

**BIG**

# Intellectual Output 5

Learning Environment

## Intellectual Output 5 – Learning Environment

This IO foresees the creation of a learning environment, a true knowledge hub containing a multiplicity of open educational resources such as:

Interactive Video-Tutorials

Educational materials

Tools to conduct Company Check-ups

Educational Sketch-coms

Handbook

# Roles

Coordinator

FEI

Technical designer

Chamber of  
Commerce of the  
Marche Region

- Work plan: suggest times and methods in line with adopted deadlines.
  - Propose the criteria to be shared to develop in-Depth training materials and/or to search for them among those available on the web
  - Monitor progress of activities
  - Identify any problems and suggest corrections
  - Evaluate and verify the graphic solutions proposed by the Chamber of the Marche Region with the partners.
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- ☐ Choose the graphic solutions
  - ☐ Implement the environment in IT, EN, EL, PL, ES, SI
  - ☐ Publish materials online on the Project website for subsequent testing and dissemination to the general public.

# imming

	MONTHS	2020				2021											
		S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
<b>Project Activity*</b>																	
1. Compilation of Storyboard																	
2. Further investigation																	
3. Present the "Further investigation Material"																	
Validation of contents (CPU)																	
Validation of storyboard (CONFORM)																	
Presentation of Mounted producto EN (CONFORM)																	
Subtitles translations																	
Release of final products in all languages																	

**Yellow color** – Work days

**Red color** – “Deadline” deliveries partn

**Green color** - Closed and finished produ

**FEI will monitor and control the tasks and deliveries of materials by the partners.**

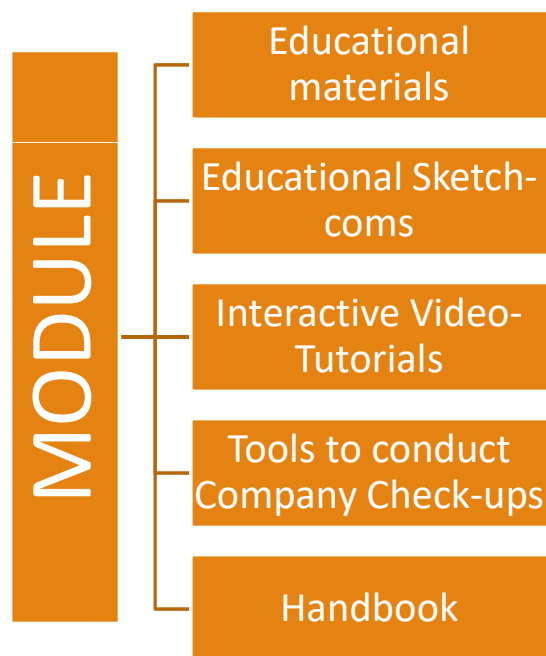
**Objective:** no delay in deliveries.

**Proposal:** due to COVID-19, partners may have difficulties in the timely delivery of some materials. It will be important that such delays are reported immediately for the correction of the work plan.

# Control of materials

## 1. Repository

GOOGLE\_DRIVE => BIG



The educational materials of the training units will be uploaded

Educational sketch-coms will be uploaded.

Audiovisual materials will be uploaded.

The tools to conduct Company Check-ups will be uploaded

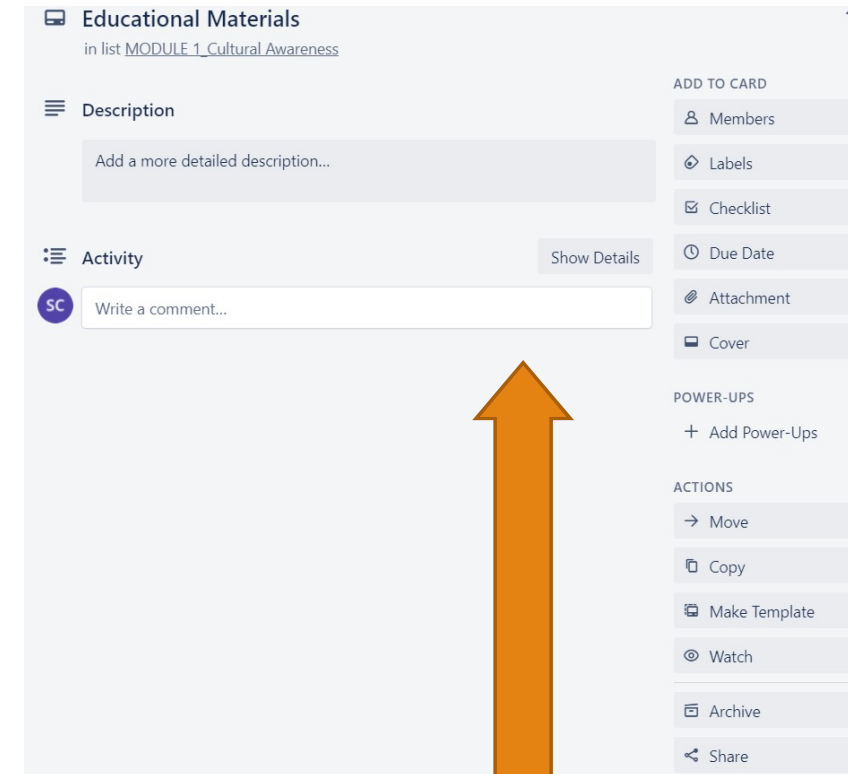
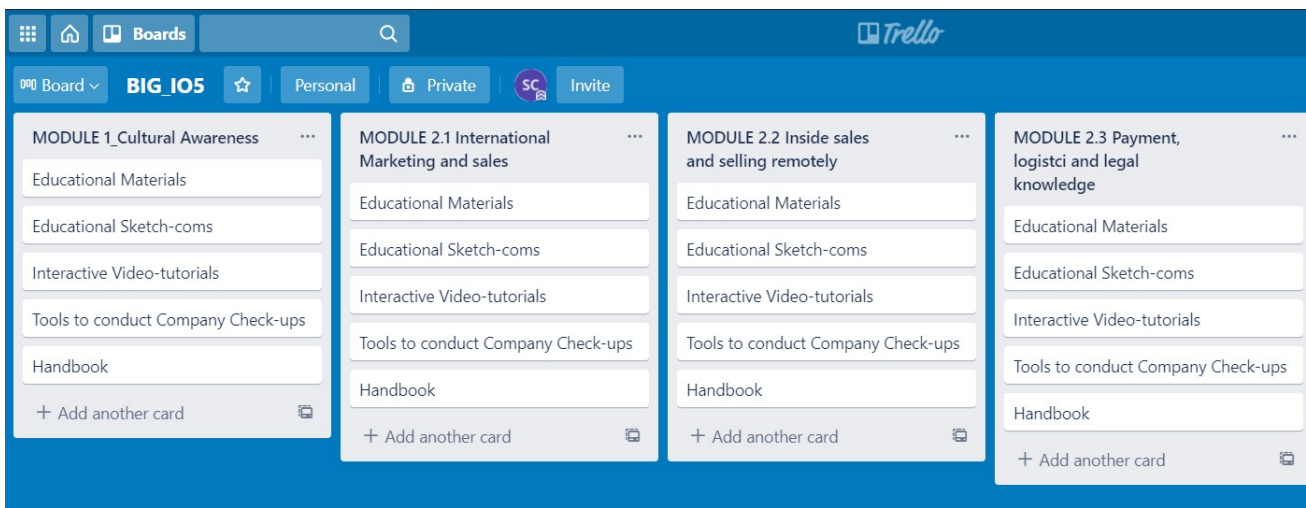
A handbook will be uploaded that relates all the materials uploaded to the logical and relational order of them.

### IMPORTANT!!

**All additional materials must be uploaded with the following structure:**  
**Link + Title + Short Description [(1) EN**  
**(2) original language]**

# Delivery Control

## 2. Monitoring and control - proposal



From this platform, FEI can monitor and communicate with partners and the Chamber of Commerce of La Marche.  
With it, you can see the tasks the partners have been carrying out, you can make comments and specific questions that can be answered on the same platform.

# Summary and Report



FEI will carry out a summary and a final report of the additional contents that the partners have been presenting in order to validate and correct them in collaboration with the partners. This document has been delivered by CONFORM to FEI to carry out the follow-up given its great experience [much appreciated].

Based on the criteria established by the Chamber of Commerce of La Marche on the learning environment, FEI will adjust its verification criteria to the partners' materials.

OER	UNIT	TYPE	LINK	TITLE	SHOT DESCRIPTION (EN)
		PPT presentation			
		Article			
		Video			
		Article			
		Video			
		Article			
		PDF			
		Document			
		PPT presentation			
		PPT presentation			
		Video			
		Article			
		Video			
		PDF			
		Article			
		Article			
		Article			
		Article			
		Article			
		PDF			
		Video			
		Video			
		Video			
		Article			
		Article			

## Things to keep in mind

In order for FEI to be able to carry out a correct coordination and monitoring of the IoT5, it is necessary:

**To agree and close the dates** established for the delivery of the materials.

**To know the criteria of the learning environment** proposed by the Chamber of Commerce to adjust the deliveries of the partners to the requirements of the environment.

**To know the technical requirements** necessary to accept certain materials. For example, format of the accepted videos, type of files accepted for additional materials, etc.

**To establish quality criteria for content.** FEI coordinator is not an expert in Marketing, nor do we know the extent of the quality of the contents required in the project. FEI should coordinate together with the coordinators of the other IO2-IO3-IO4 for the adequate monitoring of the products.