

REMEM Project Management Plan

REMEM Project Management Plan

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REVISION SHEET

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1. Executive Summary

This Project Management Plan (PMP) aims to provide key information and guidelines for the implementation of the REMEM Project so that all target groups and stakeholders have a common understanding of what was achieved, what was delivered, who was involved, and when delivered during the Project term. In the preparation of this plan, some parts of the Management and Communication Plan of the MSIE 4.0 project were utilized¹.

REMEM is a two-year KA220-ADU-Cooperation Partnerships in Adult Education project supported by Turkish National Agency, on biopolymers between five partners from Turkey and EU. Because of the Covid19 restrictions, the project duration time was enlarged 12 months.

REMEM has seven work packages/phases:

- WP1- Management->PHASE1
- WP2-Compiling and reporting of existing mobile applications related to Alzheimer
- WP3-Mobile application development
- WP4-Preparation of mobile application user guide
- WP5-Preparation of information book for relatives
- WP6-Dissemination and sustainable implementation of the products-throughout the entire project->PHASE 6
- WP7-Quality assurance of the products->PHASE 7

This document is prepared based on information obtained from the following documents:

1. Erasmus+ KA204- Cooperation Partnerships in Adult Education Project Proposal for “Click me, if you forgot”,
2. Partnership Agreement,
3. Erasmus+ Programme Guide Version 2 (2019): 15/01/2019.

2. Introduction

2.1 Purpose of Project Management Plan

"Project Management and Implementation" is the framework of the project where all the activities, correct timing, project quality, functioning, and all used materials from project results to dissemination activities were planned and checked during the entire project. The main purpose of this REMEM Project Management Plan (PMP) is to create a common understanding of what was achieved, what was delivered, who was involved, and when delivered during the Project term. The target group of the REMEM project is all project stakeholders including the project team members, Alzheimer's patients and their relatives, stakeholder associations and universities, university students, public and private institutions, children, and general society.

¹ Curriculum Development of Master's Degree Program in Industrial Engineering for Thailand Sustainable Smart Industry, Project Management and Communication Plan. <https://msie4.ait.ac.th/>

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2.2 Project Introduction

Alzheimer's is one of the most important diseases of the 21st century. Globally, it is estimated that there are approximately 44 million people living with this condition. Most are over 65, and about two-thirds of them are women. At least in the United States, Alzheimer's kills more people each year than breast and prostate cancer in one place.

Most of us believe that the main symptom of Alzheimer's is memory loss. The four symptoms of the disease, which everyone ignores. There are several signs that may indicate the presence of the disease:

- lack of inhibitions- someone who is usually shy can go to a stranger to try to hug him or kiss him.
- language problems - these occur, especially in cases of progressive primary aphasia, a form of dementia that affects the ability to process and articulate words. Patients may have trouble composing sentences, speak very rarely, and fail to pronounce the words correctly.
- writing problems - someone who normally did not have such problems, does not know how to write correctly, or cannot write at all, not even to sign.
- difficulties in reading - for someone with dementia, it becomes very difficult to read a paragraph in a newspaper or book.

Alzheimer's disease (AD) is a neurodegenerative disease that slowly and progressively destroys brain cells. In general, AD dementia is diagnosed in people aged 65 years and over. Early symptoms of AD dementia may not be recognized at the beginning by both the person concerned and their loved ones. Meanwhile, as the disease progresses, symptoms become more pronounced and may affect daily life. It is meant that practical difficulties for AD patient in everyday tasks such as dressing, bathing, and eating. More negative behaviors can be added of these initial levels of patients. In this phase, in addition to the previous findings; forgetting to take medications, incompetence in the use of the previously used goods, difficulties in reading, writing and other communication ways, non-compliance with the rules of society, increasing restlessness in the restlessness in cooking, inability to do shopping, anger bursts, sleep disturbances are symptoms, frequently. As the disease progresses, patients may have difficulty in choosing appropriate conditions for their selves. All issues are also needed more importance in this phase. It is necessary to control household appliances working with electricity and natural gas powered.

Alzheimer's disease, which is a universal problem, directly or indirectly concerns many people and institutions. REMEM is aimed to develop a mobile application for Alzheimer's patients in the early stages and their relatives/the person responsible for the patient's care. REMEM is an online and mobile application. It is also aimed to improve the memory of Alzheimer's patients and delay the progression of the current disease by using reminder applications, to provide more detailed information about the disease, and to ensure more efficient patient care. Before creating the mobile application, current data and treatment methods related to Alzheimer's disease in Turkey and Europe were compiled and analyzed. To help to reduce all negativities of the early stages of Alzheimer's and dementia diseases, a report was prepared including a cross-sectional model in partner countries. This analysis report was used for both the creation of the mobile application and the preparation of an information guidebook for the relatives of the patients. REMEM project is aimed to raise both Turkey and European youth's awareness about these issues additionally. Therefore, the topic of how to explain the disease to children was also included in the scope of the project. For this reason, a book section that includes explaining

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the disease to children was prepared and added to the guidebook, and a children's book was written and illustrated in 4 different languages.

2.3 Project Objectives

The target group of the REMEM project is all project stakeholders including the project team members, Alzheimer's patients and their relatives, stakeholder associations and universities, the university students, public and private institutions, children, and general society.

The results of the projects: The situation analysis in the partner countries was compiled and revealed (O1). Scientists report that the progress of the disease in the early stage can be slowed down by intelligence games, physical exercise, matching games, and skills activities. Extending this stage can make the process easier for the individual and his/her relatives. Using O1's results, a mobile application (O2), a mobile application user guide (O3), a guide-book (O4), and a child book were prepared. Both the figures put forward by the World Health Organization and the strategic objectives of the European Union reveal the importance of taking urgent and effective measures and developing strategies in this regard. In particular, young people to be gained awareness on this issue and to be raised their awareness are great importance. REMEM project is aimed to raise both Turkey and European youth's awareness about these issues.

In a summary, the objectives of the REMEM project include:

- Supporting the setting up of, and access to, upskilling pathways
- Improving and extending the supply of high-quality learning opportunities tailored to the needs of individual low-skilled or low-qualified adults
- Open education and innovative practices in a digital era
- Both the figures put forward by the World Health Organization and the strategic objectives of the European Union reveals the importance of taking urgent and effective measures and developing strategies in this regard.

2.4 Project Focus

The three recommendations of the World Alzheimer's Organization (ADI) for protection from Alzheimer's disease are as follows:

- Regular sports
- Regular Nutrition
- Regular Brain Exercises

Learning and learning to associate, abstract thinking, reasoning, and logic, such as mental activities all called intelligence. Our intelligence, which has begun to evolve from the moment we were born, has passed through the fastest development process until we reach the age of adulthood. The rate of intelligence development of an adult person is low when compared to a child but can be developed. For example, brain teasers are also highly effective intelligence exercises for adults.

People who have difficulty in focusing on a job or subject (distraction, lack of attention, lack of concentration) have been observed to have no difficulty in focusing on virtual games. Therefore, it is the fact that virtual games provide some improvement in the parts of attention and concentration related to intelligence.

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Education 4.0 is a technological system that uses digital technologies and responds to the needs of its own world with personalized education and reminds its experiences, memories, and acquaintances. Alzheimer's patients are also need of recall because of their illness and need to relearn what they have forgotten. It introduces technology, individuality, and self-discovery-based learning.

Apart from the exercises, which consist of their own personal data, there can also be other intelligence games that may have an impact on the stability of the Alzheimer's disease condition: visual attention, visual scanning, short-term memory, mathematical skill, decision making, processing speed, logical thinking, planning, sustainable attention. Some games and applications can be listed as Memory Cards, Shadow Detection, Finding Different Images, Finding the Missing Piece, Synonyms / Antonyms, Transaction Verification, Finding mathematical operation, Sort numbers, Color Complexity, Conditional statements, sequentially, etc.

Therefore, the REMEM idea have been developed. With game-based application, guidebook, and child book were prepared for those who are interested in Alzheimer's and dementia from all age groups and want to learn about Alzheimer's and dementia.

3. REMEM Consortium

3.1 Consortium Members

The REMEM Consortium consists of 5 partners of whom 3 are from Turkey and 2 are from EU partner university, and a SME. The 5 partners are as follows:

1. Pamukkale University - PAU - TR (Coordinator)
2. Kırklareli University - KLU - TR (Partner)
3. Cosvitec Societa Consortile Arl - COSV - IT (Partner)
4. Universitatea Technica Cluj-Napoca - CNU - RO (Partner)
5. Denizli Inovation Assocation – DIDER – TR (Partner)

Within the scope of this project, cooperation will be held for the training to be realized with the Elderly Problems Research Association (YASAD). The majority of Alzheimer's diseases appear in old age. In this respect, Alzheimer's disease is one of the elderly problems. In addition to the general elderly problems, YASAD also works on the care of Alzheimer's disease, in particular, the caregivers/relatives who care for the patient and the emotional and social problems experienced by them. Turkey Alzheimer's Association (TAD) Denizli branch helps to overcome the challenges of Alzheimer's patients and their relatives and works about awareness of the disease. There will be cooperation between the association and the project team throughout the project. Alzheimer's disease is a social disease rather than an individual problem. Municipalities have a responsibility to reduce the problems that the disease creates in the social context and to help them overcome the difficulties experienced by the patients and their relatives individually.

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3.2 Organization Structure

The consortium is structured as illustrated in Figure 1. It composes of a project management team (PMT) including project quality board (QB), project coordinator (PC), work package leaders (WPLs), project result leaders (PRLs), and members.

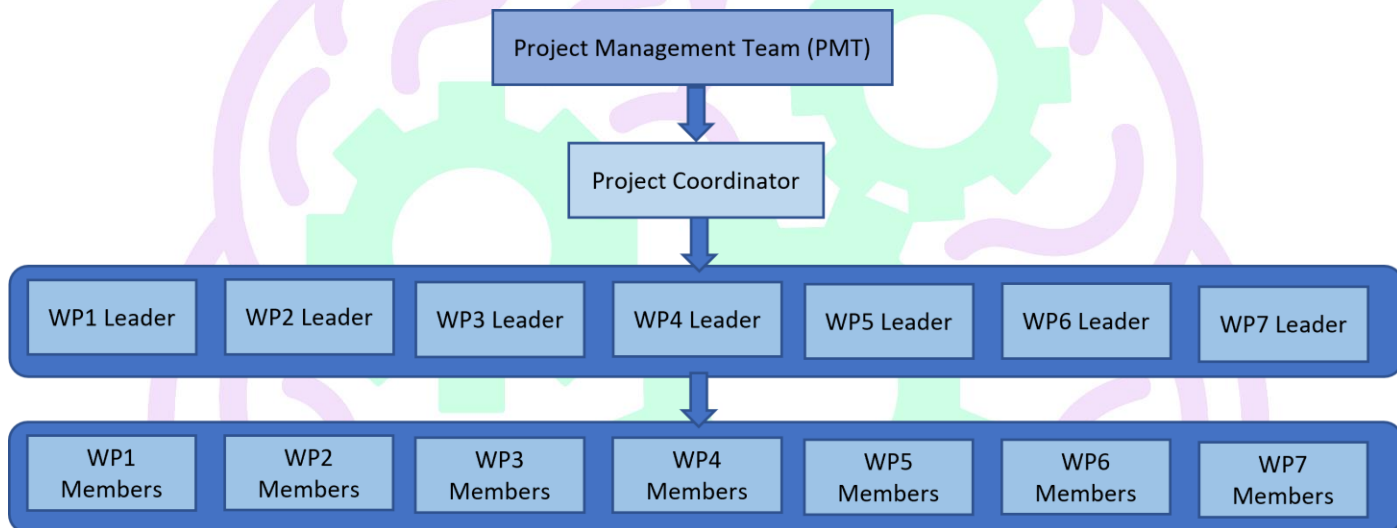


Figure 1. REMEM management model

The relationship between work packages and project results is shown in Figure 2.

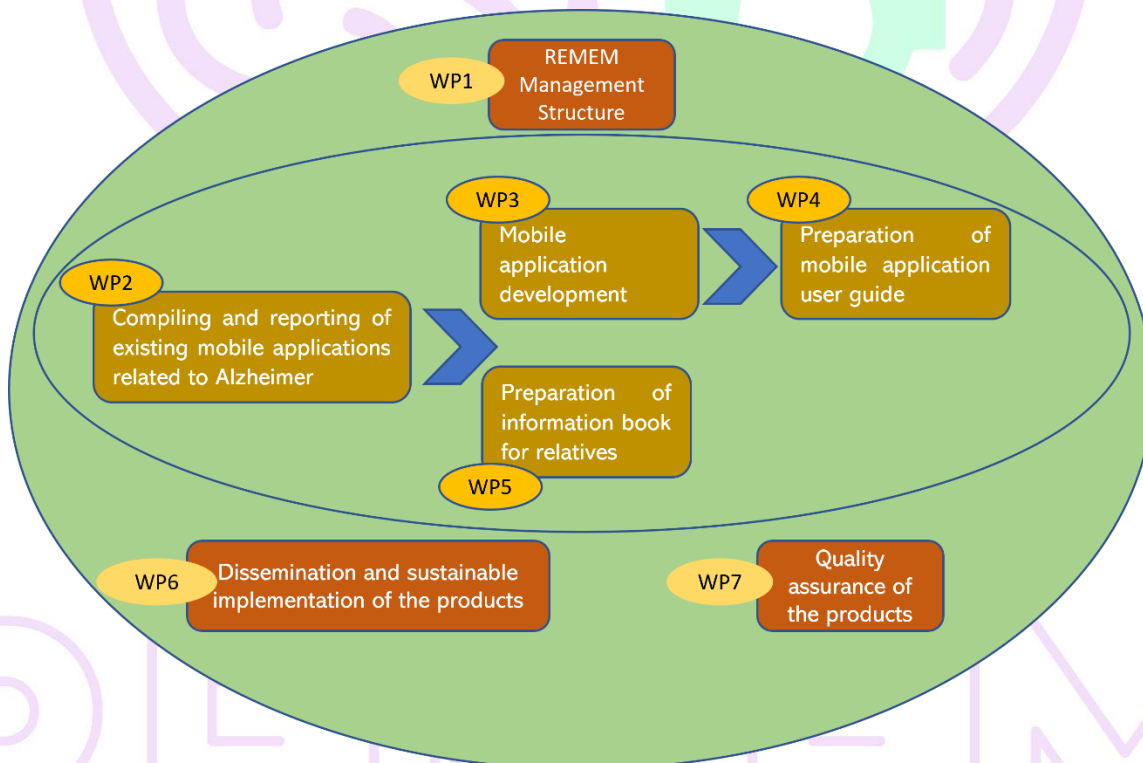


Figure 2. REMEM work packages and project results relationship

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3.3 Roles and Responsibilities

3.3.1 Project Management Team (PMT)

A management team is formed by choosing one person from each of the project partners: Arzum Işıtan from PAU, Evren Çağlarer from KLU, Gratiela Boca Dana from CNU, Aniello Gervasio from COSVITEC, and Şaban Varol from DIDER. PMT is responsible for management, implementation, monitoring, and quality on behalf of their organization. This team is also responsible for the communication and decision-making points between their institutions and the consortium. All project results and activities of the project (including surveys, pilots, dissemination, impact, and sustainability) were determined by the PMT during the preparation phase for a proper and fair budget sharing. In addition, all risks that may arise in the realization of these activities, especially COVID19, have been taken into consideration. The PMT will oversee fulfilling the following duties:

- Establishing Quality Control Board (QB);
- Analyzing reports, communication issues, and dissemination of the project results among the partners and external project partners;
- Resolving problems and taking corrective actions;
- Resolving conflicts that may arise among the consortium members;
- Deciding on withdrawal of partnership.

The QB checks that the project results and activities are produced and performed in accordance with the indicators specified in the project quality plan (QP). It is formed by PMT at the Kick-off meeting, by determining a responsible person from each partner. In each TPM, the QB reports to the project consortium to ensure quality assurance.

3.3.2 Project Coordinator (PC)

The project coordinator is responsible for coordination of activities in compliance with the contract with the Turkish National Agency (TNA) and third parties in relation to the project.

The PC has total responsibility for the overall project activities and results, and their successful completion. To succeed in this responsibility, the PC must work closely with TNA and its assigned project expert to ensure that adequate resources are applied. The PC also has responsibility for planning, ensuring, and realizing that the project is successfully completed on time, within the project budget, and at a high level of quality.

The PC will oversee fulfilling the following duties:

- Contacting between the Project consortium and the Turkish National Agency;
- Formalizing Partnership Agreements, legal activities, tasks, and networking among the project partners;
- Establishing Project Management Team (PMT);
- Creating a consortium communication structure;
- Monitoring the compliance of the Grant Agreement, assessment, evaluation, and control of any deviation in the progress of the project;
- Monitoring the executions of the project plans;
- Coordinating of project activities;
- Resolving conflicts of interest and putting in place corrective actions whenever required;

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- Managing risks by identifying and classifying them and by putting them in contingency plans, establishing, and assessing success criteria;
- Planning transnational and online project meetings;
- Preparing and submitting mid-term and final project reports;
- Implementing project policies and procedures;
- Archiving all project data;
- Managing the project team.

3.3.3 Work Package Leaders (WPLs), Co-Work Package Leaders (Co-WPLs), Project Result Leaders (PRLs) and Co-Project Result Leaders (Co-PRLs)

REMEM has 7 WPs and 4 Project Results/Outputs (PRs):

- In WP1, WP5, WP6 and WP7, PAU was the leader supporting with all partners;
- In WP2 with Co-WPLs, CNU and COSVITEC were the leaders with all partners;
- In WP3 DIDER was the leader with all partners;
- In WP4, KLU was the leader with all partners.

Work package leaders and co-work package leaders are responsible for the proper execution of WP activities and of the delivery of the WP outputs as promised in the awarded proposal on time. WPLs and Co-WPLs will work closely with the PMT and QB.

3.3.4 Project Members

All members of the project partners specified in the project proposal are project members. During the project, new members can be added by the partners as needed. Project members have responsibility for conducting project activities. The members assist the PC, WPLs, and PRLs in planning the development effort and help construct commitments to complete the project within established schedule and budget constraints.

3.3.5 Project Administrative Team

The technical and administrative activities of the project will be assured by the PC with the help of the administrative team from PAU. The duties are as follows:

- Daily administrative/financial management of the project, reporting, financial accounting/cost claiming and budgeting;
- Establishment of a budget and schedule-controlling system;
- Collection and storage of data for monitoring;
- Control of the use of resources and budgetary execution.

3.4 Lists of PMT

Table 3.1: Project Management Team

Partner	Role	Name	Email
PAU	Chair	Arzum Işıtan	aisitan@pau.edu.tr
KLU	Member	Evren Çağlarer	ecaglarer@gmail.com
CNU	Member	Gratiela Boca Dana	bocagratiela@yahoo.com
COSVITEC	Member	Aniello Gervasio	nellogervasio@cosvitec.eu
DIDER	Member	Şaban Varol	seviyedenizli@gmail.com

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3.5 Decision Making

All main project decisions will be made in TPMs by PMT. PMT decisions will be consensual, but if it is necessary, a voting procedure can be applied. All PMT members will have one vote. However, there may be urgent cases that need immediate decisions to move the project forward. In such the cases, PC will communicate with all PMT members via email and/or WhatsApp application to reach the decisions. Country level decisions, when applicable, will be made by the partners with informing the PC, when necessary. All decisions will be documented and saved in a project archive.

4 Project Management Stages

4.1 Project Activities and Deliverables

REMEM has 7 WPs, 4 Project Results (PRs), 3 Informative Meetings (IMs), and 1 International Workshop.

4.1.1 WP1 Management

Project Management and Implementation is the framework of the project where all the activities, correct timing, project quality, functioning, all materials to be used from project results to dissemination activities will be planned and checked during the entire project. It will be done by the WP1 leader - PC, PMT, and the other members of the consortium.

Activities were carried out within the scope of WP1:

- Set up management and communication platforms (1st m),
- Preparation of project's contracts (1-3rd m),
- Establishment of the project management team and quality board (1st m),
- Preparation of Management Plan, Dissemination and Communication Plan, and Quality Plan as drafts (1st m),
- Finalization of Management Plan, Dissemination and Communication Plan, and Quality Plan (3rd m),
- Assuring of project coordination and organization of activities by Transnational Project Meetings (TPMs) (1st -36th m)
- Ensuring the provision of project documents (1st -36th m)
- Evaluation of the satisfaction of the project partners and the progress of the project in each 6-month period of the project.

The activities planned to be carried out with the "Project Management and Implementation" budget are as follows:

- Preparing and printing all promotional materials for the project (banner, brochure, etc)
- Getting the website and host services of the project
- Obtaining translation services for project results
- Congress participation fees
- Open access fee for scientific publications

WP1's products are

- Management plan and platform,
- Interim report,

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- Final report,
- Minutes of Meetings.

The quality indicators are used in this work package are as follows:

- Partnership evaluation surveys,
- Meeting evaluation surveys,
- Number of activities,
- Number of activities attended by project partners.

4.1.2. WP2-Compiling and reporting of existing mobile applications related to Alzheimer (O1)

The compilation and reporting of existing mobile applications is a report that is intended to have the following characteristics:

- to obtain mobile applications data related Alzheimer's patient in Europe
- to obtain mobile applications data related relatives of Alzheimer's patient in Europe
- to provide more detailed and healthy information about the disease
- to obtain detailed analysis awareness about Alzheimer's disease

This report will guide the preparation of O2 (Mobile application development). In the first two months of the Project, each project partner examined mobile applications which include the cognitive functioning of the Alzheimer's patients and the training material developed for their relatives in their home country. All partners contributed to the determination of the mobile application content, which was composed of two different parts, by taking into account the results obtained in O1 output and by performing the needs and shortcomings analysis.

Reports were prepared in English and then was made into a single report by the CNU. Thus, a useful result with a new approach achieved for the technical literature.

4.1.3. WP3- Mobile application development (O2)

All partners contributed to the determination of the mobile application content, which was composed of two different parts, by taking into account the results obtained in O1 output and by performing the needs and shortcomings analysis. Starting from the 4th month of the project, DIDER and KLU started preparing software as draft design in accordance with the specified content (O2-1). In the 12th month of the project, pilot implementation would be carried out in all partner countries using the survey and assessment questionnaires to be prepared by PAU (O2-2). The surveys to be prepared in English were translated by the partners themselves into all partner country languages. Because of the Covid19 conditions, pilot implementation was delayed. Each partner applied these questionnaires before and after using the application to 5 patients and 5 relatives. All evaluation questionnaires were sent to CNU by the partners and the analysis was done by PAU and CNU. As a result of the analysis report, the deficiencies in the mobile application were determined and development of mobile application continued until the 24th month of the project (O2-3). In the 24th month of the project, the application was made public for Android devices. The data was taken from the people who used the application, and then the data was analyzed and reported (O2-4). At the end of the project, the application was made public both of Android and Apple devices.

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4.1.4. WP4- Preparation of mobile application user guide (O3)

The mobile application was prepared for Alzheimer's patients and their relatives (O2). In other words, it is a study for a disadvantaged group. It is important to prepare a guide in a detailed and very easy-to-understand manner so that this group can easily use the developed mobile application. This guide, led by KLU, made enhanced mobile applications easier to understand and use. A user guide for the improved mobile application was prepared by KLU in the 20th and 21st months of the project (O3). The guide prepared in English was translated by the partners into their own language.

4.1.5. WP5- Preparation of information book for relatives (O4)

Individuals who live in a home with Alzheimer's patient experience many problems and uncertainty about the patient's burden of care and how patients should be treated. More than 40% of persons who are responsible for patient care report that their emotional stress is high or too high. For these reasons, depression, intense stress, and strain are the most common negativity can be seen for the relatives of patients. Both the figures put forward by the World Health Organization and the strategic objectives of the European Union reveal the importance of taking urgent and effective measures and developing strategies in this regard. In particular, young people to be gained awareness of this issue and to be raised awareness are great importance.

REMEM project is aimed to raise both Turkey and European youth's AWARENESS about these issues. The guidebook will help to reduce these negativities. Guidelines, books, and online content for Alzheimer's patient relatives in all partner countries were reviewed in the 8th and 9th months of the project (O4-1). Parallel to these reviews, the questionnaire prepared by PAU for the relatives of the patients will be applied to the relatives of patients in each country. A report was prepared by each partner considering the results of the survey and the missing aspects for the relatives of the patients who need great support. The final report was prepared by COSVITEC and PAU and was translated by the partners in their own language (O4-2). In accordance with this report, the chapters were distributed among the partners, and an information book was prepared for the relatives of the patients (O4-3). With this book, the project will be announced to a wider audience.

4.1.6. WP6- Dissemination and sustainable implementation of the products

Dissemination and sustainable implementation of the products is the 6th WP of REMEM project during the whole project life cycle. Dissemination plan as a draft version was prepared by PAU and at 1st TPM. It was discussed by all partners. Necessary arrangements were made on the plan in line with the opinions and suggestions of the partners. This plan has included all activities to be carried out during the project period for dissemination and sustainability.

Project Dissemination and Communication Plan (PDCP) aims to provide key information and guidelines for the dissemination, internal and external communication, and sustainability of the REMEM Project. The plan describes the dissemination activities that were carried out by strategic partnership over the project's lifetime, according to the target group, the objectives of the project and the project proposal.

The dissemination actions of REMEM project were:

- Establishment or connect with existing networks to promote awareness and engagement;

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- Provide information and assistance to persons and relatives, and also local and regional institutions;
- Distribution of information to EU-wide networks, stakeholders, influential institutions, and opinion formers relevant to the topic;
- Disseminate new content for the elderly, patients, and their relatives;
- Stimulation of dialogue between educational institutions, and public and private institutions related to Alzheimer's and Dementia.

The dissemination plan is based on the following characteristics and principles:

- it orients toward the needs of the users, incorporating the types and levels of information needed into the forms and language preferred by the users,
- various dissemination methods, including written information, electronic media, and person-to-person contact are used,
- it incorporates both proactive and reactive dissemination channels;
- it includes information that users have identified as important and also likely to need;
- it draws upon existing resources, relationships, and networks to the maximum extent possible while building new resources as needed by users,
- it includes effective quality control mechanisms to assure that information to be included in the system is accurate, relevant, and representative;
- it includes sufficient information so that the user can determine the basic principles underlying specific practices and the settings in which these practices may be used most productively;
- it establishes connections to resources that may be needed to implement the information.

REMEM Dissemination activities were:

- Alzheimer Information and Awareness Meetings (E1,E2,E3,E4,E5)
- International Workshop(E6)
- Dissemination products:
 - Dissemination plan
 - Sustainability plan
 - Dissemination reports
 - Sustainability report
 - Dissemination material
 - Website
 - Newsletters (Preparing informational messages / emails in 6-month tranches)
 - Book
 - Establishment of social media platforms
 - Announcement of the activities to be performed on local and national platforms
 - Preparation of the project brochure (DIDER and other partners)
 - Participation in various seminars and conferences and distribution of brochures
 - PAU will participate in two seminars / congresses in order to present the project and project reports
 - and results

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- Participate in various organizations organized by local governments and introduce the project.

All dissemination activities have been carried out. In addition to these activities, PAU sponsored the Hazar and Hisar rocket teams in the international Teknofest2022 competition, the biggest technology competition in Turkey. The teams competed as finalists in 3 different categories. The Hazar rocket team received the "best design" award with its rocket named REMEM. It has been a very effective dissemination effort in terms of the visibility of the project.

https://www.youtube.com/shorts/dCGWv_XhNQ8

<https://www.youtube.com/watch?v=z1S9HCRhOk&t=5s>

<https://www.youtube.com/watch?v=XtvyBNdyP7w&t=12s>

Sustainability is the capacity of the REMEM project to continue its existence, effect, and functioning beyond its end. The main aim of the sustainability strategy is to discuss, create, and develop ways in which the project outputs can be led to further sustainable use. REMEM's sustainability strategy does not focus only on the individual suggestions of each partner, but also provides some general information and suggestions on how to use the results of the project after the end of the funding period.

The following two key aspects are very important for the successful exploitation of the REMEM project results:

- Producing relevant results of good quality to satisfy the demands of target groups and stakeholders.
- Ensuring that results reach the right target audiences in the right format and at a right time, which provides the greatest benefit.

Within the scope of the REMEM project;

- A detailed field study was carried out.
- A detailed book and mobile application research were conducted.
- Surveys and pilot studies were conducted to determine the needs of patients and their relatives.
- As a result of all studies, SWOT analysis of the project was made.
- A cross-cultural analysis of disease and patient care between partner countries was conducted.
- book chapter titles were determined according to the needs of the target groups.
- The content of the mobile application was determined according to the needs of the target group as a result of field research.
- A guide for the use of the application has been prepared.
- A book chapter has been prepared with the help of expert on how to explain the disease to children.
- An illustrated children's book in 4 languages has been prepared for children.

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Thus, studies were conducted on the main factors for the sustainability of the results of the REMEM project²:

- **Output quality:** The REMEM project has WP7 (quality assurance of the products). All project outputs have been prepared and tested considering quality indicators. In addition, the project outputs are constantly updated to ensure sustainability. The platforms required for the website and mobile application will remain functional for at least 5 years after the project is completed.
- **The adaptability of outputs to the specific circumstances of the countries and organizations involved:** Considering the importance of the high adaptability of the project results and outputs to different country conditions, the REMEM project outputs were created in 4 languages. The outputs were prepared to consider the results of the field studies and analyzes conducted in each partner country.
- **Clear definition of advantages for users:** The capacity of the project and the partnership is very important in reaching the target groups, promoting the project outputs, and increasing the usability of the outputs. All partner institutions have always agreed to share and make the benefits and results of the project transparent and obvious. For this purpose, articles, oral presentations, and promotional activities related to the project will continue without slowing down.
- **Early identification of stakeholders and potential users:** Potential stakeholders were identified in the first 6 months of the project. All project outputs were prepared in consultation with target groups and stakeholders. Those were contacted and kept informed throughout the whole project process in order to ensure the sustainable use of the results after the project ends.

4.1.7. WP7- Quality assurance of the products

REMEM has “Quality assurance of the products” phase which includes

- Quality plan,
- Quality report,
- Meeting evaluations,
- Interim Evaluation,
- Testing evaluation,
- Final evaluation.

A Quality Plan was prepared and shared before starting the project by the coordinator. At the first TPM, it was discussed, and necessary corrections were made. Quality Plan includes detailing procedures, criteria and resources were agreed by all partners.

The Partners used indicators

- to measure on a regular basis the rate of success of foreseen results using quality plan
- to ensure that the project outputs follow the specified standards
- to enrich all training and testing activities with quality standards
- to provide a final project validation report

² <https://ec.europa.eu/programmes/erasmus-plus/project-result-content/f60b3b1f-0dcb-460e-95e9-2353343b7373/Sustainability%20PLAN.pdf>

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Qualitative and quantitative indicators were used in overall project management:

- Quality of Project management arrangements - no more than 20% rate of delays in delivering results throughout the project
- Effectiveness of coordination by the project coordinator - no more than 20% rate of issues and problems detected in coordination
- Effectiveness of the monitoring and evaluation processes - 100% of partners and coordinator compliance with quality monitoring process tasks.
- Effectiveness of quality arrangements – 100% rate of compliance with recommendations and amendment according to the problems detected.

Qualitative and quantitative indicators were used to see the effectiveness of developed field analyzes, mobile application creation, and book content preparation. With this regard, the project team and the users did in constant contact, and feedback was provided.

- To achieve expectations, the definition/monitoring of specific project indicators were used.
- To be more useful for the book, literature work, and interviews were made.
- To measure the quality and progress of the project as well as its success.

Quality indicators have been determined for each work package of the project and summarized below:

- Phase 1: Partnership evaluation surveys, meeting evaluation surveys, number of activities, number of activities attended by project partners
- Phase 2: number of participants answered surveys
- Phase 3: number of participants attend the pilot applications, number of online tools and games of mobile application
- Phase 4: number of translated user guide
- Phase 5: number of book chapters, number of participants answered surveys
- Phase 6: number of participants attend seminars / informative meetings / workshop / number of websites visiting, number of distributed newsletters / brochures, number of audiences of seminar / congress
- Phase 7: covers all the above-mentioned indicators to ensure the quality of the whole project. Providing 90% and above satisfaction from the results of the inter-partnership surveys regarding the quality of the project result (thus determining the problems and collecting the solution suggestions).

Quality assurance of the products was valid for whole project term.

4.2 Responsibilities and Resources Allocations of Partners

REMEM was coordinated by PAU. KLU, CNU, COSVITEC, and DIDER were the partners. All the partners contributed to all of the tasks. The project presents 4 project results, 5 transnational meetings (TPM), 3 informative meetings (IM), and a workshop. All the activities and outputs were done under 7 phases explained above. In these phases, the tasks of the partners can be summarized as follows:

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- PAU supported the development of compiling and reporting of existing mobile applications related to Alzheimer, design of standard training plan/testing systems, developing mobile applications, mobile app usage guide preparation, and preparation of information book for relatives. Additionally, PAU supported the organization of dissemination activities, since PAU has strong partnerships with both private sector and public bodies. An international workshop (E5) and an informative meeting were organized. PAU was the leader of O4. PAU organized 1st and 5th transnational meetings (M1 and M5), also.
- DIDER took part in all phases of this project, primarily in the preparation of mobile applications. DIDER contributed
 - supported the organizing of international workshop
 - as the leader of O2 (Mobile application development)
 - the determination of the mobile application content
 - preparation of mobile application user guide
 - examination of the guidelines, books and online content prepared for the relatives of Alzheimer's patients in Turkey
 - application of the questionnaire for the relatives of the patients
 - preparation of the report which contains the survey results and the missing aspects for the relatives of the patients
 - writing the book chapters
- KLU took part in all phases of this project. KLU
 - was the host institution of 3rd Transnational Meeting
 - organized an Alzheimer Information and Awareness Meeting
 - supported organizing of international workshop
 - was the leader of O3 (Preparation of mobile application user guide).

KLU contributed

- the determination of the mobile application content
- to preparation of mobile appl and user guide
- to apply questionnaires before and after using the application to 5 patients and 5 relatives
- preparation of mobile application user guide
- examination of the guidelines, books and online content prepared for the relatives of Alzheimer's patients in Turkey
- application of the questionnaire for the relatives of the patients
- preparation of the report which contains the survey results and the missing aspects for the relatives of the patients
- book chapters
- COSVITEC took active duty on all Project phases. Cosvitec
 - was the host institution of 2nd Transnational Meeting
 - organized an Alzheimer Information and Awareness Meeting
 - supported organizing of international workshop.

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Cosvitec contributed

- the determination of the mobile application content
- to preparation of mobile appl and user guide
- to apply questionnaires before and after using the application to 5 patients and 5 relatives
- preparation of mobile application user guide
- examination of the guidelines, books and online content prepared for the relatives of Alzheimer's patients in Italy
- application of the questionnaire for the relatives of the patients
- preparation of the report which contains the survey results and the missing aspects for the relatives of the patients
- writing book chapters
- CNU got active duty on all Project phases. CNU
 - was the host institution of 4th Transnational Meeting
 - organized an Alzheimer Information and Awareness Meeting
 - supported organizing of international workshop
 - was the leader partner of O1 (Compilation and reporting of existing mobile applications). Reports prepared in English were made into a single report by the CNU.

CNU contributed

- the determination of the mobile application content
- to preparation of mobil appl and user guide
- to apply questionnaires before and after using the application to 5 patients and 5 relatives
- preparation of mobile application user guide
- examination of the guidelines, books and online content prepared for the relatives of Alzheimer's
- patients in Romania
- application of the questionnaire for the relatives of the patients
- book chapter

4.3 Project Work Plan

To control the operation and progress of the project, the work plan, which was prepared during the project writing phase, was created in the form of a Gantt-chart (Table 4.1). During the project, this work plan could not be followed because of Covid19 pandemic. And some activities were delayed due to the Covid19 restrictions: pilot applications, transnational meetings, informative meetings, and international workshop/panel. The duration of the project was extended for 1 year with the approval of the Turkish National Agency. The revised Gantt-chart is shown in Table 4.2.

REMEM Project Management Plan

Table 4.1. Initial Work Plan for Project

Name of the project: [Click me if you forgot \(REMEM\)](#)

Project activity*	PROJECT TIMETABLE																							
	2019												2020											
	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV
PROJECT ACTIVITIES																								
A0 Project Management																								
A.1 Set up management and communication platforms																								
A.2 Preparation of project's contracts																								
A.3 Determination, update, and control of quality standards																								
A.4 Dissemination																								
A.5 Midterm and final report preparation																								
PROJECT OUTPUTS																								
O1 Compiling and reporting of existing mobile applications																								
O1-1 Compiling and reporting of existing mobile applications: National reports																								
O1-2 Compiling and reporting of existing mobile applications: International report and translation																								
O2 Mobile application development																								
O2-1 Draft design																								
O2-2 Pilot test																								
O2-3 Final design																								
O2-4 Evaluation																								
O3 Preparation of mobile application user guide																								
O4 Preparation of information guide for relatives																								
O4-1 Examination of available information guides for patient relatives																								
O4-2 Examination of existing information guides for patient relatives																								
O4-3 Preparation of information guide for relatives																								
E1 PAU																								
E2 ONU																								
E3 COSVITEC																								
E4 KLU																								
E5 WORKSHOP																								
M1 Kick-off meeting in Turkey (PAU)																								
M2 2nd REMEM Meeting in Italy (COSVITEC)																								
M3 3rd REMEM meeting in Turkey (KLU)																								
M4 4th REMEM Meeting in Romania (ONU)																								
M5 5th REMEM Meeting in Turkey (Denizli)																								

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REMEM Project Management Plan

Table 4.2. Final Work Plan for Project

Name of the project:	PROJECT TIMETABLE																							
	2019												2020											
	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
Project activity*																								
PROJECT ACTIVITIES																								
A0 Project Management																								
A1 Set up management and communication platforms																								
A2 Preparation of project's contracts																								
A3 Determination, update, and control of quality standards																								
A4 Dissemination																								
A5 Midterm and final report preparation																								
PROJECT OUTPUTS																								
O1 Compiling and reporting of existing mobile applications																								
O1-1 Compiling and reporting of existing mobile applications: National reports																								
O1-2 Compiling and reporting of existing mobile applications: International report and translation																								
O2 Mobile application development																								
O2-1 Draft design																								
O2-2 Pilot test																								
O2-3 Final design																								
O2-4 Evaluation																								
O3 Preparation of mobile application user guide																								
O4 Preparation of information guide for relatives																								
O4-1 Examination of available information guides for patient relatives																								
O4-2 Examination of existing information guides for patient relatives																								
O4-3 Preparation of information guide for relatives																								
E1 PAU																								
E2 ONU																								
E3 COSVITEC																								
E4 KLU																								
E5 WORKSHOP																								
M1 Kick-off meeting in Turkey (PAU)																								
M2 2nd REMEM Meeting in Italy (COSVITEC)																								
M3 3rd REMEM meeting in Turkey (KLU)																								
M4 4th REMEM Meeting in Romania (ONU)																								
M5 5th REMEM Meeting in Turkey (Denizli)																								

5 Project Financial Management

All project results and activities of the project (including surveys, pilots, dissemination, impact, and sustainability) were determined by the project consortium during the preparation phase for a proper and fair budget sharing. The project aims to achieve 4 project results. But, at the end of the project, REMEM has 5 project outputs.

In accordance with REMEM project objectives, assignments were made according to the expertise of the institutions. A team leader identified for each output and the roles in the project were distributed. The O1, O2, O3, and O4 will be led by the CNU with COSVITEC, DIDER, KLU, and PAU respectively. The children's storybook (O5) was created under the leadership of PAU and KLU, and CNU and COSVITEC took part in both the editing and translation of the book.

The budget issues were discussed for each output and activities. The required working days for all outputs were calculated and added to the budget. All partners agreed on these issues. The coordinator and the other partners have many European Union projects. Those experiences were guide the project. The number of project activities including transnational project meetings (TPM1, TPM2, TPM3, TPM4 and TPM5), workshop/panel (E5), Information Meetings (E1-E4) were determined during writing process of the project with all partners. The number of participants that attended those meetings and activities were foreseen, and the required costs were added to the budget for both national and international partners.

The project coordinator prepared individual bilateral partnerships agreements based on the grant agreement between the coordinator and the National Agency. With these agreements, rights, tasks,

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budget, amounts of payments, timetable, and obligations for each partner were defined. And, before the Kick-off meeting, they were sent to all the partners.

5.1 Unit Costs for Eligible Staff Costs

The entire project team worked in the Teachers /Trainers / Researchers category. Table 5 shows the daily working wages determined by the EU for each partner country.

Table 5.1. Unit costs for daily staff costs (EUR)

Country	Teachers /Trainers / Researchers
Turkey	74
Romania	74
Italy	214

A Monthly Time Sheet (MTS) ("diary of activities within the project for each task type") was prepared for all project employees, apart from a document detailing their work on a daily basis. These documents were shared by the coordinator to the partners and delivered by the partners to the coordinator before the interim report and before TPM5. Employees of the project and the personnel who benefit from the grant support must be employees of the institution.

5.2 Travel Costs and Individual support

Eligible travel costs and costs of stay cover the costs of travel and subsistence allowances of staff participating in activities directly related to the achievement of the project.

Travels are intended for the following activities:

- Transnational Project meetings,
- visits for result dissemination purposes.

5.2.1 Unit Costs for Travels

For project staff involved in the applicable activities mentioned above, the grant contributes to the travel of them from their place of origin (home institution) to the venue of the activity and return. It includes visa fees and related obligatory insurance, travel insurance, and cancellation costs if justified (Table 5.2 and Table 5.3). If travel is necessary to obtain a visa, the relevant unit costs for travel and, if applicable, costs of stay can be claimed. The travel costs are calculated based on the travel distance of a one-way travel from their home institution to the venue of the activity. The distance can be determined at http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm. Since the reduction of the carbon footprint has become a horizontal priority for all Erasmus+ mobility activities, participants have been given the choice between regular travel support, with the same amounts as defined in decision C(2017)6864, and "green travel support" with increased levels of contribution when traveling by a low-emissions means of transport such as train or bus.

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Table 5.2. Travel support (EUR)

Travel support- standard	
Travel distances	Amount
Between 10 and 99 KM	23 EUR per participant
Between 100 and 499 KM	180 EUR per participant
Between 500 and 1999 KM	275 EUR per participant
Between 2000 and 2999 KM	360 EUR per participant
Between 3000 and 3999 KM	530 EUR per participant
Between 4000 and 7999 KM	820 EUR per participant
8000 KM or more	1500 EUR per participant

Table 5.3. Green travel support (EUR)

Green travel support	
Travel distances	Amount
Between 100 and 499 KM	210 EUR per participant
Between 500 and 1999 KM	320 EUR per participant
Between 2000 and 2999 KM	410 EUR per participant
Between 3000 and 3999 KM	610 EUR per participant

5.2.2 Unit Costs for Individual support

For Transnational Project meetings, it is EUR 300 per person (575 EURO in total: 275 for travel+300 FOR individual support).

5.3 Procedures for Reimbursement and Budget Transfer

After the first 40% of the budget transfer was transferred from the Turkish National Agency to the coordinator, the coordinator performed the first 40% money transfer of the partners, adhering to the bilateral agreements made between each partner and the coordinator.

After the interim report was accepted by the Turkish National Agency, the 2nd 40% budget transfer was done by the coordinator.

The final report will be uploaded to the system by the coordinator within 2 months after the project period is completed. After the final report is accepted by the Turkish National Agency, the remaining

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20% of the budget will be transferred to the coordinator. The coordinator will send 20% of all partners' budgets to all partners in accordance with the finalized and approved expenditure items.

6. Project Internal Communication

The partnership has good communication among all project partners. PAU, DIDER, and KLU from TR; CNU from RO; and COSVITEC from IT took place in this partnership.

Scientific and academic knowledge, and institutions producing innovative educational technologies were brought together at REMEM. The partner selection has been completed, taking into account the past and present project execution and completion experiences: A KA203 project has been completed successfully by PAU, CNU, and COSVITEC. A KA220-HED project is still going on by PAU, KLU, CNU, and COSVITEC.

A management team was formed by choosing one person from each of the project partners: A Işıtan, Evren Çağlarer, Gratiela Dana Boca, Aniello Gervasio, and Şaban Varol. These people were responsible for management, implementation, monitoring and quality on behalf of their organization.

A Google Group and Google Drive folder named "REMEM" was created by PAU to write the project proposal and to share information among partners. The partnership has also Whatsapp and Skype communication.

PMT ensured the control and coordination of the project in terms of time and outcomes through 5 transnational meetings, which we will hold during the project (TPM1-TPM5). In order to maintain this good communication in the following processes, partnership used Google Group, Google Drive, Whatsapp, Skype, and Facebook. In this sense, the division of labor decided by the entire project team, with the opinion and approval of each partner, is important. Each task leader and all partners in charge know the responsibility, duty and rights they have in the realization of the project results and activities. Apart from the project partners' qualifications to execute and complete projects together, all partners have good communication. In this context, after the consensus in the project preparation phase, when the project was awarded a grant, bilateral agreements were made between the coordinator and the partners, which were included the tasks and responsibilities and the budget of each partner. All processes were carried out transparently.

7. Project Risk Management

The partnership was not foreseen the separation of our partners since it has already completed EU projects together. However, during the Project's coordination and implementation phase, undesirable disruptions were occurred due to the pandemic diseases . This is why, pilot implementations and transnational project meetings were delayed. The changes were shared with the partners after the approval, by keeping in touch with the experts and coordinators in the Turkish National Agency.

In addition, progress regarding Covid19 was followed closely during the entire project period. All the problems and risks that may occur due to Covid19 were discussed by the partners during the project life period and the necessary measures were added to the project. A strong online communication network has been established, especially in case of non-realization of transnational meetings. In case of travel restrictions, it was planned to hold meetings online until the restrictions were lifted, and held face-to-face after the restrictions remain.

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8. The Deliverable Templates

The templates developed for serving the purpose of the project results are described in the following table and can be found as annexes:

1. Monthly Time Sheet: It was filled in on a monthly basis for each staff member involved in the project and was shared with the coordinator after it was approved by the legal representative.
2. Staff Time Sheet: The project results for each personnel involved in the project were completed and shared with the coordinator after they were completed and approved by the legal representative.
3. Meeting Minutes Report
4. Meeting Attendance Sheet

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ANNEXES

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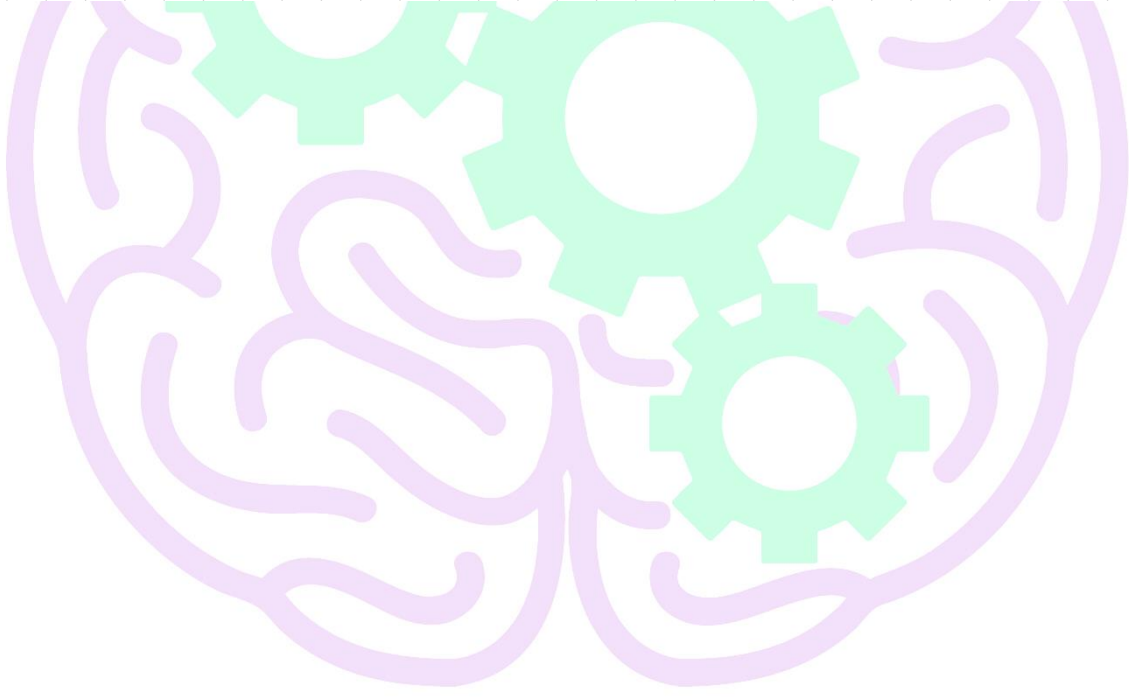
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ROMANIA

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Annex 1: Monthly Time Sheet

Month/Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Toplam	
08.00-09.00																																0	
09.00-10.00																																	0
10.00-11.00																																	0
11.00-12.00																																	0
13.00-14.00																																	0
14.00-15.00																																	0
15.00-16.00																																	0
16.00-17.00																																	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Institution Project Coordinator										Staff										Legal Representative												



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***Staff Category:** The applicant will estimate the staff workload required on the basis of the category of staff concerned and the number of days to be worked on the project, in relation to the outputs. Working days might include week-end, obligation and bank holidays. For the sake of estimating the budget, working days per individual will not exceed 20 days per month or 240 days per year. The estimation of the budget results from applying Erasmus+ contribution to unit costs for staff. It is independent from the actual remuneration modalities that will be defined in the partnership agreement and implemented by the beneficiaries.

The profile of staff involved in projects is grouped in four categories:

Managers (staff category 1) (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project outputs.

Researchers, teachers and trainers (RTT) (staff category 2) typically carry out academic activities related to curriculum/training programme development, development and adaptation of teaching/training materials, preparation and teaching of courses or trainings.

Technical staff (staff category 3) (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy and translation activities. External translation services and external language courses provided by sub-contracted non-consortium members should be classified as “Sub-contracting costs”.

Administrative staff (staff category 4) (including office and customer service clerks) carries out administrative tasks such as secretarial duties.

**** Period:** The creation of the output date-range

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Annex 3: Meeting Minutes Report

Meeting Minutes Report

Meeting Subject:		
Date of Meeting:		Time:
Minutes Prepared by:		Location:
1. Attendance at Meeting		
Name	Institution	
1.		
2.		
3.		
2. Purpose of Meeting		
3. Meeting Agenda		
4. Meeting Notes, Decisions, Issues		
5. Action Items		
Action	Assigned to	Due Date
6. Attachments (documents/handouts to bring, reading material, etc.)		
Description	Prepared by	
7. Next Scheduled Meeting		

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Annex 4 Meeting Attendance Sheet

.....MEETING ATTENDANCE LIST

Meeting Host Institution:

Meeting Location:

Meeting Date:

Name and Surname	Institution	e-mail	National ID	Date

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