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Erasmus+ Programme
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FACILITATE-AI

GUIDELINES FOR FACILITATING THE LEARNING OF ARTIFICIAL INTELLIGENCE
BY SCHOOL STUDENTS OF GRADES 7-12

Project title:

FACILITATE - AI: Guidelines for facilitating the learning of Artificial Intelligence (AI) by School Students of Grades 7-12

Reference number: 2021-1-CY01-KA220-SCH-000032567

Implementation period: 01/02/2022 – 31/01/2024

Management Plan **Workflow**

Updated March 2022

R1: AI Teaching Guide for teachers facilitating the learning of students in grades 7-12. (**Leaders:** Doukas School
Co-leaders: ITC ELSA MORANTE School)

R2: Training Course for Facilitators of learning in AI-STEAME education (**Leaders:** Plovdiski University,
Co-leaders: Polytechnic of Porto)

R3: Dynamic Online Learning Environment with OER on AI in interdisciplinary STEAME school subjected with a set of Blueprint Policy Recommendations (**Leaders:** Prof. Ivan Apostolov Private English Language School,
Co-leaders: CYMS)

Deliverables of the Project:

D1. Dissemination Plan and implementation Results

D2. Contingency Plan

D3. Quality Assurance and Evaluation Plan

D4. Exploitation Plan with a webspace for continuous development, updating, support, networking and sharing

D5. FACILITATE-AI Symposium within the annual EUROMATH & EUROSCIENCE Pupils Conference.

D6. FACILITATE-AI Course Certification Programme, promotion and administration

D7. Inter-institutional National level: partnerships with other local or regional schools or Pedagogical Institutes, cooperating as Associate Partners in the use of the Blueprint Policy Recommendations for European Education Authorities.

D8. Production of a FACILITATE-AI **PITCH VIDEO**

D9. Progress Reports: Every 3 months each partner will submit a progress report including time sheets and other related documents.

D10. Progress and Final Reports as required by the funding agency.

D11. Consolidated Dissemination Spreadsheet Report: Each partner will keep a dissemination spreadsheet log reporting all dissemination activities related to the project and will be shared with all the partners every 3 months.

D12. Creation of the project's logo and visual identity.

D13. Project Website and Social Media pages.

D14. At least 4 Newsletters.

D15. Creation of the **AI Education Observatory**



Date	No	Activity	Leader + Status	DONE?
2022				
MONTH 1 February 2022	M1		Leader + Status	Progress
February 2022	MGT	Partner agreements signed between the Coordinating Organization and each partner. P0. CYMS - CY P1. PLOVDIVSKI UNI- BG P2. INSTITUTO POLITECNICO DO PORTO – PT P3. UNIVERSITATEA SPIRU HARET - RO P4. Prof. Ivan Apostolov Private English Language School – BG P5. ITC PACLE MORANTE LIMBIATE – IT P6. IASA – GR P7. DOUKAS SCH. – GR P8. UCY - CY	P0. CYMS	Pending
March 2022	MGT	Project image development: Web design structure (www.facilitate-ai.eu) Facebook Page creation	P0. CYMS	DONE
February 2022	MGT	First Online meeting – 04/02/2022	P0. CYMS	
February 2022	R1	Result 1 starting: R1-A1: Pedagogical and Learning Framework for teacher facilitators (PLF)	Leaders: Doukas School Co-leaders: ITC ELSA MORANTE School	Pending
February 2022	MGT	Formation of the project Quality Assurance committee. *The consortium will also establish a Quality Assurance Committee with 3 participants from partners (excluding the coordinator) preferably managers, with enough experience to be able to identify risks and decide upon the necessary corrective/ preventive actions. Preparation of the Quality Assurance Plan, The Risk Management Plan, The Quality Assurance Statement and the Indicators spreadsheet.	Leaders of QA: P8. UCY Co-Leaders of QA: P4. Prof. Ivan Apostlov	
February 2022	MGT	First instalment payment to partners is made	P0- CYMS	



February 2022	MGT	Preparation of the Dissemination Spreadsheets, Dissemination Strategy and Plan, Flyers, provide promotional content ideas, social media etc.	(Leaders of Dissemination: P0. CYMS)	
February 2022	MGT	Creating of the Project's Logo	P0 - CYMS	
February 2022	MGT	Evaluation		
February 2022	MGT	Dissemination		
February 2022	MGT	First Press Release in English. Partners translate into national languages and then publish. Send copies of published Press Release to the coordinator and URL links to published locations.	P0 - CYMS	
MONTH 2 March 2022			Leader + Status	Progress
March 2022	R1	R1 Developing: R1-A1: Pedagogical and Learning Framework for teacher facilitators (PLF) R2-A2: Additional Modules focusing on the facilitation of the learning of AI by school students.	Leaders: Doukas School Co-leaders: ITC ELSA MORANTE School	
March 2022	TPM1	Kick-off Meeting, Cyprus. Location: Nicosia- Cyprus Host: Cyprus Mathematical Society Date: 10 – 11 March (noon to noon)	P0. CYMS	
March 2022	MGT	Kick-off meeting minutes and TO-DO-LIST to be prepared, finalized, and approved.		
March 2022	MGT	Quality Assurance Statement to be signed		
March 2022	MGT	Evaluation		
March 2022	MGT	Evaluation report of the TPM1	Leaders of QA: P8. UCY Co-Leaders of QA: P4. Prof. Ivan Apostlov	
March 2022	MGT	Dissemination		
MONTH 3 April 2022			Leader + Status	Progress



April 2022	R1	R1 Developing: R1-A1: Pedagogical and Learning Framework for teacher facilitators (PLF) R2-A2: Additional Modules focusing on the facilitation of the learning of AI by school students.	Leaders: Doukas School Co-leaders: ITC ELSA MORANTE School	
April 2022	MGT	Evaluation		
April 2022	MGT	Dissemination		
MONTH 4 May 2022			Leader + Status	Progress
May 2022	R1	Result 1 Developing: R1.A1. Design and programming of the interface (Closing) R1.A2. Development of the methodology and educational approach R1.A3. AI Dynamic Curriculum Design and Format	Leaders: Doukas School Co-leaders: ITC ELSA MORANTE School	
May 2022	R2	Result 2 Starting: R2.A1. PLF Competences for teacher facilitators transformed into Modules	Leaders: Plovdiski University, Co-leaders: Polytechnic of Porto	
May 2022	MGT	Second Online Project Meeting	P0. CYMS	
May 2022	MGT	Quarter 1 (February – April 2022) reports to be sent. Forms F1, F2, F3 Send times sheets F3 reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also. F2 reports are done after physical TPMs.		
May 2022	MGT	Evaluation		
May 2022	MGT	Dissemination		
MONTH 5 June 2022			Leader + Status	Progress



June 2022	R1	Result 1 Developing: R1.A2. Development of the methodology and educational approach R1.A3. AI Dynamic Curriculum Design and Format	Leaders: Doukas School Co-leaders: ITC ELSA MORANTE School	
June 2022	R2	Result 2 Developing: R2.A1. PLF Competences for teacher facilitators transformed into Modules	Leaders: Plovdiski University, Co-leaders: Polytechnic of Porto	
June 2022	MGT	Evaluation		
June 2022	MGT	Dissemination		
MONTH 6 July 2022			Leader + Status	Progress
July 2022	R1	Result 1 Developing: R1.A3. AI Dynamic Curriculum Design and Format R1.A4. Learning and Creativity Plans for the use by facilitators of learning. (Starting)	Leaders: Doukas School Co-leaders: ITC ELSA MORANTE School	
July 2022	R2	Result 2 Developing: R2.A1. PLF Competences for teacher facilitators transformed into Modules	Leaders: Plovdiski University, Co-leaders: Polytechnic of Porto	
July 2022	R2	C1 Training Event (LTTA) Location: Sofia, Bulgaria Organized by: Prov. Ivan Apostolov		
July 2022	MGT	Evaluation report for the Training event	Leaders of QA: P8. UCY Co-Leaders of QA: P4. Prof. Ivan Apostlov	
July 2022	MGT	Creation of the First Newsletter (Content ideas: The Kick-off meeting, progress of Result, register to the project newsletter, become an associated partner, Training Event in BG)		
July 2022	MGT	Each partner reports on Dissemination Activities and Indicator related evidence covering the		



		project period until the end of October 2021 (first six months). Evidence should be reported.		
July 2022	MGT	Indicator's measurement (first 6 months)		
July 2022	MGT	Evaluation		
July 2022	MGT	Dissemination		
MONTH 7 August 2022			Leader + Status	Progress
August 2022	R1	Result 1 Developing: R1.A3. AI Dynamic Curriculum Design and Format (closing) R1.A4. Learning and Creativity Plans for the use by facilitators of learning.	Leaders: Doukas School Co-leaders: ITC ELSA MORANTE School	
August 2022	R2	Result 2 Developing: R2.A1. PLF Competences for teacher facilitators transformed into Modules R2.A2. Additional Modules focusing on the facilitation of the Learning of AI by school students.	Leaders: Plovdiski University, Co-leaders: Polytechnic of Porto	
August 2022	MGT	Quarter 2 (May – July 2022) reports to be sent. Forms F1, F3, F5 Send times sheets F3 reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.		
August 2022	MGT	Evaluation		
August 2022	MGT	Dissemination		
MONTH 8 September 2022			Leader + Status	Progress
September 2022	R1	Result 1 Developing:	Leaders: Doukas School	



		R1.A4. Learning and Creativity Plans for the use by facilitators of learning.	Co-leaders: ITC ELSA MORANTE School	
September 2022	R2	Result 2 Developing: R2.A1. PLF Competences for teacher facilitators transformed into Modules (closing) R2.A2. Additional Modules focusing on the facilitation of the Learning of AI by school students.	Leaders: Plovdiski University, Co-leaders: Polytechnic of Porto	
September 2022	MGT	Third Online Project Meeting	P0. CYMS	
September 2022	MGT	Evaluation		
September 2022	MGT	Dissemination		
MONTH 9 October 2022			Leader + Status	Progress
October 2022	R1	Result 1 Developing: R1.A4. Learning and Creativity Plans for the use by facilitators of learning.	Leaders: Doukas School Co-leaders: ITC ELSA MORANTE School	
October 2022	R2	Result 2 Developing: R2.A2. Additional Modules focusing on the facilitation of the Learning of AI by school students.	Leaders: Plovdiski University, Co-leaders: Polytechnic of Porto	
October 2022	MGT	Dissemination		
October 2022	MGT	Evaluation		
MONTH 10 November 2022			Leader + Status	Progress
November 2022	R1	Result 1 Developing: R1.A4. Learning and Creativity Plans for the use by facilitators of learning.	Leaders: Doukas School Co-leaders: ITC ELSA MORANTE School	



November 2022	R2	Result 2 Developing: R2.A2. Additional Modules focusing on the facilitation of the Learning of AI by school students.	Leaders: Plovdiski University, Co-leaders: Polytechnic of Porto	
March 2022	TPM2	Second Physical Meeting, Bulgaria (TPM2) Location: Plovdiv - Bulgaria Host: Plovdivski University		
November 2022	MGT	Quarter 3 (August – October 2022) reports to be sent. Forms F1, F2, F3 Send times sheets F3 reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also. F2 reports are done after physical TPMs.		
November 2022	MGT	Evaluation		
November 2022	MGT	Dissemination		
MONTH 11 December 2022			Leader + Status	Progress
December 2022	R1	Result 1 Developing: R1.A4. Learning and Creativity Plans for the use by facilitators of learning.	Leaders: Doukas School Co-leaders: ITC ELSA MORANTE School	
December 2022	R2	Result 2 Developing: R2.A2. Additional Modules focusing on the facilitation of the Learning of AI by school students.	Leaders: Plovdiski University, Co-leaders: Polytechnic of Porto	
December 2022	MGT	Evaluation		
December 2022	MGT	Dissemination		
	MGT	Preparation for the Interim Report		
2023				
MONTH 12 January 2023			Leader + Status	Progress



January 2023	R1	Result 1 Developing: R1.A4. Learning and Creativity Plans for the use by facilitators of learning.	Leaders: Doukas School Co-leaders: ITC ELSA MORANTE School	
January 2023	R2	Result 2 Developing: R2.A2. Additional Modules focusing on the facilitation of the Learning of AI by school students.	Leaders: Plovdiski University, Co-leaders: Polytechnic of Porto	
January 2023	MGT	Fourth Online Project Meeting	P0. CYMS	
January 2023	MGT	Quality evaluation report	Leaders of QA: P8. UCY Co-Leaders of QA: P4. Prof. Ivan Apostlov	
January 2023	MGT	Preparation of the Second Newsletter (12 months)	P0. CYMS	
January 2023	MGT	Indicator's measurement (first 12 months)	P0. CYMS	
January 2023	MGT	Evaluation		
January 2023	MGT	Dissemination		
30 June		DEADLINE FOR INTERIM REPORT		
MONTH 13 February 2023			Leader + Status	Progress
February 2023	R1	Result 1 Closing: R1.A4. Learning and Creativity Plans for the use by facilitators of learning.	Leaders: Doukas School Co-leaders: ITC ELSA MORANTE School	
February 2023	R2	Result 2 Developing: R2.A2. Additional Modules focusing on the facilitation of the Learning of AI by school students. R2.A3. Training Programme (3 days) with 3 Modules per Day (starting)	Leaders: Plovdiski University, Co-leaders: Polytechnic of Porto	
February 2023	R3	Result 3 Starting:	Leaders: Prof. Ivan Apostolov Private English	



		R3.A1. Design the Learning Environment with existing tools like Moodle to set up a platform accessible to teachers and students	Language School, Co-leaders: CYMS	
February 2023	MGT	Quarter 4 (November 2022-January 2023) reports to be sent. Forms F1, F2, F3 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original.		
February 2023	MGT	Evaluation		
February 2023	MGT	Dissemination		
MONTH 14 March 2023			Leader + Status	Progress
March 2023	R2	Result 2 Developing: R2.A2. Additional Modules focusing on the facilitation of the Learning of AI by school students. R2.A3. Training Programme (3 days) with 3 Modules per Day	Leaders: Plovdiski University, Co-leaders: Polytechnic of Porto	
March 2023	R3	Result 3 Developing: R3.A1. Design the Learning Environment with existing tools like Moodle to set up a platform accessible to teachers and students.	Leaders: Prof. Ivan Apostolov Private English Language School, Co-leaders: CYMS	
March 2023	MGT	Evaluation		
March 2023	MGT	Dissemination		
MONTH 15 April 2023			Leader + Status	Progress
April 2023	R2	Result 2 Developing:	Leaders: Plovdiski University,	



		R2.A2. Additional Modules focusing on the facilitation of the Learning of AI by school students. R2.A3. Training Programme (3 days) with 3 Modules per Day	Co-leaders: Polytechnic of Porto	
April 2023	R3	Result 3 Developing: R3.A1. Design the Learning Environment with existing tools like Moodle to set up a platform accessible to teachers and students. R3.A2. Development, Piloting and publication (Starting)	Leaders: Prof. Ivan Apostolov Private English Language School, Co-leaders: CYMS	
April 2023	MGT	Fifth Online Project Meeting	P0. CYMS	
April 2023	MGT	Quarter 5 (January 2023- March 2023) reports to be sent. Forms F1, F3 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. F6 form gets completed after using the exceptional cost budget (for translations)		
April 2023	MGT	Evaluation		
April 2023	MGT	Dissemination		
MONTH 16 May 2023			Leader + Status	Progress
May 2023	R2	Result 2 Developing: R2.A2. Additional Modules focusing on the facilitation of the Learning of AI by school students. (Closing) R2.A3. Training Programme (3 days) with 3 Modules per Day	Leaders: Plovdiski University, Co-leaders: Polytechnic of Porto	
May 2023	R3	Result 3 Developing: R3.A1. Design the Learning Environment with existing tools like Moodle to set up a platform accessible to teachers and students. (Closing) R3.A2. Development, Piloting and publication	Leaders: Prof. Ivan Apostolov Private English Language School, Co-leaders: CYMS	
May 2023	MGT	Evaluation		
May 2023	MGT	Dissemination		



MONTH 17 June 2023			Leader + Status	Progress
June 2023	R2	Result 2 Developing: R2.A3. Training Programme (3 days) with 3 Modules per Day	Leaders: Plovdiski University, Co-leaders: Polytechnic of Porto	
June 2023	R3	Result 3 Developing: R3.A2. Development, Piloting and publication	Leaders: Prof. Ivan Apostolov Private English Language School, Co-leaders: CYMS	
June 2023	MGT	Evaluation		
June 2023	MGT	Dissemination		
MONTH 18 July 2023			Leader + Status	Progress
July 2023	R2	Result 2 Developing: R2.A3. Training Programme (3 days) with 3 Modules per Day	Leaders: Plovdiski University, Co-leaders: Polytechnic of Porto	
July 2023	R3	Result 3 Developing: R3.A2. Development, Piloting and publication	Leaders: Prof. Ivan Apostolov Private English Language School, Co-leaders: CYMS	
July 2023	MGT	Preparation of the Third Newsletter (month 18)	P0. CYMS	
July 2023	MGT	Indicator's measurement (18 months)	P0. CYMS	
July 2023	R2	C2 Training Event (LTTA) Location: Athens, Greece Organized by: Doukas School		
July 2023	ME	Multiplier Event – E5 Location: Italy Organized by: ITC Pacle Morante		



July 2023	MGT	Evaluation		
July 2023	MGT	Dissemination		
MONTH 19 August 2023			Leader + Status	Progress
August 2023	R2	Result 2 Closing: R2.A3. Training Programme (3 days) with 3 Modules per Day (closing)	Leaders: Plovdiski University, Co-leaders: Polytechnic of Porto	
August 2023	R3	Result 3 Developing: R3.A2. Development, Piloting and publication R3.A3. Blueprint Policy Recommendations for European Education Authorities (Starting)	Leaders: Prof. Ivan Apostolov Private English Language School, Co-leaders: CYMS	
August 2023	MGT	Quarter 6 (May 2023- July 2023) reports to be sent. Forms F1, F3 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original.		
August 2023	MGT	Evaluation		
August 2023	MGT	Dissemination		
MONTH 20 September 2023			Leader + Status	Progress
September 2023	R3	Result 3 Developing: R3.A2. Development, Piloting and publication (Closing) R3.A3. Blueprint Policy Recommendations for European Education Authorities	Leaders: Prof. Ivan Apostolov Private English Language School, Co-leaders: CYMS	
September 2023	MGT	Quarter 6 (June 2023- August 2023) reports to be sent. Forms F1, F3, F5 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original.		
September 2023	MGT	Sustainability and Promotion		



September 2023	MGT	Evaluation		
September 2023	MGT	Dissemination		
MONTH 21 October 2023			Leader + Status	Progress
October 2023	R3	Result 3 Developing: R3.A3. Blueprint Policy Recommendations for European Education Authorities	Leaders: Prof. Ivan Apostolov Private English Language School, Co-leaders: CYMS	
October 2023	TPM3	Final Meeting, Romania. Location: Bucharest - Romania Host: SPIRU HARET UNI.		
October 2023	ME	Multiplier Event – E4 Location: Bucharest - Romania Organized by: SPIRU HARET UNI		
October 2023	MGT	TPM3 Meeting post- Evaluation (online through google forms) Preparation of Minutes and to-do list form the meeting		
October 2023	MGT	Sustainability and Promotion		
October 2023	MGT	Evaluation		
October 2023	MGT	Dissemination		
MONTH 22 November 2023			Leader + Status	Progress
November 2023	R3	Result 3 Developing: R3.A3. Blueprint Policy Recommendations for European Education Authorities	Leaders: Prof. Ivan Apostolov Private English Language School, Co-leaders: CYMS	
November 2023	MGT	Begin Exploitation plan		



November 2023	ME	Multiplier Event – E2 Location: Plovdiv - Bulgaria Organized by: Plovdivski Uni.		
November 2023	ME	Multiplier Event – E3 Location: Porto - Portugal Organized by: IPDP		
November 2023	ME	Multiplier Event – E5 Location: Monza - Italy Organized by: ITC PACLE MORANTE		
November 2023	MGT	Quarter 7 (August 2023 - October 2023) reports to be sent. Forms F1, F2, F3, F4, F5 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.		
November 2023	MGT	Sustainability and Promotion		
November 2023	MGT	Evaluation		
November 2023	MGT	Dissemination		
MONTH 23 December 2023			Leader + Status	Progress
December 2023	R3	Result 3 Developing: R3.A3. Blueprint Policy Recommendations for European Education Authorities	Leaders: Prof. Ivan Apostolov Private English Language School, Co-leaders: CYMS	
December 2023	MGT	Exploitation plan	P0. CYMS	
December 2023	MGT	Sustainability and Promotion		
December 2023	MGT	Sixth Online Project Meeting	P0. CYMS	
December 2023	ME	Multiplier Event – E1 Location: Nicosia - Cyprus Organized by: Cyprus Mathematical Society		
December 2023	MGT	Evaluation		



December 2023	MGT	Dissemination		
MONTH 24 January 2024			Leader + Status	Progress
January 2024	R3	Result 3 Closing: R3.A3. Blueprint Policy Recommendations for European Education Authorities	Leaders: Prof. Ivan Apostolov Private English Language School, Co-leaders: CYMS	
January 2024	MGT	Quality evaluation report	Leaders of QA: P8. UCY Co-Leaders of QA: P4. Prof. Ivan Apostlov	
January 2024	MGT	Finalization of the exploitation strategy and plan		
January 2024	MGT	Sustainability and Promotion		
January 2024	MGT	Post-evaluation of the project	Leaders of QA: P8. UCY Co-Leaders of QA: P4. Prof. Ivan Apostlov	
January 2024	MGT	Indicator's measurement (24 months)	P0. CYMS	
January 2024	MGT	Evaluation		
January 2024	MGT	Electronic Dissemination of the Fourth and last Newsletter		
January 2024	MGT	Dissemination		
		Final Report Documents		
January 2024	MGT	Quarter 8 (November 2023 – January 2024) reports to be sent. Forms F1, F2, F3, F4, F5, F6 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.		
		END OF PROJECT		