| N. | Activity | Deliverable/ Task | Role | Responsibility | Old Internal Deadline | Evaluation | New Int. Deadline |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Output 2 – Activity Leader: DIT | | | | | | | |
| 1 | O2/ A1 Training course contents  01.06. – 30.11.18 | „Development of modular training contents with self-diagnostic tools in English” | **Leader: DIT** | Coordinate | 11.18 | DIT | done |
| 2 | Reference Document – Guidelines for the development of training contents / O2 Activity Plan | DIT | Prepare | 06.18 | DIT | done |
| 3 | 1st Peer review | Peer Review Committee | Review | 18.01.19 | FSFE, OFE | done |
| 4 | 2nd Peer review and finalisation | Peer Review Committee | Review | 25.02.19 | FSFE, OFE | done |
| 5 | Content development of Units | ALL | Prepare | 08.03.19 |  | done |
| 6 | Training Plan for the course | DIT | Prepare | 22.03.19 | DIT | ASAP |
| 7 | Diss. Action | 2nd Newsletter (A11) | ALL | Prepare | 05.18/ ASAP |  | Done 03.19 |
| 8 | O2/ A3 FOSS4SMEs Platform  01.11.18 – 30.01.19 | Design plan for the distant learning platform | **Leader: ATL** | Create | ASAP | ATL | ASAP |
| 9 | Development and customisation of the platform | ATL | Develop | continuing | ATL | continuing |
| 10 | Content import and management support | ATL | Import | 08-15.03.19 | ATL | done |
| 11 | each partner finishes first test, following a test plan to be developed by ATL | ALL | Test | 15-22.03.19 |  | done |
| 12 | implement changes found during testing period + looking at other units | ALL | Change | 22-31.03.19 |  | ASAP |
| 13 | Peer review and finalisation | Peer Review Committee | Final test | 01-05.04.19 | FSFE, OFE | 01-05.04.19 |
| 14 | O2/ A4 FOSS4SMEs Assessment  01.02. – 30.05.19 | Methodological Framework with tools for the assessment | **Coordination: P6 – SU** | Prepare and coordinate | 02.19 | QM | done |
|  | Tools (surveys and a model for collection of case studies) (proposal pages 62-63) | DLEARN | Prepare | 04.19 |  | ASAP |
| 15 | Short training activity in GR / Multiplier Event 1 in Greece | ATL | Conduct | 04.19 | tr. participants | Both in 08.19 |
| 16 | Short training activity in IR / Multiplier Event 3 in Ireland | DIT | Conduct | 04.19 | tr. participants | ???? |
| 17 | Short training activity in DE /  Multiplier Event 4 in Germany | FSFE | Conduct | 04.19 | tr. participants | ???? |
| 18 | Short training activity in SE / Multiplier Event 5 in Sweden | SU | Conduct | 04.19 | tr. participants | ???? |
| 19 | Short training activity in the UK /  Multiplier Event 6 in the UK | OFE | Conduct | 04.19 | tr. participants | ???? |
| 20 | Short training activity in IT / Multiplier Event 2 in Italy | Dlearn | Conduct | 04.19 | tr. participants | ???? |
| 21 | VET provider tests applicability of the course in GR, IR, DE, SE, UK, IT | ALL | Organise | 05.19 | Local VET providers | GR: 06.19  IR: ???  IT: ???  SE: ???  UK: ???  DE: ??? |
| 22 | Diss. Action | 3rd Newsletter (A11) | ALL | Prepare | (was 01.19) New dead. ??? |  | 06-07.19 |
| 23 | O2/ A5 Final Release  01-30.06.19 | Evaluation of the e-learning platform and of the English course | ALL | Conduct | 15.06.19 | PM, QM, MC | 15.06.19 |
| 24 | Improvement of the platform and the course | ALL | Conduct | 15.06.19 | PM, QM, MC | 15.06.19 |
|  | Video Import | DIT | Prepare | 04.19 |  | 20.06.19 the latest |
| 25 | Final release | ALL | Conduct | 30.06.19 | FSFE, OFE | 30.06.19 |
| 26 | O2/ A2 Translations  01-31.12.18 | Translation in Greek | ATL | Prepare | 19.07.19 | ATL | 19.07.19 |
| 27 | Translation in Swedish | SU | Prepare | 19.07.19 | SU | 19.07.19 |
| 28 | Translation in German | FSFE | Prepare | 19.07.19 | OFE | 19.07.19 |
| 29 | Translation in Italian | Dlearn | Prepare | 19.07.19 | Dlearn | 19.07.19 |
| 30 | Import of translation in Platform | ALL or ATL |  | 31.07.19 |  | 31.07.19 |
| 31 | Diss. Action | Feasibility Study (to be added in the Expl. Plan) | OFE | Prepare | 06.19 | PM, QM, MC | 06.19 |
| Output 3 – Activity Leader: OFE | | | | | | | |
| 32 | O3/ A1 Terms of reference and research  01.03. – 30.04.19 | Definition of terms and objectives | Leader: OFE |  | 03.19 | OFE | ASAP |
| 33 | Devise a research brief and strategy | OFE | Prepare | 03.19 | OFE | ASAP |
| 34 | Analysis of project results and impact | OFE | Prepare | 04.19 | OFE | ASAP |
| 35 | Building a model to project potential impact on the performance of European SMEs uptaking the FOSS migration | OFE | Contribute: ALL | 04.19 | OFE | ASAP |
| 36 | Peer review and finalisation | Peer Review Committee |  | 04.19 | Dlearn, ATL | ASAP |
| 37 | O3 / A2 Prepare report and consultation  01.05. – 30.07.19 | Policy Recommendation Report | Leader: OFE | Contribute: ALL | 06.19 | OFE | 28.06.19 |
| 38 | Distribution of draft report to stakeholders for review | ALL | Distribute | 06.19 | OFE | 28.06.19 |
| 39 | Presentation of the report to a multiplier event to collect feedback | OFE | Present | 06.19 | OFE | 28.06.19 |
| 40 | Peer review and finalisation | Peer Review Committee |  | 07.19 | Dlearn, ATL | 25.07.19 |
| 41 | O3/ A3 Final report  01-30.08.19 | Final recommendation report, summary report, abridged version | OFE | Prepare | 08.19 | PM, QM, MC | 20.08.19 |
| 42 | Presentation of the final recommendation report in the final multiplier event in Brussels | OFE | Organise and present | 09.19 | OFE | 25.09.19 |
| 43 |  | Translation of all O3 deliverables | ATL, DLEARN, SKUNI, FSFE | Prepare | 09.19 |  | 23.09.19 |
| 44 |  | Translation of all O2 deliverables | ATL, DLEARN, SKUNI, FSFE | Prepare | 09.19 |  | 23.09.19 |
| 45 | Diss. Action | Final International Conference (Multiplier Event 4) in Brussels (EU Institutions) | OFE | Organise | 09.19 | OFE | 25.09.19 |
| 46 |  | 4th transnational Meeting in Brussels | Organisation: OFE.  Support: Dlearn | Participate: All | 09.19 | Dlearn | 24-25.09.19 |
| 47 | Diss. Action | 4th Newsletter (A11) | ALL | Prepare | 08 - 09.19 |  | 27.09.19 |
| 48 |  | Final Quality report | Dlearn | Prepare | 09.19 |  | 23.09.19 |
| 49 |  | Final Exploitation Plan (A13) (the Exploitation strategy, the Sustainability Statement, the Feasibility Study and the Responsibility Matrix) | FSFE | Prepare | 09.19 | PM, QM, MC | 23.09.19 |
| 50 | Diss. Action | Project Website | ALL | Finalise |  |  | 27.09.19 |
| 51 |  | Timesheets and financial Information | ALL | Prepare |  |  | 27.09.19 |
|  |  | Collection of documents for the **Final Project Report (A6)** | ATL | Prepare | 07-09.19  (Final: 11.19) | QM | Up to 23.09.19  (Final: 11.19) |