

**SEA MENTORS**

**SEAfarers Experiential Knowledge Based MENTORS** Project number: KA220-VET-93A876D8

**MANAGEMENT PLAN**

for SEA MENTORS

May 1, 2022

Author:

Revision History [not for public deliverables]

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Project Details:

Title: SEA MENTORS – SEAfarers Experiential Knowledge Based MENTORS

Acronym: SEA MENTORS

Start Date: 01-11-2021

End Date: 01-11-2023

Coordinator: Mircea cel Batran Naval Academy

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MANAGEMENT PLAN

BASIC PROJECT INFORMATION

Project name: SEA MENTORS

Project Reference Number: KA220-VET-93A876D8

Programme: Erasmus +

National Agency: RO01 - Agentia Nationala pentru Programe Comunitare in Domeniul Educatiei si Formarii Profesionale

Key action 2: Cooperation partnerships in vocational education and training

Field: Vocational Education and Training

Duration of project: 01-11-2021 to 01-11-2023

Partner Countries: Romania, Turkey, Lithuania, Poland, Slovenia, Bulgaria

Partner numbers: 6

PARTNER INFORMATION.

P1: Mircea cel Batran Naval Academy (Romania) - Contractor.

P2: MARITIME INNOVATORS PROJE EGITIM DANISMANLIK TICARET LIMITED SIRKETI (Turkey) – Coordinator.

P3: Lithuanian Maritime Academy (Lithuania) - Partner.

P4: Polish Naval Academy (Poland) – Partner

P5: SPINAKER PROIZVODNJA TRGOVINA IN TRZENJE DOO (Slovenia)-Partner.

P6. Nikola Yonkov Vaptsarov Naval Academy (Bulgaria)-Partner.

ORGANISATION.

The administration structure of the project will be organised through the following groups.

MANAGEMENT GROUP:

This group will coordinate and monitor resources required for efficient project execution:

**Group Leader Organisation:** MBNA

**Group Leader Person:** Catalin POPA

**Coordination Support:** Ugurcan ACAR - MARITIME INNOVATORS PROJE EGITIM DANISMANLIK TICARET LIMITED SIRKETI

**Group Members:**

• Catalin POPA (MBNA)

• Uğurcan Acar (MARITIME INNOVATORS)

• Indre Mickeviciute (LMA)

• Artur Bogdanowicz (PNA)

• Tomaž Gregorič (Spinaker)

• Kalin Kalinov (NVNA)

EVALUATION AND MONITORING GROUP:

This group will monitor, evaluate and adjust aspects of the project as appropriate to achieve the projects aims and targets.

**Group Leader Organisation:** NVNA

**Group Leader:** Kalin Kalinov

**Group Members:**

• Catalin POPA (MBNA)

• Uğurcan Acar (MARITIME INNOVATORS)

• Indre Mickeviciute (LMA)

• Artur Bogdanowicz (PNA)

• Tomaž Gregorič (Spinaker)

• Kalin Kalinov (NVNA)

TOTAL QUALITY CONTROL GROUP:

The TQMP will set quality targets and ensure that the project produces outputs which meet defined specifications to ensure the success of the project. The TQMP is essential for the timely conclusion of tasks and completion of Activities to the projects AQL (Acceptable Quality Level).

**Group Leader Organisation**: PNA

**Group Leader:** Artur Bogdanowicz

**Group Members:**

• Catalin POPA (MBNA)

• Uğurcan Acar (MARITIME INNOVATORS)

• Indre Mickeviciute (LMA)

• Artur Bogdanowicz (PNA)

• Tomaž Gregorič (Spinaker)

• Kalin Kalinov (NVNA)

DISSEMINATION GROUP:

This group will devise and formulate the Dissemination and Exploitation Plan for the project in Month 2, December 2021.

**Group Leader Organisation:** LMA

**Group Leader:** Indre Mickeviciute

**Group Members:**

• Catalin POPA (MBNA)

• Uğurcan Acar (MARITIME INNOVATORS)

• Indre Mickeviciute (LMA)

• Artur Bogdanowicz (PNA)

• Tomaž Gregorič (Spinaker)

• Kalin Kalinov (NVNA)

COMMUNICATION

All general communication will be carried out through the Project Management System “SEA MENTORS” DRIVE + EMAIL. It is to be found at the link:

<https://drive.google.com/drive/folders/1yE3uJ6UtnZUi44oThnh-dehjKXwYLGxg?usp=sharing>

This platform will mainly be used for

* announcements,
* discussions,
* allocation, discussion and completion of tasks,
* upload and download of files,
* meeting planning,
* dissemination reports,
* time sheet completion and
* financial reports

Other communication is carried out by email, using the partner contact list that follows.

**Mircea cel Batran Naval Academy (Romania):**

* Catalin POPA: Email: catalin.popa@anmb.ro

**MARITIME INNOVATORS PROJE EGITIM DANISMANLIK TICARET LIMITED SIRKETI (Turkey):**

* Ugurcan Acar: Email: uacar@maritimeinnovators.com

**Lithuanian Maritime Academy (Lithuania):**

* Indre Mickeviciute: Email: i.mickeviciute@lajm.lt

**Polish Naval Academy (Poland):**

* Artur Bogdanowicz: Email: a.bogdanowicz@amw.gdynia.pl

**SPINAKER PROIZVODNJA TRGOVINA IN TRZENJE DOO (Slovenia):**

* Tomaz Gregovic: Email: tomaz.gregoric@spinaker.si

**Nikola Yonkov Vaptsarov Naval Academy (Bulgaria):**

* Kalin Kalinov: Email: kalinov.ks@gmail.com

Other methods of communication, although mainly with stakeholders outside the project partnership, will be Facebook, Twitter and LinkedIn.

For reasons of economy, only in cases of emergency or where a very fast response is required will direct telephone communication be used.

REPORTING PATHWAYS

All reports generated by the various groups will be uploaded to the “Drive” with notifications sent to all involved parties. All documentation will thus be available for inspection and comment by all project partners with access to the “Drive”.

These include

* reports on project IO tasks,
* the evaluation reports produced by NVNA based on evaluation questionnaires,
* the dissemination reports produced by LMA based on the completed dissemination forms in “Drive” by all partners, and
* the financial reports produced by all partners according to the schedule in the bilateral contracts with the coordinator MBNA.

Any reporting to the RO01 - Agentia Nationala pentru Programe Comunitare in Domeniul Educatiei si Formarii Profesionale, but with support from the partners as requested.

MANAGEMENT PLANNING, SCHEDULING AND TRACKING TECHNIQUES.

To direct project activities the Management Group will utilise the projects timeline and a Gantt chart system in Drive. This system will show the status of each project task and the milestones. The Gantt chart is available to all project partners via the Drive and is an integral part of the management plan.

The connection between the tasks concerning a) the Management and Implementation and b) the development of the project’s Intellectual Outputs with their respective financial resources is detailed in the Total Quality Management Plan (TQMP), available to all partners in the Drive.

DEALING WITH ISSUES.

It is intended that the Management Group will engender trust and allow problems to be identified and addressed openly, promptly and without recrimination. Should any problem develop, it will be dealt with the aim of resolving it according

to its nature and in the best interests of the project’s outcomes. Any issue that cannot be resolved in the above way will be referred by the management group to the stipulations of the contract(s) between the coordinator and the Romania National Agency and between the coordinator and the beneficiaries.

It is the responsibility of all partners, regardless of their function or authority to bring to the attention of the Management Group any problems that they become aware of.

SUPPORTING PARTNER’S NEEDS

It is the responsibility of the Management Group to carefully listen to and to take prompt, appropriate action to support the justifiable needs and requirements of the partners to allow them to fulfil their roles and duties.

FINANCIAL EXPEDIENCY

The Management Group is charged with putting into place operational procedures and checks to safeguard the financial health of the project to enable the project to complete on time and within budget. Regular reports on budget use by the partners will be part of these checks and will be submitted to the coordinator MBNA according to the schedule stipulated in the bilateral contracts.

QUALITY

The Management Group will coordinate its actions with the requests of the Total Quality Management Plan which is to be used as a control to ensure the quality and delivery of the project’s products and outcomes. The Quality Control Group will throughout the project oversee the appropriate use of the budget and the connected completion of tasks and activities according to plan.

RISK MANAGEMENT

The Management Group will coordinate its actions with the Project Risk Assessment agreed by the partners to ensure that major risks that may endanger

the success of the project is identified and that appropriate remedial actions and recovery plans are put in place.

SCHEDULING

The Management Group will use the project Drive, the Gantt chart and any other tools that they deem necessary to schedule tasks and resources to keep the project on track and on budget.

TRANSPARENCY

The Management Group will use the transparency of the Drive to display the project Gantt chart, reports, results and instructions issued. And it will keep all partners and the Executive Agency reliably informed at all times.

OUTPUTS

It is the prime responsibility of the Management Group to put in place procedures and systems to ensure project personnel deliver outcomes to requirement, quality and on budget.

SUBCONTRACTORS

In the event that subcontractors are used it will be the responsibility of the Management Group to put in place procedures and systems to ensure that subcontractors deliver outcomes to requirement, quality and within budget.

PROJECT TIMELINE

This Project Timeline shows when the project activities and outputs are planned to happen. It starts from Month 1 = November 2021 and runs to month 24 = November 2023:

