** Entscheiden  
**M:** Mitarbeit  
**B:** Beratend\*  
**I:** Informieren

\* new

Tasks and Workpackages	Germany	Hungary	Romania	Poland
1 - Curriculum adjustment to specific country needs	R	R	R	R
2 - Curriculum marketing material upload on Website and start Marketing	R, S	R, S	R, S	R, S
3 - Find Trainers	R, A, I	R, A, I	R, A, I	R, A, I
4 - Find Venues	R, A, I	R, A, I	R, A, I	R, A, I
5 - Marketing Course in different media and Platforms to find participants	R	R	R	R
6 - Find Excursions	R	R	R	R
7 - Find Internships	S, C, R	S, C, R	S, C, R	S, C, R
8 - Course starts - theoretical Part	R	R	R	R
9 - Course starts - Internship	R	R	R	R
10 - Finalize Training letters, check assignments	R, S	R, S	R, S	R, S
11 - Design Interactive website	S, C, R	S, C, R	S, C, R	S, C, R
12 - Exercise for Solar Plant: Text exercises and fine tune with Oradea Students	S, C	I	R	C, S
13 - Trainer and Participant feedback evaluation and start fine tuning	I, R, S	I, R, S	I, R, S	I, R, S
14 - Prepare Course Budget	R, A, I	R, A, I	R, A, I	R, A, I
15 - Start Marketing second Cohort	I, R, S	I, R, S	I, R, S	I, R, S