

Planning of the first tasks

MECA Project

Management

- Agreements between the coordinator and partners, with tasks, budget and arrangements for conflicts resolving concluded.
- First advance transferred to the partners
- *PSC leader ?*
- Five working groups to be built in accordance with the main activities planned for the attainment of the project objectives foreseen.

Deadline: May 2016

- Need analysis reports
- Competence matrices: learning outcomes and credits
- Syllabi of courses/modules
- Project Web page & Moodle learning environment
- Web pages on each partners server and in the corresponding language
- Quality assurance plan

Five work groups

- on university-business co-operation which will be responsible for learning outcomes definition and content selection with regard to need of the enterprises (WP2, WP4);
- mClouds system development (WP2, WP3, WP5);
- exploitation including the pilot test and the field trial organisation (WP6, WP10);
- evaluation (WP7, WP8);
- dissemination (WP9).

P12 is the Project Evaluator and will plan and coordinate the project evaluation and quality assessment.

Five work groups

- P2, P5, **P6**, P7, P8, P10, P15, P16, P17– on university-business co-operation; P6 - leader
- P1, P2, **P3**, P4, P5, P9, P11, P13, P14 - mClouds system development; P3 - leader
- P14, **P1**, P2, P3, P4, P5, P9, P13, P16, P17 - exploitation including the pilot test and the field trial organisation; P1 - leader
- **P12**, P1, P10 - evaluation; P12 - leader
- **P13**, P5, P6, P7, P8, P10, P15 – dissemination, P13 - leader

Need analysis

Job analysis and educational need analysis

Aim: Analysis of user needs in shared IT infrastructure, teaching materials, learning resources in micro- nanoelectronics relevant for the labour market.

Job analysis

- For defining the necessary knowledge, skills and competences we will start with an extensive job analysis, i.e. work process analysis in companies in microelectronics and electronics packaging.
- The learning outcomes will be defined for each course with the corresponding credits after an assessment adopted by all partners.

Need analysis

Targets and tasks

- 1) representatives of the business
 - A survey on the needs of labour market and expectations of specialists and managers of enterprises in the sector
 - with regard to the knowledge and skills of their future employees and the most important disciplines to be taught at HE institutions.

Need analysis

Targets and tasks

2) students

Students will be interviewed about:

- their good/bad experiences with the CAD systems and the e-learning resources,
- their needs in specific learning resources in some disciplines,
- in additional support,
- collaboration with other students etc.

Need analysis

Targets and tasks

3) teachers

Teachers' needs of sharing regularly updated teaching resources will be analysed.

The techniques will be study of:

- curricula in each institution,
- e-learning courses,
- existing remote laboratory access and
- mainly interviews with the teachers in different disciplines.

Need analysis

Targets and tasks

4) Institutional

Specific needs of the virtualisation of each partner LLP university IT infrastructure in learning environment in microelectronics design and technology.

The techniques will be:

- interviews with IT administrators, managers and teachers.
- documentation on existing educational and professional software and the available licences and budgetary support.

Techniques

- **Questionnaire and interviews** with managers of enterprises in the sector, with engineers and other specialists, with graduated and MSc students and their teachers and HE managers,
- **Analysis of** the statistics of the **labour market** and of the university formal **education in microelectronics** in Europe (through literature study).

Techniques

- Analysis of the **feasibility of the virtual environment** in each partners institution and innovation planning.
- The **SWOT analysis** will be used both in internal (for particular country, culture, language etc.) and external scanning in order to identify strengths and weaknesses as well as opportunities and threats for implementation of virtual curricula

Need analysis – feasibility of Cloud systems

- System administrator from each university
- eWorks supporting
- Do we need some guidelines to be developed for the administrators?
- Available licenses at each university – not “cloud-able” ?
- Available hardware resources
- What is really necessary to be shared?
- Which softwares to be shared?

E-Learning courses

- Template
- Moodle or ?
- Virtual labs ?g

Quality assurance plan

- Plan including the scope, context, objects, audiences for evaluation, quality assessment personnel, its purpose, the evaluation questions, the information collection procedures, instruments, analysis methods, planned reports, decisions and actions, follow-up procedures, management review of assessment results.
- Deadline: March 2016

Dissemination

- Project Web pages
 - Main Project Web page - TUS
 - Small Web pages on the partners' servers with information about the project on the language of the partner's country with a link to the Project Web site.
- Deadline: March 2016

To Do

- On 17th to ask the KA experts about:
 1. The mobility for meetings
 2. Financial report template
 3. Mobility for dissemination (attending conferences)
 4. Reporting: unit costs ?
 5. Is it necessary to report co-financing?
- Example for the need analysis questionnaire for teachers from UNED – end of February

To Do

- Example for the need analysis questionnaire for learners from OUN – end of February
- Guidelines for learning outcome definition – Slavka, 15 February
- All HEIs – topics of their two courses with learning outcome defined – end of February.
- Need analysis questionnaire – to be answered by all partners, their teachers,

To Do

- Need analysis report by each partner, except OUN and eWorks
- QA plan – end of March
- To send to the partners the guidelines for learning outcomes definition
- Each HEI to be ready with the final topics of the courses and learning outcomes for each course – the next project meeting.

Pod lipite restorant

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