**MUS.NET (607340-CREA-1-2019-1-IT-CULT-COOP1)**

**Executive Plan from ….**

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| **WP1. PREPARATORY ACTIVITIES** |  | **Sept 2019 – Oct 2020** |

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| **WP/ACTIONS** | **MAJOR OUTPUT/DELIVERABLE AND DEADLINE** | **TASKS PER PARTNER** |
| A.1 Benchmarking of best practices and survey on potential visitors  WP Leader Museum of Lebork  Oct 2019 – Feb 2020 | **Report on benchmarking**  This is an internal document Necessary to have a critical view on what has been already done and how to valorize these previous experiences. It will contain information, data, contact persons, references, etc.  31.01.2019 |  |
| A.2 Setting-up of experts groups and Technical Executive Planning  WP Leader –  Sept 2019 – Feb 2020 | **Establishment of the TEG**  Appointment of PPs experts to the Technical Experts Groups  30.09.2019 |  |
| A.3 Purchase/hiring of equipment and installation  WP Leader Butterfly Arc  Jan – Jun 2020 | **Equipment**  ICT, hardware and software described in A.3  31.05.2020 |  |
| A.4 Definition of Contents/Apps  WP Leader Butterfly Arc  Jan – Oct 2020 | **Contents of the Apps.**  They will be developed by partners’ experts and made available on the Apps.  31.10.2020 |  |
| A.5 Video making  WP Leader Butterfly Arc  Jan – Oct 2020 | **4 Videos**  They will be the welcome to the visitors and explain them the meaning of the experience going to be done.  31.10.2020 |  |

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| **WP2. PROJECT MANAGEMENT** |  | **Sept 2019 – Apr 2022** |

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| **WP/ACTIONS** | **MAJOR OUTPUT/DELIVERABLE AND DEADLINE** | **TASKS PER PARTNER** |
| A.6 General management of the activities  WP Leader Provincia di Padova  Sept 2019 – Apr 2022 | **Management kit**  This is the collection of all managerial tools developed along the project. It includes the executive planning sheets, the financial tables, the monitoring tools and all the managerial material produced.  30.09.2019  (in it first version. The kit will be updated during project implementation) |  |
| A.7 Administrative and financial management  WP Leader Provincia di Padova  Sept 2019 – Apr 2022 | - |  |

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| **WP3. COMMUNICATION AND DISSEMINATION** |  | **Sept 2019 – Apr 2022** |

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| **WP/ACTIONS** | **MAJOR OUTPUT/DELIVERABLE AND DEADLINE** | **TASKS PER PARTNER** |
| A.8 Project’s institutional communication  WP Leader Provincia di Padova  Sept 2019 – Apr 2022 | **1. Communication, dissemination and capitalisation Plan**  The basic common and agreed strategy and standards of the external communication of the project.  31.09.2019. In its first version. The plan will be updated along the project.  **2. Graphic layout and logo of the project.**  These graphic applications will be applied on all communication tools and project related visible material (i.e. communication tools, training material).  30.11.2019  **3. Project website**  The website will be realized in compliance with the most recent developments in matter of accessibility standards to internet resources.  31.12.2019  **4. Social networks**  The creation of socials referred to project or insertion of  information about the project within the social networks already  active of partners.  30.11.2019  **5. Texts, press releases, imagines, and other media production**.  The production of all the items related with the communication  operated by external media (i.e. newspapers, on-line informative sites, radio, tv and on-line broadcasting.  30.04.2022  **6 Collection of the communication, dissemination and capitalisation tools**  Each partner will collect records of the communication activity linked with the project. This collection include texts, articles and press releases, webpages and social networks, critiques, photos, videos, etc.  30.04.2022 |  |
| A.9 Communication activities linked with the realization of events.  WP Leader Provincia di Padova  Jan 2020 – Apr 2022 |  |  |
| A.10 Dissemination of project throughout partners’ networks  WP Leader Provincia di Padova  Jan 2021 – Apr 2022 | **Dissemination kit**  It addresses to experienced public and peers of the project operators beyond the partnership.  It contains the technical explanation of the activities, the target reached and the methodologies used, the description of the technical equipment necessary.  31.09.2021 |  |
| A.11 Open Days  WP Leader Fundacion Santa Maria  Nov 2020 – Apr 2022 | **Informative material for Open Days**  This is the informative material produced time by time specifically  for the implementation of the open days and for the using of the public. This material doesn’t overlap the institutional informative material foreseen in WP2, but it will provide a specific message for the purpose of the Open Days.  39.11.2019  28.02.2020  30.06.2020  31.10.2020 |  |
| A.12 Networking.  WP Leader Fundacion Santa Maria  Jan 2020 – Apr 2022 | **Report on networking**  This is an internal document which will contains references, information, addresses and contact persons of other initiatives and organization met during the activity. It can be used also for official reports to EACEA.  31.03.2021 |  |

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| **WP4. EVALUATION AND QUALITY ASSESSMENT** |  | **Sept 2019 – Apr 2022** |

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| **WP/ACTIONS** | **MAJOR OUTPUT/DELIVERABLE AND DEADLINE** | **TASKS PER PARTNER** |
| A. 13 Monitoring & Quality Control  WP Leader Provincia di Padova  Jan 2021 – Apr 2022 | - |  |

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| **WP5. IMPLEMENTATION** |  | **JUL 2020 – MAR 2022** |

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| **WP/ACTIONS** | **MAJOR OUTPUT/DELIVERABLE AND DEADLINE** | **TASKS PER PARTNER** |
| A.14 Informative/training sessions for museum operators and video makers  WP Leader RIS  Jul - Dec 2020 | - |  |
| A.15 Development of cultural activities  WP Leader RIS  Nov 2020 – Mar 2022 | - |  |
| A.16 DRAW ALIVE - Children corner  WP Leader RIS  Nov 2020 – Mar 2022 | - |  |