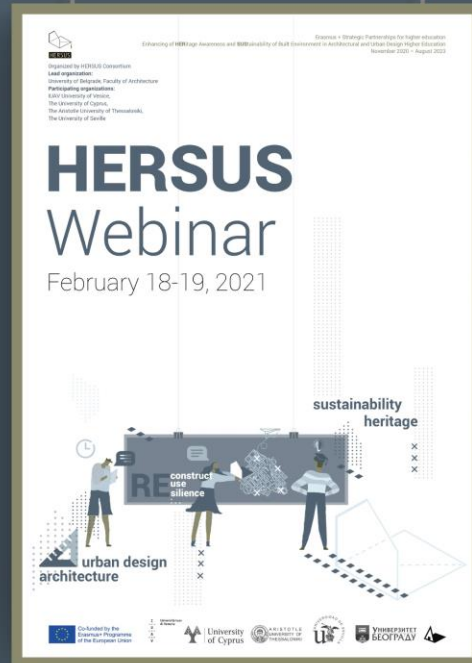


Transnational project meeting 
Kick-Off Meeting

TOWARDS PLANNED OUTCOMES - COMMUNICATION AND VISIBILITY



ISSUES TO BE PRESENTED AND DISCUSSED

HERSUS Plans and Protocols

Quality Assurance Plan
Dissemination and Exploitation Plan
Project management and implementation Protocol

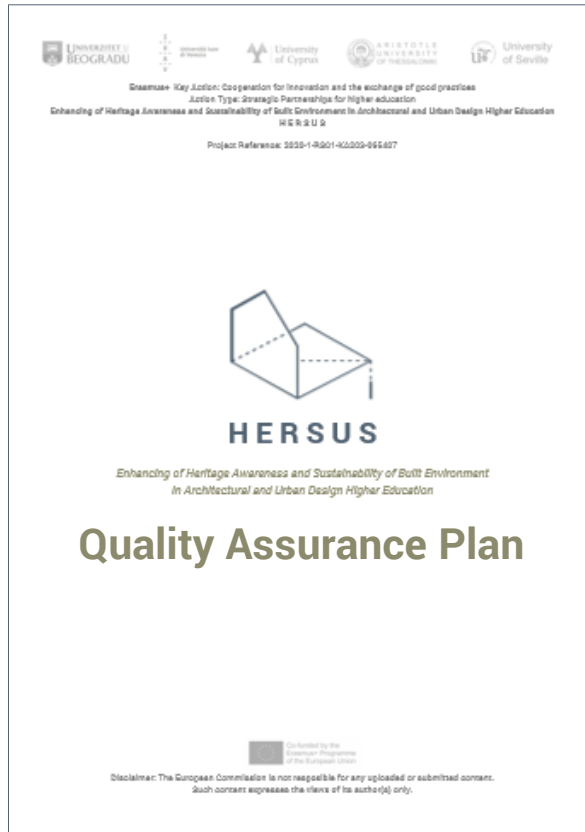
Second four month plan (March-June 2021)

Timetable
Roles and responsibilities

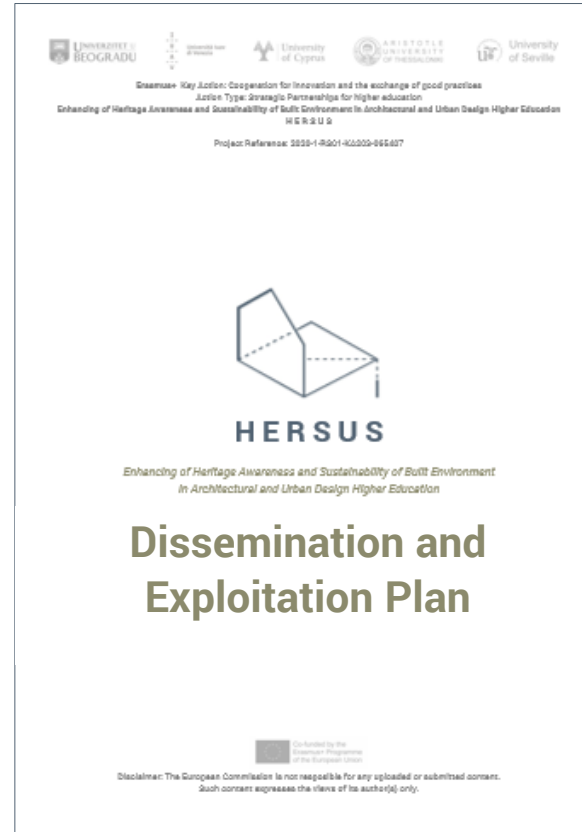
Finalization of first milestone

Reflections on HERSUS Webinar
SWOT Analysis of Teaching methodologies
IO1 Publication

HERSUS Plans and Protocols



outlines the main aspects of quality management and **defines principles, requirements and procedures needed for an effective implementation of quality assurance and control**



to describe, guide and monitor the visibility and communication strategy of the project, so that all activities that will be carried out during the project lifetime will be widely known by the largest possible target audience



procedures and guides which will secure a clear understanding of **responsibilities and roles of project partners, a timeline of project activities as well as reporting issues**



1

outlines the main aspects of quality management and **defines principles, requirements and procedures needed for an effective implementation of quality assurance and control**

DOCUMENT CONTROL SHEET

1 INTRODUCTION

2 QUALITY CONTROL AND MONITORING

- 2.1. Documents
- 2.2. Project Management and Implementation
- 2.3. Dissemination and exploitation
- 2.4. Intellectual output

3 INTERNAL QUALITY CONTROL AND MONITORING

- 3.1. Project Quality Assurance Strategy
- 3.2. Roles and Responsibilities

4 EXTERNAL QUALITY CONTROL AND MONITORING

5 GENERAL PROJECT GUIDELINES

ANNEXES

HERSUS Document Template

HERSUS Presentation Template

HERSUS Minutes of the Meetings Template

HERSUS Meeting Attendance Sheet template: Virtual meetings and Regular meetings

HERSUS Website News Template

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Document Control Sheet

Title of Document:	Quality Assurance Plan
Activity Type:	Project Management and Implementation
Last version date:	12.01.2021.
Status:	Draft
Document Version:	v.1
File Name	HERSUS QAP v.1.doc
Number of Pages	16
Dissemination Level	Public

DOCUMENT CONTROL SHEET

1 INTRODUCTION

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2.1. Documents

2.2. Project Management and Implementation

2.3. Dissemination and exploitation

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HERSUS Presentation Template

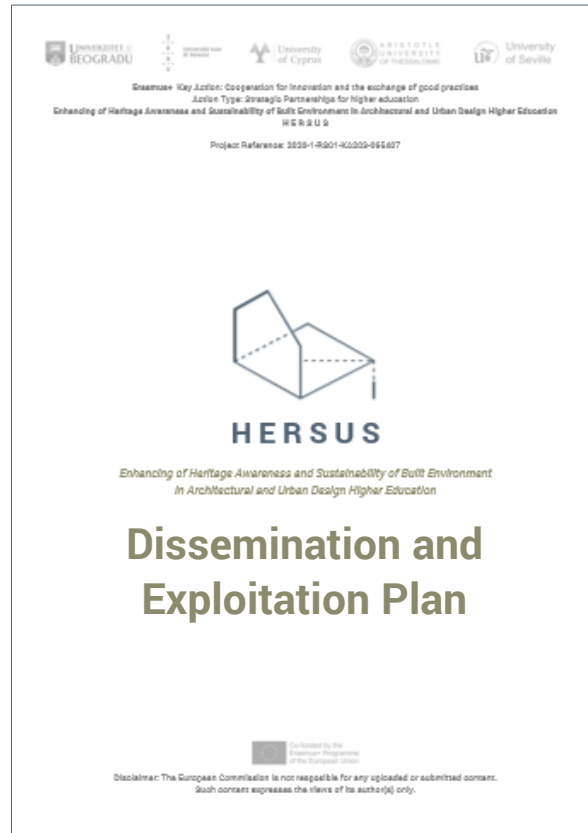
HERSUS Minutes of the Meetings Template

HERSUS Meeting Attendance Sheet template: Virtual meetings and Regular meetings

HERSUS Website News Template

Annex	Usage
Annex I	Word Document Template will be used for all kinds of HERSUS written materials
Annex II	Power Point Presentation Template will be used for preparing presentations of events, outputs, etc.
Annex III	Meeting Minutes Template will be used for the preparation of team meeting reports, regarding the TPMs, MEs and LTTs as well as Zoom meetings.
Annex IV.1 and Annex IV.2	Attendance Sheet Template will be filled in during every type of meeting – TPM, ME and LTT.

2



to describe, guide and monitor the visibility and communication strategy of the project, so that all activities that will be carried out during the project lifetime will be widely known by the largest possible target audience

DOCUMENT CONTROL SHEET

1 INTRODUCTION

2 DISSEMINATION, COMMUNICATION AND EXPLOITATION STRATEGY

- 2.1. Dissemination
- 2.2. Communication
- 2.3. Exploitation

3 TARGET GROUPS

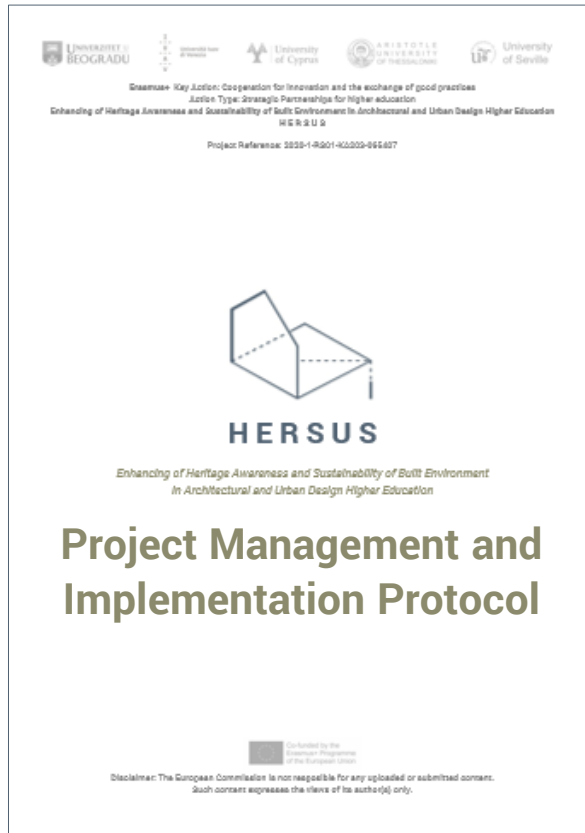
4 DISSEMINATION TOOLS

- 4.1. The HERSUS visual identity
- 4.2. The HERSUS logo
- 4.3. The HERSUS website
- 4.4. The HERSUS Sharing Platform
- 4.5. HERSUS on Social Media
- 4.6. E-mail account and mailing list
- 4.7. Newsletters
- 4.8. Press releases for events and activities

5 DISSEMINATION INDICATORS

6 HERSUS Project Dissemination Timetable – from November 2020 to August 2023

3



procedures and guides which will secure a clear understanding of **responsibilities and roles of project partners, a timeline of project activities as well as reporting issues**

DOCUMENT CONTROL SHEET

1 INTRODUCTION

2 MANAGEMENT STRUCTURE

3 PROJECT MANAGEMENT AND REPORTING

- 3.1. Obligations and roles
- 3.2. Specific obligations and roles of project coordinator
- 3.3. Reporting

4 INTERNAL REPORTS – QUARTERLY FINANCIAL AND NARRATIVE REPORTING

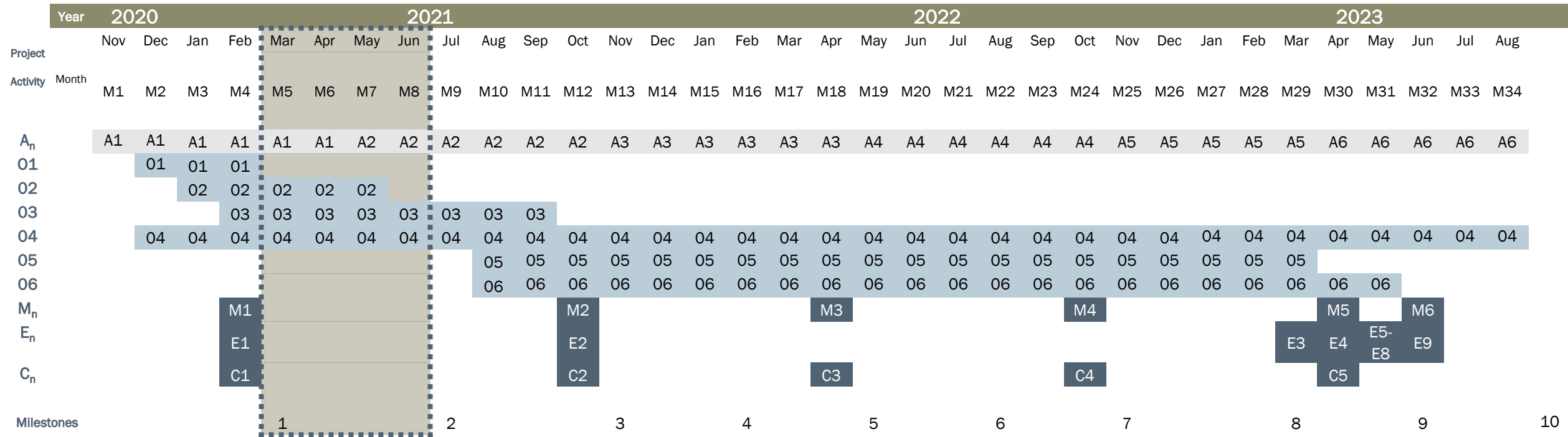
- 4.1. Template 1 – Internal quarterly financial and narrative reporting for reporting on TPM, ME and LTT, and for IOs (Timesheets)
- 4.2. Template 2 – Internal quarterly financial and narrative reporting template for PM&I reporting
- 4.3. Template 3 – Financial and Narrative Reporting Template for on Completed Intellectual Outputs

5 OWNERSHIP AND PROPERTY RIGHTS

6 USE OF IT TOOLS



Second four month plan: Timetable



A PROJECT MANAGEMENT AND IMPLEMENTATION ACTIVITIES **O** INTELLECTUAL OUTPUTS/ACTIVITIES **M** TRANSNATIONAL PROJECT MEETINGS **E** MULTIPLIER EVENTS **C** LEARNING/TEACHING/TRAINING ACTIVITIES

Transnational project meeting
Kick-Off Meeting

Second four month plan: Roles and responsibilities

UB-FA	IUAV	UCY	AUTH	USE
I03: Statements for Teaching through Design for Sustainability of the Built Environment and Heritage Awareness	04: HERSUS Sharing Platform	I01: Report	02: Questionnaire for the State of the Art	
First Internal Reporting	First Internal Reporting	First Internal Reporting	First Internal Reporting	First Internal Reporting

Finalization of first milestone



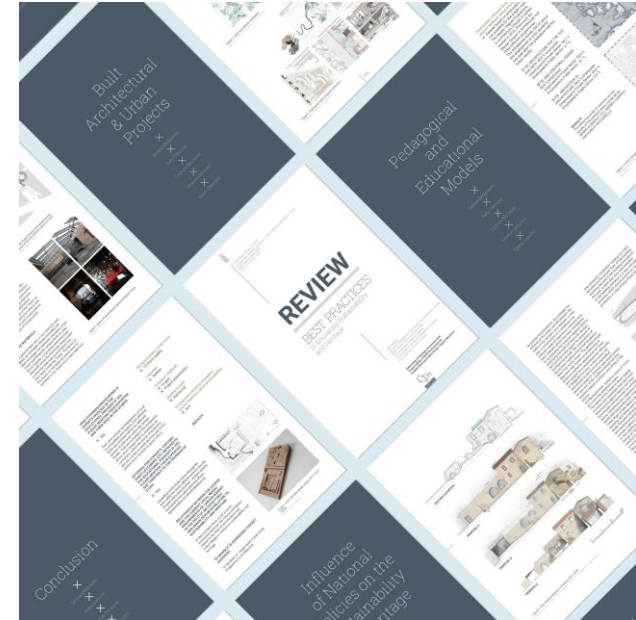
Reflections on HERSUS Webinar

Seminar Booklet



SWOT Analysis of Teaching methodologies

Input for IO3



IO1 Publication

Disseminating First Result