**Calendar of Deadlines**

**WP1: Management**

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| **Deadline** | **Results**  | **Partner** | **Template and Tools** |
| Progress report1 November 2023Final report:30 November 2025 | Carry out the narrative activity report on the web site | All partners | WP1.B - Activity to be carried out directly on the project website at <https://eydigifolio.ipb.pt/wip.php>  |
| Progress report1 November 2023Final report:31 October 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** |
| 8 September 2023 | Send the working group declaration | CSSanta Clara (PT), ULS (IE) | WP2.L |
| 8 September 2023 | Send the feedback related to the handbook | CSSanta Clara (PT), AE Miguel Torga (PT) |  |
| 22 September 2023 | Definition of the final version of the contents for the handbook | IPB (PT), ULS (IE) | WP2.D – Table of Contents for HandbookWP2.E – Guidelines for the Handbook production |
| 15 October 2023 | Translation of the handbook in the national language | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) |  |
| 30 October 2023 | Production of Transnational Needs Analysis Report. | IPB (PT) |  |
| 15 November 2023 | Production of the transnational needs analysis reports | IPB (PT) |  |
| 31 December 2023 | Send letter of involvement of target groups | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) | WP1.A - Target Group involvement declaration |
| 31 December 2023 | Collect 20 evaluation questionnaires from the representatives of the target groupsSending of the National Testing Report | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) | WP2.F – Evaluation QuestionnaireWP2.G – Tool for questionnaire analysisWP2.H – Guidelines for evaluation report |
| 31 January 2024 | Production of transnational evaluation report | Pixel (IT) | WP2.H – Guidelines for evaluation report |

**WP3 - Online Training Package**

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| **Deadline** | **Results**  | **Partner** | **Template and Tools** |
| 8 September 2023 | Send declaration of working group | IC Sestini (IT), CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) | WP3.M |
| 15 September 2023 | Sending of the Europass certificates of the participants | IC Sestini (IT), CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) | WP3.D – Europass Contents |
| 30 September 2023 | Define the final version of the table of contents of the online training package | IPB (PT), ULS (IE) | WP3.F – Training Package table of contents |
| 15 October 2023 | Provide IPB and ULS with examples of case scenarios for modules 1 and 3 | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) |  |
| 30 November 2023 | Produce the contents of the modules 1 and 3 | IPB (PT), ULS (IE) | WP3.G – Guidelines to develop the Training Package contents |
| 15 December 2023 | Provide IPB and ULS with feedback on the contents of the modules 1 and 3 | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) |  |
| 15 December 2023 | Provide IPB and ULS with examples of case scenarios for modules 2 and 4 | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) | WP3.G – Guidelines to develop the Training Package contents |
| 15 February2024 | IPB produces the contents for modules 4and 5ULS produces the contents for module 2 | IPB (PT), ULS (IE) | WP3.G – Guidelines to develop the Training Package contents |
| 28 February 2024 |  (IE) Provide IPB and ULS with feedback on the contents of modules 2, 4 and 5 | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), UL |  |
| 31 March 2024 | Production of the final version of the first 2 modules | IPB (PT), ULS (IE) | WP3.G – Guidelines to develop the Training Package contents |
| 30 April 2024 | Production of the final version of the last 3 modules | IPB (PT), ULS (IE) | WP3.G – Guidelines to develop the Training Package contents |
| 30 October 2024 | Test of the online training package | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) |  |
| 30 November 2024 | Collect 20 evaluation questionnaires from the representatives of the target groupsSending of the National Testing ReportSend the declaration of the target groups involvement | 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 |
| 30 December 2024 | Production of Transnational Testing Reports | Pixel (IT) |  |

**WP4 – Digital Portfolio Management System**

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| **Deadline** | **Results**  | **Partner** | **Template and Tools** |
| 30 July 2024 | Creation of the templates needed for carrying out the activities | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) |  |
| 30 September 2024 | Define the draft version of the DPMS structure | IPB (PT), Pixel (IT) | WP4.A - Technical structure of the DPMS |
| 30 October 2024  | Provide feedback on the DPMS structure | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) | WP4.A - Technical structure of the DPMS |
| 30 November 2024 | Define the final version of the of the DPMS structure | IPB (PT), Pixel (IT) | WP4.A - Technical structure of the DPMS |
| 28 February 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 |
| 28 February 2025 | Create the DPMS | IPB (PT), Pixel (IT) |  |
| 30 April 2025 | Upload the material of the case studies on the DPMS and provide feedback on the DPMS | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) | WP4.A - Technical structure of the DPMS |
| 30 September 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) | WP2.C – Evaluation QuestionnaireWP2.D – Tool for questionnaire analysisWP2.E – Guidelines for evaluation reportWP4.I - Target Group involvement declaration |
| 30 October 2025 | Collect 20 evaluation questionnaires from the representatives of the target groupsSending of the National Testing ReportSend the declaration of the target groups involvement | 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 November 2025 | Production of Transnational Testing Reports | Pixel (IT) |  |

**WP5 – Valorization**

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| **Deadline** | **Results**  | **Partner** | **Template and Tools** |
| 15 September 2023 | Upload at least 9 dissemination events | ULS (IE) | Activity to be carried out directly on the project website at <https://eydigifolio.ipb.pt/dissemination.php>  |
| 30 November 202328 February, 30 May, August, November 202428 February, 30 May, August, November 2025 | Organization of 1 dissemination event on the project every month and uploading the information on the project web site  | All partners |
| 1 November 2023 | Involvement as associated partners of at least 3 organization operating in the field of the project. | IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) | WP5.B - Associated Partner LetterWP5.C - Associated Partner Form |
| 1 November 2023 | Publication of at least 3 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 November 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) | WP5.B - Associated Partner LetterWP5.C - Associated Partner Form |
| 15 November 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 November 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 November 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 |
| 30 November 2025 | Production of the transnational valorisation report  | Pixel (IT) |  |