**Calendar of Deadlines**

**WP1: Management**

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| **Deadline** | **Results**  | **Partner** | **Template and Tools** |
| Final report:31/10/ 2025 | Financial report | All partners | WP1.C - Guidelines for financial managementWP1.D - Templates for financial management |

 **WP2 – Handbook**

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| **Deadline** | **Results**  | **Partner** | **Template and Tools** |
| 25/10/2024 | Send letter of involvement of target groups | AE Miguel Torga (PT) | WP2.I - Target Group Involvement Declaration |

**WP3 - Online Training Package**

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| **Deadline** | **Results**  | **Partner** | **Template and Tools** |
| 30/10/2024 | Check the Word documents | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) |  |
| 06/11/2024 | Send final Word Documents to avoid overlapping | ULS (IE), IPB (PT) |  |
| 11/11/2024 | Sends Final version of the videos | IPB (PT) |  |
| 15/01/2025 | Translation of the 5 modules into the national languages | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) |  |
| 28/02/2025 | Test of the online training package | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) , ULS (IE) | WP2.H – Evaluation QuestionnaireWP2.I– Tool for questionnaire analysisWP2.L – Guidelines for evaluation reportWP2.M – Target Group involvement declaration |
| 31/03/2025 | * Collect 20 evaluation questionnaires from the representatives of the target groups
* Sending of the National Testing Report
* Send the declaration of the target groups involvement
 | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) |
| 30/4/2025 | Production of Transnational Testing Reports | Pixel (IT) |  |

**WP4 – Digital Portfolio Management System**

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| **Deadline** | **Results**  | **Partner** | **Template and Tools** |
| 30/10/2024 | Send the template for the authorizations to be collected for each case scenario | IPB (PT), AEMT (PT) |  |
| 31/12/2024 | Create the DPMS | IPB (PT) |  |
| 30/04/2025 | Collect the material for 5 case scenarios per country (10 for Portugal) | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) | WP4.B - Case study |
| 23/05/2025 | Participate in an online meeting | All partners |  |
| 30/09/2025 | Test the DPMS with 20 kindergartner teachers per country (40 for Portugal) | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) | WP4.C – Evaluation QuestionnaireWP4.D – Tool for questionnaire analysisWP4.E – Guidelines for evaluation reportWP4.F - Target Group involvement declaration |
| 30/10/2025 | * Collect 20 evaluation questionnaires from the representatives of the target groups
* Sending of the National Testing Report
* Send the declaration of the target groups involvemen
 | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) |
| 30/11/2025 | Production of Transnational Testing Reports | Pixel (IT) |  |

**WP5 – Valorization**

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| **Deadline** | **Results**  | **Partner** | **Template and Tools** |
| 30/05-08-11/2025 | Organization of 1 dissemination event on the project every month and uploading the information on the project web site  | All partners | Activity to be carried out directly on the project website at <https://eydigifolio.ipb.pt/dissemination.php>  |
| 15/12/2024 | Involvement as associated partners of at least 3 organizations operating in the field of the project and upload them at <https://eydigifolio.ipb.pt/associated-partners.php> | IC Sestini (IT), IPB (PT) | WP5.B - Associated Partner Letter |
| 15/12/2024 | Send to Pixel the information related to exchange links, articles or web articles | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), ULS (IE) | WP5.D - Links |
| 15/11/2025 | Involvement as associated partners of at least 6 organizations operating in the field of the project | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) |  |
| 15/11/2025 | Publication of at least 7 among exchange links, articles or web articles | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) | WP5.D - LinksWP5.E - Articles |
| 15/11/2025 | Sending of the document related to the organized Events with 40 participants | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) | WP5.F - DescriptionWP5.G - ProgrammeWP5.H - List of Participants |
| 15/11/2025 | Sending of the Sustainability Report and Best Practice Dissemination Report | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) | WP5.I – Best Practice Dissemination ReportWP5.L – Sustainability Report |
| 15/11/2025 | Production of the transnational valorisation report  | Pixel (IT) |  |