Social Inclusion of Women for Better Life Through Sport

D1.1. Project Management, Communication, and Quality Plan

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DELIVERABLE INFORMATION

Work Package	WP1: Project Management and Coordination
Lead Partner	Altınboynuz Sports Club (ASC)
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REVISION HISTORY

Revision	Date	Contributor(s)	Description
0.1	12. March. 2024	Nur ERADLI (ASC)	First draft for internal review
0.2	14. March. 2024	Mehmet Fırat UNAL (ASC)	The Executive Summary has been revised, incorporating abbreviations where previously absent. Furthermore, the conclusion section has been rephrased to provide a more detailed and descriptive analysis.
1	15. March. 2024	Nur ERADLI (ASC)	Final

QUALITY CONTROL

Role	Date	Contributor(s)	Approved/Comment
Internal Review	19/3/2024	Athanasios Dalamitros (AUTH)	The word "swimming" has been replaced with "aquatic activities
Final Quality Review	21/3/2024	Nur ERADLI (ASC)	Approved

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EXECUTIVE SUMMARY

This document is the deliverable "D1.1 - Project Management, Communication, and Quality Plan" of the Erasmus+ Sport Action project "Social Inclusion of Women for Better Life Through Sport" (hereinafter referred to as "RS4Women").

The RS4Women Project Management, Communication, and Quality Plan is the central document describing major aspects of the project management process. It is intended to provide guidance and direction for specific management, planning, and control activities such as scheduling, reporting, communication, quality, etc. The focus of this document is to describe the approaches being taken in the project to manage the various work packages, share and store documents, communicate among consortium members, control the quality of project deliverables, and provide links to other important procedures i.e. related to governance, described in Grant Agreement.

The Project Management, Communication, and Quality Plan is a living document and should be updated continuously throughout the project.
Benefits of creating a Project Management, Communication, and Quality Plan include:

- clearly define roles, responsibilities, processes, and activities;

- increase the probability that projects will be completed on time, within budget, and with a high degree of quality;

- ensuring understanding of what was agreed upon;

- helping project teams identify and plan for how project activities will be managed (budget, quality, schedule, etc.).

The intended audience of the RS4Women Project Management, Communication, and Quality Plan consists of members of the RS4Women consortium and the Project Officer at the controlling and granting side.

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1. INTRODUCTION

The "Social Inclusion of Women for Better Life Through Sport" (RS4Women) project, funded under the Erasmus+ Sports Action, represents a groundbreaking initiative aimed at leveraging the universal language and inclusive nature of sports to foster social inclusion and improve the quality of life for women across various communities. This project is premised on the understanding that sport is not only a catalyst for physical well-being but also a powerful tool for social integration, empowerment, and creating equitable opportunities for women.

In an era where gender disparities persist in numerous aspects of daily life, RS4Women embarks on a mission to dismantle barriers and cultivate a supportive environment where women can thrive through participation in sports activities. The initiative seeks to address the challenges that hinder women's full participation in sports and to highlight the role of sports in promoting gender equality, mental health, and social cohesion.

The RS4Women Project Management Plan, documented as "D1.1 - Project Management Plan," serves as a comprehensive guide for the execution and management of this innovative project. It outlines the strategic approach, methodologies, and mechanisms put in place to ensure the successful implementation and sustainability of project activities. This document is vital for coordinating efforts among consortium members, facilitating effective communication, and ensuring that all project deliverables meet the highest standards of quality.

As a living document, the Project Management Plan will evolve in response to the dynamic nature of the project environment, incorporating feedback, and adapting to challenges as they arise. Its ultimate goal is to pave the way for a lasting impact, empowering women through sport and contributing to a more inclusive society.

This introduction sets the stage for a detailed exploration of the RS4Women project, including its objectives, expected outcomes, and the framework established to achieve these goals. It highlights the commitment of the consortium members and the supporting entities to work collaboratively towards a common vision: the social inclusion of women for a better life through sport.

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2. PROJECT OBJECTIVES

The premier aim of the project is that by bringing together women aged 18-35 with no or little sports background and retired women over 60, to increase their access to social life by emphasizing the importance of both individual and teamwork with sea rowing and swimming sports, as well as teaching healthy living standards.

RS4Women aims to realize the following specific objectives:
- Increase access to social life for women aged 18-35 with no or little sports background and retired women over 60 through participation in sea rowing and aquatic activities.
- Support the psychological and physical development as well as the wellbeing of women aged 18-35 with no or little sports background and retired women over 60, as well as promote lifelong education opportunities for them.
- Serve as role models for other women by demonstrating the importance of individual and teamwork in sports, as well as healthy living standards.
- Prevent older women from withdrawing from social life by providing opportunities for engagement in sports and community activities.
- Foster integration of older women into the community by facilitating interactions with younger women and residents.
- Boost learner self-confidence and self-esteem through the completion of specialized sports training programs.
- Cultivate and encourage optimism among participants through positive experiences and achievements in sports.
- Foster a sense of belonging and community among participants, helping them to feel connected to a wider social network.
- Increase the quantity and quality of social connections among participants, thereby reducing feelings of social isolation and loneliness.
- Enhance participants' readiness to try new activities and experiences beyond the scope of the project.
- Collaborate with other institutions to integrate and add value to the European project, leveraging diverse expertise and resources for maximum impact.

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3. PROJECT ORGANIZATION

3.1. PROJECT CONSORTIUM

The RS4Women project consortium brings together a dynamic team of organizations committed to promoting social inclusion and empowerment of women through sports. At the helm of this collaborative effort is Altınboynuz Sports Club from Türkiye, serving as the coordinator of the project. With its expertise in sports management and community engagement, Altınboynuz Sports Club plays a pivotal role in guiding and facilitating the project's activities. Aristotle University of Thessaloniki Greece, is renowned for its academic excellence and research prowess. As a partner in the consortium, Aristotle University of Thessaloniki brings valuable insights and academic rigor to the project, enriching its educational components. Complementing this partnership is Accademia IRSEI APS – Research Institute for Development, Economy and Innovation from Italy, a leading organization specializing in social research and development. With its wealth of experience in promoting social inclusion initiatives, IRSEI APS contributes invaluable perspectives and methodologies to the RS4Women project. Together, the consortium members synergize their diverse strengths and resources to create meaningful impact and empower women of all ages to lead healthier, more fulfilling lives through sports.

3.2. PROJECT ORGANIZATIONAL STRUCTURE

The general organizational structure of RS4Women is composed of various individuals and entities, along with their respective roles. The following paragraphs offer a deeper insight into each participant and the specific roles they undertake within the organization.

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3. PROJECT ORGANIZATION

Project Coordinator (PC): ASC, as the applicant organization, includes management, legal, administrative, financial, and technical staff. The ASC provides continuous project management and prepares the Project Management Plan and Activity Plan. The project coordinator (PC) is responsible for the coordination of activities in compliance with the contract with the European Commission (EC) and interacts with third parties about the project. The PC has total responsibility for the overall project and its successful completion.

Project Steering Committee (PSC): The PSC is made of representatives of all partners, provides strategic project management, and monitors the overall progress. The PSC is the highest and ultimate decision-making board and its main task is project governance. This body is composed of one representative from each project partner (i.e., partner leader) and will work under the supervision of the project coordinator (PC). The PSC monitors and assesses the actual progress of the project and decides on amendments if necessary.

Quality Assurance Monitoring Committee (QAMC): The QAMC is in charge of monitoring all indicators of progress, as well as indicators of quality achievement (outputs) and involved staff. 'State-of-project' reports, prepared by the QAMC, are presented to all partners quarterly. The project progress is evaluated based on reports on reached deliverables in agreement with the Activity Plan.
Output Coordinators: Each Output Coordinator will be responsible for reporting the progress of their outputs to the PC and in the Consortium meetings.

- Project Management Coordinator
- Wellbeing Coordinator
- Coastal Rowing Coordinator
- Aquatic Activities Coordinator

Figure 1: RS4Women Project Organization Structure

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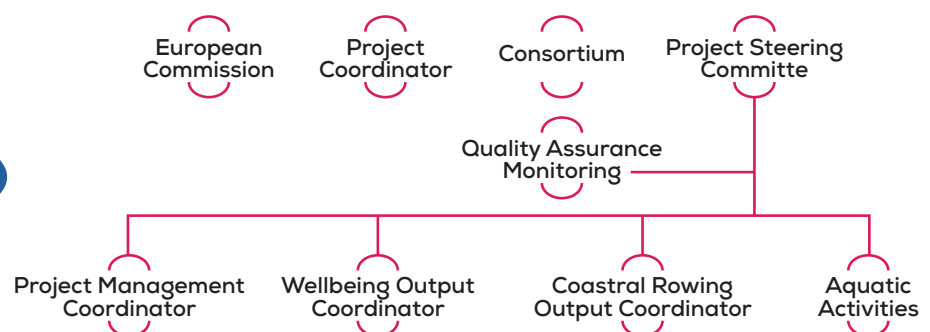
4. WORK STRUCTURE

4.1. WORK PACKAGES AND TASKS

In addition to the general organizational framework, a functional structure dedicated to executing the specific tasks and work packages necessary for achieving the anticipated project outcomes exists, as outlined in the Grant Agreement.

Since the RS4Women project is a small-scale collaboration project, two work packages have been identified. Work Package 1 is dedicated entirely to management and organization, while Work Package 2 focuses on project outputs and dissemination activities. The leader for both work packages is the coordinating institution, ASC, and the leaders of the tasks within the work packages are made up of consortium partners. Figure 2 provides an overall view of the work packages and the corresponding tasks and deliverables including the beneficiaries in the lead.

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4. WORK STRUCTURE

Figure 2. LIST OF WP AND TASK LEADING INSTITUTIONS

WP Name	Task No	Task Name	Task Leader	Deliverable No	Deliverable Name	Due Month
WP 1 (ASC)	T1.1	Project management and financial coordination	ASC	D1.1.	Project management, communication, and quality plan	2
	T1.2	Web-based working area reserved for Partners				
	T1.3	Evaluation and Quality Control		D1.3	Internal Periodic Progress Report 1	4
				D1.4	Internal Periodic Progress Report 2	8
				D1.5	Internal Final Project Report	12
	T1.4	Projectdocumentation		D1.2	Project Dissemination Plan	2
				D1.6	Exploitation plan	12
	T1.5	Organizing the project management meetings		D1.7	Meetings' minutes	8
WP 2 (ASC)	T2.1	Creation of training modules on wellbeing education	ASC	D2.1	Wellbeing teaching materials	2
	T2.2	Organization and preparation of wellbeing education training module	ASC			
	T2.3	Organizing pilates training module	ASC			
	T2.4	Translation into the other partners' languages of the wellbeing education module	ASC	D2.1	Wellbeing teaching materials	2

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	T2.5	Organisation and preparation of coastal rowing training module	ASC			
	T2.6	Preparation survey and sharing analysis on the psychological effect of rowing and pilates activities on women	IRSEI	D2.6	Participant Survey Analysis	10
	T2.7	Organization and preparation of the aquatic training module	AUTH			
	T2.8	Preparation survey and sharing analysis on the psychological effect of the aquatic activities on women	AUTH	D2.6	Participant Survey Analysis	10
	T2.9	Publication on a Peer-Reviewed Article regarding the effect of the short-term training period on physiological parameters, specific physical fitness indicators and quality of life	AUTH	D2.7	Peer Reviewed Article	12
	T2.10	International Conference on Wellbeing and Sport Activities on physical and psychological effect on Women	IRSEI	D2.5	Project output booklet	11
	T2.11	Applications of project dissemination plan	ASC	D2.2	RS4Women Project Website	3
				D2.3	Project Certificate of Attendance	4
				D2.4	Project promotional video production	10

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5. TIMELINE

The RS4Women project is set to run for a total of 12 months, commencing on March 1, 2023, with its conclusion targeted for February 28, 2025. The core activities are expected to be completed within 6 months, but an additional six months have been factored in to allow for any potential delays. Such delays might arise from the extended time required to hire additional project-specific associates at the start or due to staff changes at partner institutions, which are anticipated due to the normal rate of staff turnover.

The project's operations revolve around the achievement of specific deliverables, with a total of 14 deliverables identified, most of which are to be disseminated as public reports. The schedule for producing these deliverables ahead of their respective deadlines is structured as follows:

- 4 weeks before the deadline: The drafting, writing, and finalization process should be completed by the deliverable's responsible partner, in collaboration with the leader of the task and work package (WP). A Word document version of the deliverable should be prepared and shared via Google Drive.

- 3 weeks before the deadline: The internal review process should begin. Reviewers, chosen well in advance, should be notified through a mailing list to initiate the review.

- 2 weeks before the deadline: The Coordinator should receive the final draft, after reviews, for the ultimate review and edits.

- On the deadline: A PDF version of the deliverable is to be created and submitted to the designated area of the Participant Portal by the Coordinator.

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5. TIMELINE

FIGURE 3: RS4WOMEN GANTT CHART

ACTIVITY	MONTHS											
WP and Title	MAR (1)	APR (2)	MAY (3)	JUN (4)	JUL (5)	AUG (6)	SEP (7)	OCT (8)	NOV (9)	DEC (10)	JAN (11)	FEB (12)
WP 1: Project Management and Organization												
T1.1 Project management and financial coordination		D1.1										
T1.2 Web-based working area reserved to Partners												
T1.3 Evaluation and Quality Control				D1.3				D1.4				D1.5
T1.4 Project documentation		D1.2										D1.6
T1.5 Organizing the project management meetings								D1.7				
WP 2: Increase the inclusion and the awareness of disadvantaged groups on Wellbeing, Coastal Rowing, Pilates and Swimming												
T2.1 Creation of training modules on wellbeing education for target group		D2.1										
T2.2 Organisation and preparation of wellbeing education training courses for target gorup												
T2.3 Organizing pilates training module												
T2.4 Translation into the other partners languages of wellbeing education module												

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Task	1	2	3	4	5	6	7	8	9	10	11	12
T2.5 Organisation and preparation of coastal rowing therotical and practical course module			■	■	■	■						
T2.6 Preparation survey and sharing analysis on psychological effect of rowing and pilates activities on women							■	■	■	D2.6		
T2.7 Organisation and preparation of Aquatic training module			■	■								
T2.8 Preparation survey and sharing analysis on the psychological effect of aquatic activities on women						■	■			D2.6		
T2.9 Article on the effect of a short-term training period on physiological parameters and aquatic activity performance: case analysis for women 60+ and 18-35 ages					■	■	■	■	■	■	■	D2.7
T2.10 International Conference on Wellbeing and Sport Activities on pyschical and psychological effect on Women										■	■ D2.8	
T2.11 Applications of project dissemination plan		■	D22	D2.3	■	■	■	■	■	D2.4	■	■

xx	Task Execution
D	Deliverable

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6. COMMUNICATION PROCESS AND TOOLS

6.1. INTERNAL COMMUNICATION / MEETINGS

ZOOM
For the RS4Women project, internal communication via the Zoom platform serves as a vital tool for facilitating collaboration and coordination among project members. Zoom allows team members to conduct virtual meetings, video conferences, and discussions, enabling real-time communication regardless of participants' geographical locations. Through Zoom's features such as screen sharing, chat functionality, and breakout rooms, project members can efficiently exchange information, share updates, and address project-related matters. Additionally, Zoom recordings can be utilized for documentation and reference purposes, ensuring that all team members remain informed and aligned with project objectives. Overall, Zoom serves as a central platform for fostering effective internal communication within the RS4Women project team.

WhatsApp
Internal communication via WhatsApp offers a convenient and efficient way for team members to stay connected and collaborate in real-time. With its instant messaging capabilities, WhatsApp allows team members to exchange messages, share files, and engage in group discussions seamlessly. Its user-friendly interface and widespread availability make it accessible to team members regardless of their location or device. WhatsApp also supports voice and video calls, enabling face-to-face communication when needed. Additionally, features like group chats and broadcast lists facilitate communication with multiple team members simultaneously, enhancing teamwork and coordination. Overall, WhatsApp serves as a versatile platform for quick and effective internal communication within teams.

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6. COMMUNICATION PROCESS AND TOOLS

E-MAIL

Internal communication for the RS4Women project via email encompasses the dissemination of project updates and progress reports, coordination of events and activities, sharing and refining project documents through feedback, discussions on policies and strategies, fostering team building and morale, and handling confidential communications sensitively. Effective implementation involves clear and concise messaging, regular schedules for updates, appropriate tagging, encouraging feedback, and ensuring email security measures are in place to protect sensitive information, ultimately facilitating efficient collaboration and alignment among team members toward the project's goals.

Project official e-mail address: **rs4women.eu@gmail.com**

6.2. DOCUMENT REPOSITORY

Google Drive (and Google Team Drive as an alternative) is agreed upon and used as a project document repository and basis for project Amanagement, administration, and collaboration. It contains all the important information needed for ongoing work and collaboration across WPs. All project partners have access to all information stored in Google Drive RS4Women folders.

Document names

To allow easy tracking and retrieval of project documents a systematic approach should be used. Moreover, the version of the document should be identifiable.

Each document name starts with the date (in reversed order) on which the document was sent and/or released. This way, no version numbers are needed in the title.

Names of deliverables according to the following structure:
- (Date of the document)_LASTING_(Deliverable number)_(Deliverable title)_draft/final
- Example: 230410_LASTING_4.1_Project_Management_Plan_draft

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Naming of other documents according to the following structure:
- (Date of the document)_LASTING_(The main topic of document)
- Example: 230410_LASTING_Template_Deliverable

Email correspondence
The subject field of your e-mail should contain the following components:
- (LASTING) (Work Package or Task number): (The main topic of mail)
- Example: LASTING WP1: Minutes of Meeting 02.04.2023

The main addressee of the e-mail should be the responsible person to take action as a consequence of the e-mail. Persons who are put in copy (CC:) are generally not expected to take action as a result of your e-mail. Please also include dates or deadlines by which you expect the response. If no reply is provided within the deadline, the 'silence is approval' principle will be applied.

6.3. EXTERNAL COMMUNICATION

For external communications, the consortium will establish its website and communicate with external stakeholders by e-mail, social media accounts, and social platforms (Twitter, Instagram, YouTube).

All partners are expected to produce high-quality presentations and scientific papers for publication in specialized conferences and journals as well as more simplified press releases demonstrating the impact of the project for a wide range of readers. In all external communication tools (including the web) and materials (e.g., leaflets, posters, etc.) a reference to the project and the European funding will be made, with the project acronym (RS4Women) and the GA number (No 101133376), as required per Article 29.4 of the GA.

These efforts will be pursued throughout the project to raise awareness and ensure high visibility of the project results.

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7. PROJECT REPORTING

According to the Grant Agreement, the project has one reporting period:

– Continues Report: from project month 1 (March 2024) to project month 12 (February 2025)

The coordinator, acting on behalf of the consortium, is required to submit both technical and financial reports to the Agency, as stipulated in Article 20 of the Grant Agreement. These submissions, which also include payment requests, must be prepared using the specific forms and templates available through the Participant Portal's electronic exchange system.

The **periodic report** must include the following:

- A '**periodic technical report'** containing:

    - An explanation of the work carried out by the beneficiaries;

    - An overview of the progress towards the objectives of the action, including milestones and deliverables identified in Annex 1 of the Grant Agreement;

    - This report must include explanations justifying the differences between work expected to be carried out by Annex 1 of the Grant Agreement and that carried out;

    - The report must detail the exploitation and dissemination of the results and – if required in Annex 1 of the Grant Agreement – an updated 'plan for the exploitation and dissemination of results';

    - The report must indicate the communication activities;

    - A summary for publication by the Agency;

- A '**periodic financial report'** containing:

    - An "individual financial statement" from each beneficiary and each linked third party, for the reporting period concerned;

    - The beneficiaries and linked third parties must declare all eligible costs, even if for actual costs, unit costs, or flat-rate costs – they exceeded the amounts indicated in the estimated budget. Amounts that are not declared in the individual statement will not be taken into account by the Agency;

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7. PROJECT REPORTING

• The individual financial statements of the last reporting period must also detail the receipts of the action;

• Each beneficiary and each linked third party must certify that:

  • The information provided is full, reliable, and true;

  • The costs declared are eligible;

• An explanation of the use of resources and the information on subcontracting and in-kind contributions provided by third parties from each beneficiary and each linked third party, for the reporting period concerned;

• A 'periodic summary financial statement', created automatically by the electronic exchange system, consolidates the individual financial statements for the reporting period concerned and includes – except for the last reporting period – the request for an interim payment.

The **final report** must include the following:

• A 'final technical report' with a summary for publication containing:

  • An overview of the results and their exploitation and dissemination;

  • The conclusions on the action;

  • The socio-economic impact of the action.

• A '**final financial report**' containing:

  • A 'final summary financial statement', created automatically by the electronic exchange system, consolidates the individual financial statements for all reporting periods and includes the request for payment of the balance;

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8. QUALITY ASSURANCE PLAN

8.1. ROLES AND RESPONSIBILITIES

As the Project Coordinator, ASC will ensure that all project personnel are acquainted with the Quality Assurance Plan and understand each partner's role in achieving the project's goals and quality standards. Additionally, ASC will oversee the management of project documentation, encompassing storage, backup, versioning, and change control.

The selected Google Drive, serving as the project's central repository, supports both requirements, thereby guaranteeing anytime access to this information.

Every Task leader holds the responsibility for overseeing and managing the project's implementation phase, ensuring it meets the established quality standards. Throughout the project, technical testing and user validation will be employed to assess adherence to and satisfaction with the project's quality requirements.

8.2. QUALITY CRITERIA

RS4Women requires all its products, whether technical services or written documents like reports and publications, to adhere to specific quality standards. These standards emphasize completeness, correctness, and punctuality. Completeness involves thorough coverage of topics without overlooking crucial aspects or redundancies. Accuracy entails a clear presentation of results, well-supported research, and efforts to minimize errors and ambiguities. All produced materials must align with RS4Women's visual identity and templates, while also meeting the specifications of the EC. Punctuality refers to timely delivery based on predefined deadlines.

8.3. DELIVERABLE QUALITY ASSURANCE PROCESSES

A total of 14 deliverables will be submitted by the end of the project. The deliverables will all follow the same template set up by ASC who will provide guidelines about their use, the time plan, and the expected final result, to all partners.

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8. QUALITY ASSURANCE PLAN

The evaluation of the deliverable will concentrate on the document's consistency and clarity, the relevance and comprehensiveness of the topic, and linguistic characteristics. A specific partner will be designated as the reviewer for each deliverable.

THE REVIEWERS FOR EACH DELIVERABLE CAN BE FOUND IN FIGURE 4

WP	Del.	Del. Name	Partner Name	Del. Month	Reviewer
1	D1.1	Project management, communication and quality plan	ASC	2	AUTH
1	D1.2	Project Dissemination Plan	ASC	2	AUTH
1	D1.3	Internal Periodic Progress Report 1	ASC	4	ACCADEMIA IRSEI
1	D1.4	Internal Periodic Progress Report 2	ASC	8	ACCADEMIA IRSEI
1	D1.5	Internal Final Project Report	ASC	12	ACCADEMIA IRSEI
1	D1.6	Exploitation plan	ASC	12	AUTH
1	D1.7	Meetings' minutes	ASC	8	ACCADEMIA IRSEI
2	D2.1	Wellbeing teaching materials	ASC	2	AUTH
2	D2.2	RS4Women Project Website	ASC	3	ACCADEMIA IRSEI
2	D2.3	Project Certificate of Attendance	ASC	4	ACCADEMIA IRSEI
2	D2.4	Project promotional video production	ASC	10	AUTH
2	D2.5	Project output booklet	ASC	11	ACCADEMIA IRSEI
2	D2.6	Participant Survey analysis	ACCADEMIA IRSEI	10	ASC
2	D2.7	Peer Reviewed Article	AUTH	12	ASC

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8. QUALITY ASSURANCE PLAN

The final inspection of the deliverable will be carried out by the project's QA Manager. To ensure smooth communication and consistency, all deliverables will adhere to specific naming conventions:

"RS4Women_[DeliverableNumber]Title_of_the_Deliverable_vX.Z[Responsible Partner]"

Here, "v" denotes the version, "Z" indicates different versions during the preparation phase, and "X" represents major releases of the documents. The versions of the deliverable are only edited by the Deliverable leader and the respective partners responsible for it.

An example of a working document or draft version would be:

"RS4Women_D1.1_Project_Management_Communication_And_Quality_Plan_v0.1_ASC".
Conversely, an example of a final document would be:

"RS4Women_D1.1_Project_Management_Communication_And_Quality_Plan_v0.1_ASC".

The deliverable template crafted by ASC encompasses vital project details and deliverable content, comprising the call identifier, GA number, title, acronym, duration, document revision history with assigned roles and descriptions, table of contents, list of figures and tables (if applicable), list of acronyms, and an executive summary.

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9. CONCLUSION

This deliverable presents the management and quality assurance plan for the project, which has been developed in accordance with best practices and the framework outlined in the proposal. The plan has received the endorsement of all consortium partners, as evidenced by their signatures on the Consortium Agreement and the Grant Agreement. This document will serve as the authoritative guide for all processes and methodologies to be employed throughout the project's duration, ensuring the timely and successful completion of all tasks and deliverables.

The management plan outlines the project's organizational structure, roles and responsibilities, communication plan, risk management approach, and change management process. The quality assurance plan describes the procedures for monitoring and evaluating the quality of project deliverables, including the use of quality checklists, peer reviews, and external evaluations.

The management and quality assurance plan will be regularly reviewed and updated to reflect changes in project scope, timelines, and resources. The project team will ensure that all stakeholders are informed of any changes to the plan and that appropriate actions are taken to mitigate any risks or issues that may arise.

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