EDIDESK

OPEN ACCESS CONTENTS ON DESIGN FOR EQUALITY, DIVERSITY AND INCLUSION
FOR HIGHER EDUCATION PROGRAMMES

D 1.1.2. Project Management Plan

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TABLE OF CONTENTS

1. Introduction **4**

2. Management **4**

2.1 Project Management Structure 4

2.2 Communication 4

2.3 Repository 5

3. Work Breakdown **6**

3.1 Work Breakdown Structure 6

3.2 Breakdown Component Description 8

3.3 Role of Partner 10

3.4 PERT 13

3.5 Key Performance Indicators (KPIs) 13

4. Work Breakdown **15**

4.1 GANTT 16

4.2 Project Scheduling Information Table 16

5. Effort and Cost Estimates **18**

5.1 Description of Resources Needed 18

5.2 Estimates 18

5.3 General Resource Plan 19

6. Related Project Plans **20**

Appendix 1: Acronyms Used for Project Partners **22**

Appendix 2: References and Related Documents **23**

1. Introduction

EDIDesK is the acronym of the Erasmus+ KA220-HED project *'Open Access Contents on Design for Equality, Diversity, and Inclusion for Higher Education Programmes'.* It is a three-year cooperation project between seven institutions working in the Higher Education sector.
The Project Management Plan documents all project activities needed to achieve the EDIDesK's project goals along with their detailed effort/cost estimates, their schedule and resulting project duration and resource requirements. The Project Management Plan will be used as the basis to monitor the progress and control the project.
This Project Management Plan includes the estimated effort/cost and schedule for all EDIDesK's project activities, including the ones identified and described in other project plans (e.g.: Dissemination, Outreach, and Engagement Plan, Project Handbook, etc.) as well as project management activities related to Risk Management, Quality Management (e.g.: scheduled project evaluation or audits) and Deliverables Acceptance.
The use of these guidelines should unify certain ways of working and ensure optimal collaboration among the members of the EDIDesK project. It is intended to serve all consortium members in their work in the project. It is a living document, i.e.: after submission it can be updated if any procedures or guidelines change. The consortium will be informed of these updates as deemed necessary.
Note that this document will always contain the latest baselined plan. References to previous versions of this document (for the purposes of tracing changes) along with the relevant status reports are found in the Appendix 2: References and Related Documents.

2. Management

2.1 Project Management Structure

The consortium bodies (i.e.: PSC, EAB, etc.) play an essential role in the organisation of the project. The project management structure consists of descriptions and responsibilities of the consortium bodies along with a definition of communication between the bodies in an organigram (Figure 1).

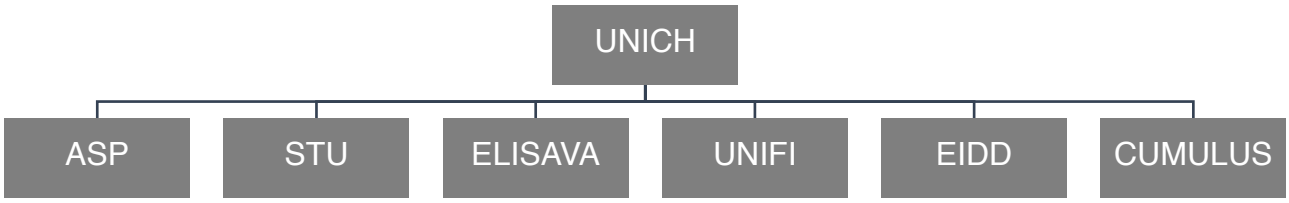

Figure 1 – Management Structure.

2.2 Communication

Effective communication is of paramount importance for achieving high quality project objectives. To facilitate contacting anybody within the consortium of the EDIDesK project, the contact details of all people contributing to the project are gathered in one single file in the repository (discussed later on in this document). It is an Excel file named "EDIDesK Contact Details" and is in the WP1 folder.
All participants have the obligation to keep this registry up to date. It contains the following information:

- Contact details for the consortium partner organisations.
- Contact details for the contributing people.
- For all contributors, their role/responsibility in the project.
- Mailing lists that are considered as relevant for the project's goals.

Along with email and telephone, videoconferencing is one of the most important communication channels of any project. The partners of the EDIDesK project will regularly meet via MS Teams every two months to discuss relevant progressions and follow up the project activities as per project management plan, as per Gantt.
The choice of this platform was proposed by the SC and the PM as per project submission because of its quality and functionality and was agreed by partners. Naturally this does not exclude the use of other platforms for videoconferencing that have similar functionality.

2.3 Repository

The project repository is common cloud storage for saving, developing, and sharing project files. The platform proposed for the EDIDesK project, and accepted by the consortium, is the OneDrive cloud space provided by UNICH – https://universitachieti-my.sharepoint.com/. SC and PM are responsible for managing the repository. However, all project partners (i.e.: PSC, PCT, PST) will contribute to produce the documents and materials that will be regularly uploaded, according to their role in the project.
All data stored on OneDrive is end-to-end encrypted. The SC and the PM, responsible for managing the repository, grants access to selected personnel from the consortium partners, meaning that project data is inaccessible for third parties outside the consortium. All people that were granted access to the repository are responsible for taking utmost care that unauthorised people do not obtain access to the data stored on the OneDrive repository (e.g.: links to data on the repository shall not be shared with third parties, passwords and decryption keys are strictly personal).
Deleted files are stored in the rubbish bin. To mitigate risk of data loss because of this, SC and PM make regular back-ups of the repository on its own servers (initially weekly, this frequency may change without notice).
The initial folder structure of the repository is described, with the intentioned use of the folders. Any significant change to this structure during the project will be included in updates of this document. All users are encouraged to create additional subfolders to organise the work as deemed useful. The root folder is named "EDIDesK". The structure is defined in the Table 1.

Table 1 – Folder names and description.

Name of the folder	Description
"EDIDesK"	For all materials concerning the EDIDesK project. This folder contains an organised distribution of folders concerning project's WPs. Levels of confidentiality and the access to them is regulated by project partners according to the section 2.2. of this document.
"Meetings"	For meetings in which more than one WPs are involved. This can be any kind of meeting, i.e.: face-to-face or online, General Assembly to bilateral, etc. A subfolder should be created for each meeting. Its name should start with the date in format 'yy-mm.dd'. e.g.: to be used for meeting minutes, agenda, presentations, and any other related files.

"Templates & Logos"	The folder contains all EDIDesK templates such as PowerPoint, Deliverables, Meeting minutes, etc. alongside EDIDesK logos and graphical elements, and the EU logo (flag) for dissemination activities.
"WPn"	One folder per work package. Although the WP leaders are free to add more, several subfolders have been predefined. These include: • "D.n.n – Title". Here all partners involved in a deliverable can draft it. • "Submitted". Subfolder where the version submitted to the EC Portal is saved. Both in Word and Pdf formats. • "Meetings WPn". For work package meetings. • "Working Place". Folder where everybody is free to share anything related to the work of the WP.

3. Work Breakdown

This section presents the breakdown of the EDIDesK project into smaller and more manageable components such as work packages, action, and deliverables. Each lower level of the representation offers a finer level of detail of the deliverables and work that all together define the project output(s) and the work involved to produce them.
Each component of the work breakdown has a unique type (e.g.: Work Package (WP), Action (A), etc.), a name and ID. The ID convention followed is described below:

- The first level itself is the number and the name of the Work Package (WP), for example: "WP1. Project Management".
- The second level is codified with an increase of the second digit and is therefore represented with 1.1 for the first component, 1.2 for the second etc. The second level identifies Activities (A) to do in relation to the WP, for example: "A 5.2. Project website."
- Similarly, the third level is codified with an increase in the third digit (i.e.: 1.1.1., 1.1.2, 1.2.1, 1.2.2. etc.). this third level identifies the expected Deliverables (D) that partners of the EDIDesK project will produce.

More details are discussed in the section 3.1. Work Breakdown Structure.

3.1 Work Breakdown Structure

Consistent to the work structure described in the introductory part of Section 3, part of the Project Management Plan contains the representation of the work breakdown, organised according to a work-based breakdown – WPn → An → Dn. Roles and responsibilities are shown in the following sections.

Table 2 – Work Breakdown.

EDIDesK: Work Breakdown	
WP1. Project Management	
A 1.1.	**Project management plan and activities**
D 1.1.1.	Project Handbook.
D 1.1.2.	Project Management Plan.
D 1.1.3.	Risk Management Plan.

D 1.1.4.	Deliverables Acceptance Plan.
A 1.2.	**In-person kick-off meeting (at UNICH)**
D 1.2.1.	Kick-off Meeting held at the UNICH in Italy (December 2023, Month 1).
A 1.3.	**In-person halfway project meeting (at UNIFI)**
D 1.3.1.	Halfway Meeting held at the UNIFI in Italy (May 2025, Month 18).
A 1.4.	**In-person final coordination meeting (at UNICH, in parallel with A 5.8.)**
D 1.4.1.	Final Meeting held at the UNICH in Italy (November 2026, Month 36).
A 1.5.	**External Advisory Board**
D 1.5.1.	List of members composing the External Advisory Board of the EDIDesK project.
A 1.6.	**Follow up meetings (online)**
D 1.6.1.	Minutes of the bi-monthly follow-up meetings.
A 1.7.	**Development of reports (Communication with EU).**
D 1.7.1.	Intermediate Report (Month 18).
D 1.7.2.	Programme-end Report (Month 36).
WP2. Research and Analysis of Teaching Contents on Design and EDI	
A 2.1.	**Research of best practices (contents and modules) for teaching EDI into Design programmes**
D 2.1.1.	Report containing best practices for teaching EDI into Design programmes: contents and modules.
A 2.2.	**Research of appropriate digital and traditional teaching and learning methodologies for Design and Design-related programmes**
D 2.2.1.	Report containing digital and traditional teaching and learning methodologies for Design and Design-related programmes.
A 2.3.	**Qualitative and quantitative analyses of best practices (contents and teaching methodologies)**
D 2.3.1.	Report containing quantitative analyses of best practices: contents and teaching methodologies.
A 2.4.	**Identification of virtuous contents and methodologies for promising replications into digital environments**
D 2.4.1.	Report containing virtuous contents and methodologies for promising replications into digital environments.
WP3. Development of an EU framework on Design for EDI and Pilot Tests	
A 3.1.	**Development of a Generalized Teaching Framework on Design for EDI**
D 3.1.1.	Report containing a proposal for a generalised Teaching Model on Design for EDI.
A 3.2.	**Testing of the teaching framework on different Design areas through workshops with students and local stakeholders**
D 3.2.1.	Five reports containing a synthesis of tests conducted in five HEIs.
D 3.2.2.	Five booklet showing projects made by students during pilot tests at HEIs.
A 3.2.	**Assessment of results produced during the tests with students for the refinement and validation of the framework**
D 3.3.1.	Report containing the assessment of results produced during the tests with students at five HEIs.
A 3.4.	**Proposal of an EU teaching framework on Design for EDI**
D 3.4.1.	Five multi-language reports containing the final proposal of an EU Teaching Framework on Design for EDI.
WP4. Design and Implementation of a Digital Learning Platform on Design for EDI	
A 4.1.	**Design of the digital learning platform: Service design and user experience**
D 4.1.1.	Report containing the service design and the user experience of the platform.

A 4.2.	**Design of the digital learning platform: Rules for content creation and sharing**
D 4.2.1.	Multi-language report containing rules for content creation and sharing.
A 4.3.	**Design of the digital learning platform: Implementation and beta test**
D 4.3.1.	Digital learning platform (tested format).
A 4.4.	**Development of open access themed contents on Design for EDI**
D 4.4.1.	First set of multi-language open access themed contents on Design for EDI.
A 4.5.	**Launch of the digital learning platform and promotion**
D 4.5.1.	Digital learning platform (ready for public use).
WP5. Dissemination, Outreach, and Engagement with Stakeholders	
A 5.1.	**Dissemination, outreach, and engagement plan**
D 5.1.1.	Dissemination, outreach, and engagement plan.
A 5.2.	**Project website**
5.2.1.	Project website.
A 5.3.	**Dissemination actions to raise awareness into relevant stakeholders: Public society and stakeholders**
5.3.1.	Promotion activities aimed at raising awareness into relevant societal stakeholders.
A 5.4.	**Dissemination actions to raise awareness into relevant stakeholders: HEIs**
5.4.1.	Promotion activities aimed at raising awareness into HEIs.
A 5.5.	**Hybrid conference 1 (end of WP2)**
D 5.5.1.	First hybrid conference held at ASP in Poland (September 2024, Month 10).
A 5.6.	**Hybrid conference 2 (end of WP3)**
D 5.6.1.	Second hybrid conference held at STU in Slovakia (February 2026, Month 27).
A 5.7.	**Workshop with international academics**
D 5.7.1.	Workshop held at the Cumulus conference in 2026 (Date to be confirmed in 2026).
A 5.8.	**Final conference (project results)**
D 5.8.1.	Final Meeting held at the UNICH in Italy (November 2026, Month 36).
A 5.9.	**Open access book of the project with results**
D 5.9.1.	Open access book with project results.

3.2 Breakdown Component Description

All partners recognise that the clarity of information is essential for the correct development and implementation of the EDIDesK project, through which assure the achievement of correct and satisfactory deliverables.

To provide clarity and better understanding of deliverables to produce, Table 3 shows a description of elements composing the deliverables listed in Table 2. Table 3 only contains descriptions about themed deliverables that are relevant for the implementation of the EDIDesK project.

Table 3 – Breakdown Component Description.

EDIDesK: Breakdown Component Description (Description of Deliverables)	
D 1.1.1.	Project Handbook.
D 1.1.2.	Project Management Plan.
D 1.1.3.	Risk Management Plan.
D 1.1.4.	Deliverables Acceptance Plan.

D 1.2.1.	The kick-off meeting of the EDIDesK project held at UNICH in Italy in December 2026.
D 1.3.1.	Halfway Meeting held at the UNIFI in Italy.
D 1.4.1.	Final Meeting held at the UNICH in Italy in November 2026.
D 1.5.1.	A report containing the list of members composing the EAB.
D 1.6.1.	A set of papers containing minutes of the bi-monthly follow-up meetings between project partners (e.g.: D 1.6.1.i., D 1.6.1.ii., D 1.6.1.iii., D 1.6.1.iv., …).
D 1.7.1.	Intermediate Report (Month 18).
D 1.7.2.	Programme-end Report (Month 36).
D 2.1.1.	The report will show qualitative and quantitative contents such as the countries where the teaching is delivered, the programme (UG or PG), the materials gathered (e.g.: syllabuses), the reference lists, and other classification data (e.g.: metadata, keywords, etc.).
D 2.2.1.	The report will contain qualitative and quantitative contents on both studio-based and blended teaching. A classification matrix will also be proposed to introduce rational contextual elements to match the different design subjects to teach.
D 2.3.1.	The report will contain qualitative outcomes that match the best contents found on Design for EDI and the most suitable teaching and learning methodologies to be used within UG and PG programmes.
D 2.4.1.	The report will contain qualitative outcomes showing the set of digital tools to be used in Design and Design-related programmes, and their compliance with the delivery of EDI contents. Recommendations for creating inclusive learning environments will be provided in relation to the availability of knowledge, technologies, and teaching settings.
D 3.1.1.	The report will contain a proposal for a generalised teaching model on Design for EDI, including teaching methodologies to use, the nature of contents, the modalities for content delivery, as well as the expected results that students are asked to achieve.
D 3.2.1.	The five reports (D 3.2.1.a., D 3.2.1.b., D 3.2.1.c., D 3.2.1.d., D 3.2.1.e.) will contain the results of workshops ran with students and local stakeholders at HEIs (UNICH, ASP, STU, ELISAVA, UNIFI), including a selection of representative projects made by students, and feedback made by teaching staff and stakeholders involved.
D 3.2.2.	Five graphical reports (i.e.: booklets) (D 3.2.2.a., D 3.2.2.b., D 3.2.2.c., D 3.2.2.d., D 3.2.2.e.) containing Projects will be collected into five graphical reports to provide visual evidence of activities performed.
D 3.3.1.	The report will contain the tested and validated teaching model on Design for EDI for application in both digital and physical teaching and learning environments.
D 3.4.1.	Five multi-language reports (D 3.4.1.a., D 3.4.1.b., D 3.4.1.c., D 3.4.1.d., D 3.4.1.e.) (English, Italian, Polish, Slovak, Spanish) will contain the final proposal of an EU teaching framework on Design for EDI, suitable for different design sectors, such as Product Design, Architecture, etc.
D 4.1.1.	The report will contain an extract of the service design of the learning platform, including the service design architecture, the protocol for inclusive user experience, and the definition of the work environment for content creation and sharing.
D 4.2.1.	The multi-language open access report will contain rules for content creation and sharing, inclusive teaching methodologies for the creation of new contents on Design for EDI, uploading and sharing procedures, and the plan for implementation.
D 4.3.1.	A report containing a synthesis of the work done will be released.
D 4.4.1.	A report containing a synthesis of the work done will be released.
D 4.5.1.	A report containing a synthesis of the work done will be released.
D 5.1.1.	A document containing the ‘Dissemination, Outreach, and Engagement Plan’ of the EDIDesK project that will be used to drive all dissemination activities.
D 5.2.1.	The project website of the EDIDesK project.
D 5.3.1.	The set of promotion activities digitally implemented and aimed at raising awareness into relevant societal stakeholders such as target communities, companies, museums, cultural institutions, NGOs, etc.

D 5.4.1.	The set of promotion activities digitally implemented and aimed at raising awareness into HEIs working in Design and Design-related fields.
D 5.5.1.	The hybrid conference (blended attendance) held at ASP in Poland in 2024 to show the results of WP2.
D 5.6.1.	The hybrid conference (blended attendance) held at STU in Slovakia in 2026 to show the results of WP3.
D 5.7.1.	A workshop with academics hosted by CUMULUS in one of the conferences of 2026 that will show first-hand results made by partners in WP2, WP3 and WP4.
D 5.8.1.	The final conference of the EDIDesK project held at UNICH in Italy in November 2026 to show all results of the project.
D 5.9.1.	An open access book containing all scientific, methodological, and technical results of the EDIDesK project.

3.3 Role of Partner

The EDIDesK project is a three-year cooperation activity that aims at improving the teaching of Design for EDI into the European's HE system, which in the long run will lead to improve the European economy in terms of readiness to inclusivity and sustainability by accelerating the development of students' cultural, technical, and digital skills on EDI. In doing this, the consortium (re: PSC) acknowledge that the collective effort of all partners is needed to assure the achievement of pre-identified results, which ultimately will provide consistency to project's scope and size.
All partners will have different roles and responsibility according to their involvement in the project's components: WPs and As. Their role is summarised in Table 4 and Figure 2.

Table 4 – Roles and involvement of partners.

EDIDesK: Roles								
WP		**Partners**						
WP1. Project Management Lead: UNICH		UNICH	ASP	STU	ELISAVA	UNIFI	EIDD	CUMULUS
A 1.1.	Project management plan and activities	X						
A 1.2.	In-person kick-off meeting (at UNICH)	X						
A 1.3.	In-person halfway project meeting (at UNIFI)	X				X		
A 1.4.	In-person final coordination meeting (at UNICH, in parallel with A 5.8.)	X						
A 1.5.	External Advisory Board	X						
A 1.6.	Follow up meetings (online)	X						
A 1.7.	Development of reports (Communication with EU).	X						
WP2. Research and Analysis of Teaching Contents on Design and EDI Lead: ASP; Deputy Lead UNIFI		UNICH	ASP	STU	ELISAVA	UNIFI	EIDD	CUMULUS
A 2.1.	Research of best practices (contents and modules) for teaching EDI into Design programmes	X	X	X	X			X

A 2.2.	Research of appropriate digital and traditional teaching and learning methodologies for Design and Design-related programmes					X		
A 2.3.	Qualitative and quantitative analyses of best practices (contents and teaching methodologies)	X	X	X	X			
A 2.4.	Identification of virtuous contents and methodologies for promising replications into digital environments	X	X	X	X			
WP3. Development of an EU framework on Design for EDI and Pilot Tests Lead: STU; Deputy Lead ASP		UNICH	ASP	STU	ELISAVA	UNIFI	EIDD	CUMULUS
A 3.1.	Development of a Generalized Teaching Framework on Design for EDI	X	X	X	X			
A 3.2.	Testing of the teaching framework on different Design areas through workshops with students and local stakeholders	X	X	X	X	X		
A 3.3.	Assessment of results produced during the tests with students for the refinement and validation of the framework	X	X	X	X			
A 3.4.	Proposal of an EU teaching framework on Design for EDI	X	X	X	X	X	X	
WP4. Design and Implementation of a Digital Learning Platform on Design for EDI Lead: ELISAVA; Deputy Lead UNICH		UNICH	ASP	STU	ELISAVA	UNIFI	EIDD	CUMULUS
A 4.1.	Design of the digital learning platform: Service design and user experience	X			X	X		
A 4.2.	Design of the digital learning platform: Rules for content creation and sharing		X	X	X			
A 4.3.	Design of the digital learning platform: Implementation and beta test				X	X		
A 4.4.	Development of open access themed contents on Design for EDI	X	X	X	X	X		
A 4.5.	Launch of the digital learning platform and promotion						X	X
WP5. Dissemination, Outreach, and Engagement with Stakeholders Lead: UNIFI; Deputy Lead STU		UNICH	ASP	STU	ELISAVA	UNIFI	EIDD	CUMULUS
A 5.1.	Dissemination, outreach, and engagement plan					X		
A 5.2.	Project website					X		
A 5.3.	Dissemination actions to raise awareness into relevant stakeholders: Public society and stakeholders						X	
A 5.4.	Dissemination actions to raise awareness into relevant stakeholders: HEIs							X
A 5.5.	Hybrid conference 1 (end of WP2)		X					
A 5.6.	Hybrid conference 2 (end of WP3)			X				
A 5.7.	Workshop with international academics							X
A 5.8.	Final conference (project results)	X						
A 5.9.	Open access book of the project with results					X		

Figure 2 – Graphical representation of partners' roles and involvement.

3.4 PERT

The PERT (Program Evaluation Review Technique) is a project management planning tool used plan tasks within a project. It makes it easier to schedule deliverables and coordinate with team members. The PERT chart of the EDIDesK project is shown in Figure 3.

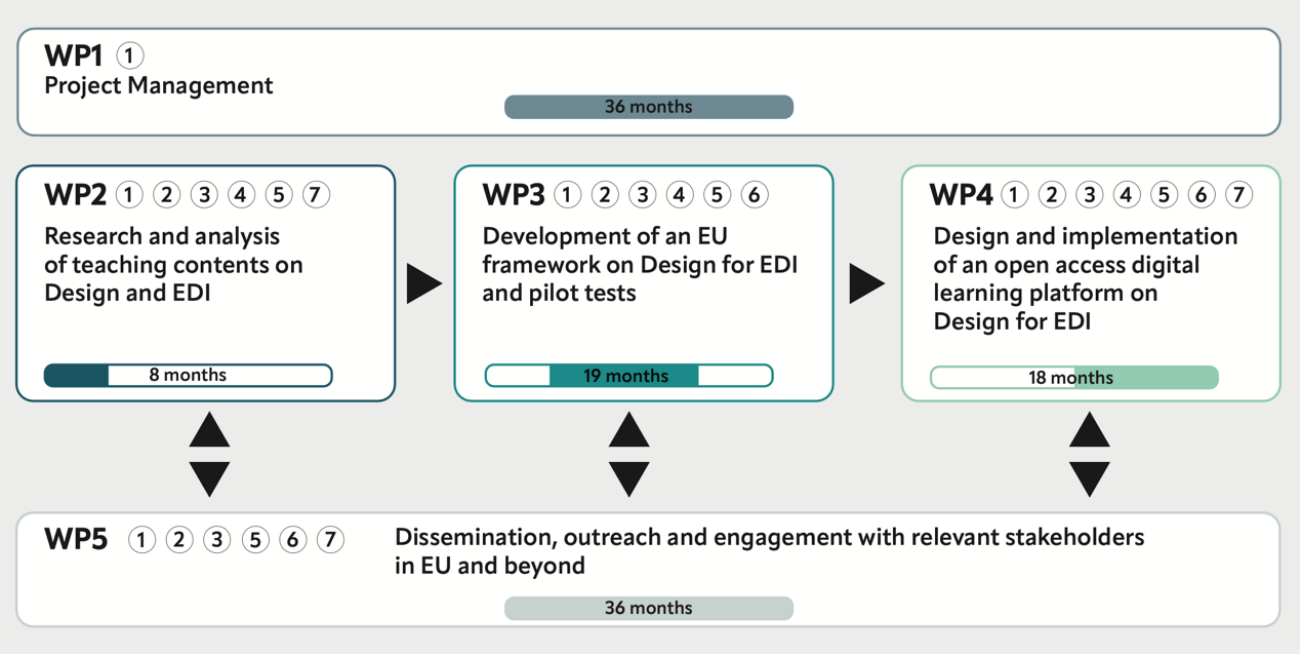

Figure 3 – PERT.

3.5 Key Performance Indicators (KPIs)

Project results, as planned in the project proposal, require to be quantitatively and qualitatively measured through the achievement of outputs described in WPs and As. Quantitative and qualitative indicators (QIs and qIs) form the set of Key Performance Indicators (KPIs) and help the WP leaders, WP co-leaders, and staff involved to achieve the project results and to timely control the progression of activities. KPIs have been developed and tailored according to the nature of expected tangible and intellectual outputs. The sum of project results will constitute an integrated chain of elements to be used in a three-year progression. KPIs are finally useful to measure the extent of dissemination and the resources created within the project.
The list of KPIs included in the EDIDesK project is shown in Table 5. Additional KPIs could be proposed in relation to future challenges and to better control the quality of outcomes.

Table 5 – Key Performance Indicators.

EDIDesK: Key Performance Indicators (QIs and qIs) per Work Packages		
WPs	**QIs**	**qIs**
WP1. Project Management	Not applicable.	Not applicable.

WP2. **Research and Analysis of Teaching Contents on Design and EDI**	• N. 30 UG and PG modules/contents in Design and Design-related fields gathered that deliver EDI contents, in its wider notion (A 2.1.). • N. 10 UG and PG modules/contents that can be considered as best practices (A 2.1.). • N. 15 teaching methodologies mapped in relation to Design for EDI subjects (A 2.2.). • N. 10 digital tools selected to be used for the delivery of contents within Design and Design-related programmes (A 2.3.). • N. 10 digital tools selected to be used for the creation of inclusive learning environments (A 2.3.). • N. 15 matches created from the combination of teaching contents on Design for EDI and digital tools to be used (A 2.4.).	• Quality elements of teaching modules on Design and/for EDI for use in Design and Design-related fields (A 2.1.). • Quality aspects of virtuous teaching models suitable for Design and Design-related fields (A 2.1.). • Quality elements founds within syllabuses and literature suggested (A 2.1.). • The congruity and correspondence between literature recommended and teaching contents delivered (A 2.1.). • The effectiveness of tools (both digital and non-digital) employed or recommended for inclusive teaching (A 2.2.). • Elements for progressions of teaching methodologies and knowledge transfer in the field (inclusive teaching and learning environments) (A 2.2.). • Interpretative results deriving from qualitative analyses of best practices that provide insights for knowledge progressions (A 2.3.). • Excellence of contents and methodologies proposed for promising replications into digital environments (A 2.4.).
WP3. **Development of an EU framework on Design for EDI and Pilot Tests**	• N. 5 local stakeholders involved in the pilot tests with students at participating organisations involved (one per test) (A 3.2). • N. 5 pilot tests developed at participating organisations (A 3.2). • N. 5 different design subjects considered for the pilot tests (i.e., product design, communication, architecture, etc.) (A 3.2). • N. 25 students that takes part to pilot tests at participating organisations (five per each HEI) (A 3.2). • N. 25 projects developed by students during pilot tests (five test) (A. 3.2.). • N. 15 teaching staff that takes part to pilot tests at participating organisations (A 3.2.). • N. 150 of HEIs informed about the proposal of an EU teaching framework on Design for EDI (A 3.4. in combination with WP5). • N. 50 of EU stakeholders informed about the proposal of an EU teaching framework on Design for EDI (A 3.4. in combination with WP5).	• 70% (or higher) comments and feedback recorded by students at the end of the pilot tests (learning experience and skills developed on EDI) (A 3.3.). • 70% (or higher) comments and feedback recorded by teaching staff at the end of the pilot tests (teaching innovation and quality of contents developed) (A 3.3.). • 70% (or higher) comments and feedback recorded by teaching staff about the reviewed teaching framework on Design for EDI (pedagogical approach, aim, contents, and teaching methodologies) (A 3.3.). • 70% (or higher) comments and feedback about the EU teaching framework on Design for EDI (A 3.4.).
WP4.	• N. 1 functioning open access digital learning platform published online (alpha and beta tests passed) (A. 4.3.).	• 70% (or higher) comments and feedback recorded by teaching staff that have provided peer-

Design and Implementation of a Digital Learning Platform on Design for EDI	• N. 25 multi-language contents (in English, Italian, Polish, Slovak, Spanish) on Design for EDI developed and uploaded in the digital learning platform (i.e., UG/PG contents, lectures, seminars, etc.) (A 4.4.). • N. 5 multi-language teaching frameworks (in English, Italian, Polish, Slovak, Spanish) included and shared via digital learning platform (A. 4.4.). • N. 5 HEIs recognised as 'knowledge producers' (A. 4.4.). • N. 1 Scientific Advisory Board (SAB) to review the contents on Design for EDI (A. 4.4.) • N. 10 teaching staff that provide open access themed contents on Design for EDI for different Design and Design-related subjects (e.g., Product Design, Architecture, Communication, etc.) (A. 4.5.). • N. 50 EU students that have access to open access contents on Design for EDI by the end of the project (A. 4.5.).	reviewed open access contents on Design for EDI in different Design and Design-related areas (A. 4.4. and 4.5.) • 70% (or higher) comments and feedback recorded by students that have accessed and used the digital learning platform (A. 4.5.). • Evaluation of the scalability of teaching framework in different knowledge fields (i.e., product design, service design, communication, architecture, etc.) (A. 4.4. and 4.5.).
WP5. **Dissemination, Outreach, and Engagement with Stakeholders**	• N. 1 project website published online (A 5.2.). • (By the end of the project) N. 1000 views of the project website (sum of HEIs, teaching staff, students, societal stakeholders, etc.) (A 5.2.). • (By the end of the project) N. 50 EU stakeholders (i.e., public bodies, companies, municipalities, etc.) informed of the project activities through the website (A 5.3.). • (By the end of the project) N. 200 global HEIs informed of the project activities through the website (A 5.4.). • N. 50 attendees at the first hybrid conference (both in-person and online) (A 5.5.). • N. 50 attendees at the second hybrid conference (both in-person and online) (A 5.6.). • N. 20 attendees at the workshop with international academics hosted at the Cumulus conference (A 5.7.). • N. 75 attendees at the final conference (both in-person and online) (A 5.8.). • N. 1 open access book with project results (A 5.9.).	• 70% (or higher) feedback recorded on the project such as: relevance and value added by outputs, improvements, relevance for the HE sector, opportunities for collaboration, student interests, teaching staff opinions, etc. (A 5.2., A 5.3., A 5.4., A 5.5., A 5.6., A 5.7., A 5.8.). • 70% (or higher) feedback recorded at the first hybrid conference (A 5.5.). • 70% (or higher) feedback recorded at the second hybrid conference (A 5.6.). • 70% (or higher) feedback recorded at the workshop at the Cumulus conference (A 5.7.). • 70% (or higher) feedback recorded at the workshop at the final conference (A 5.8.).

4. Work Breakdown

This section documents the dependencies between activities, resource assignments for each activity, activity start and end dates, and the overall project schedule and duration. Overall, a project schedule is considered as an essential tool to organize tasks, resources, and due dates in an ideal sequence so that a project can be completed on time.

Considering the type, size, complexity, dynamics, and documentation required for the EDIDesK project, the following scheduling methods and representations are used:

- GANTT.
- Project Scheduling Information Table.

4.1 GANTT

The Gantt chart shown in Figure 4 is used to schedule the work planned for the EDIDesK project.

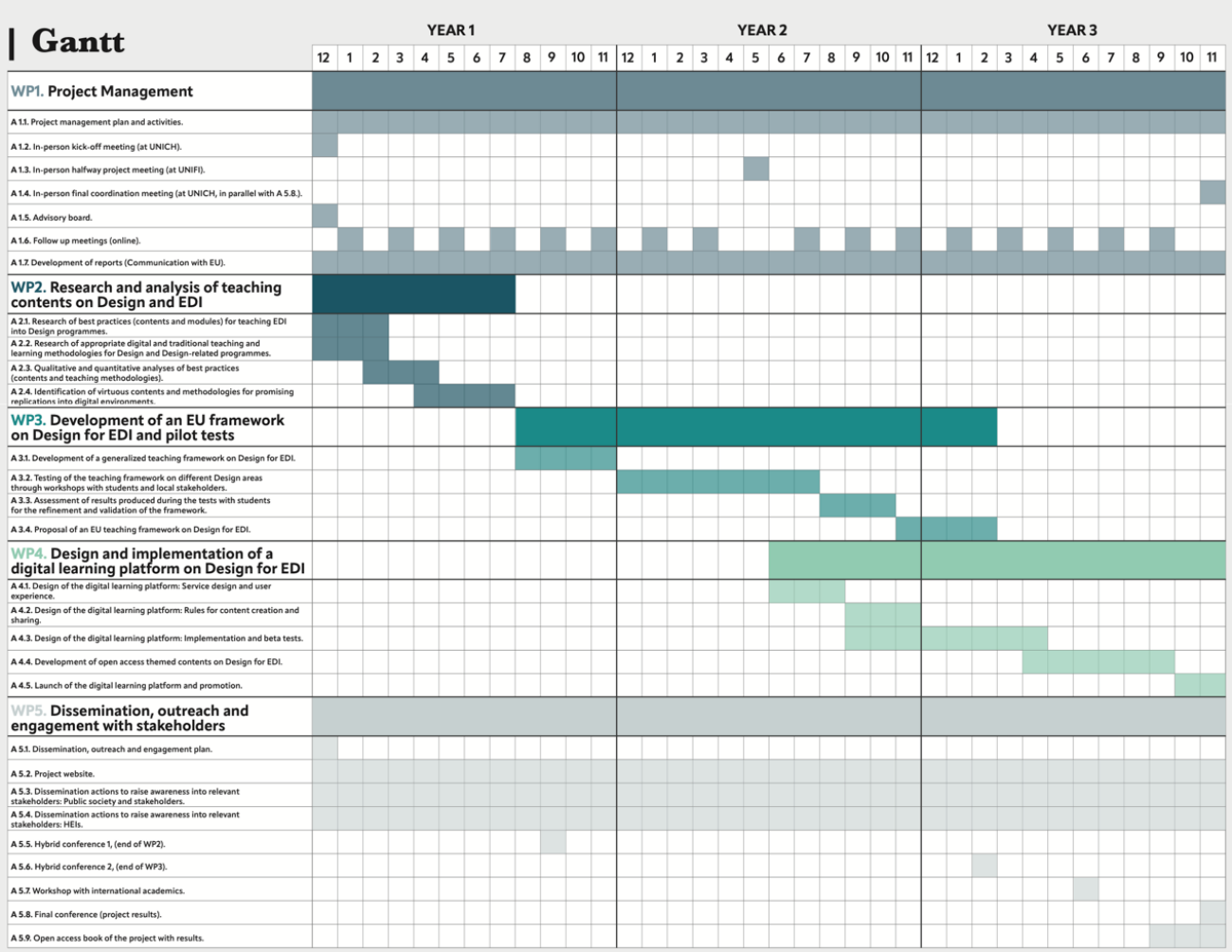

Figure 3 – Gantt.

4.2 Project Scheduling Information Table

Project Scheduling Information shown in Table 6 provides useful information to EDIDesK's work plan in terms of dependencies of activities (As), and then Work Packages (WPs), costs, commencing and ending dates.

Table 6 – Project Scheduling Information Table.

Work Breakdown		Dependencies	Start Date	End Date
WP1. Project Management		–	**12.2023**	**11.2026**
A 1.1.	Project management plan and activities	–	12.2023	11.2026

A 1.2.	In-person kick-off meeting (at UNICH)	–	12.2023	12.2023
A 1.3.	In-person halfway project meeting (at UNIFI)	–	05.2025	05.2025
A 1.4.	In-person final coordination meeting (at UNICH, in parallel with A 5.8.)	–	11.2026	11.2026
A 1.5.	External Advisory Board	–	12.2023	12.2023
A 1.6.	Follow up meetings (online)	–	12.2023	11.2026
A 1.7.	Development of reports (Communication with EU).	–	12.2023	11.2026
WP2. Research and Analysis of Teaching Contents on Design and EDI		**–**	**12.2023**	**07.2024**
A 2.1.	Research of best practices (contents and modules) for teaching EDI into Design programmes	–	12.2023	02.2024
A 2.2.	Research of appropriate digital and traditional teaching and learning methodologies for Design and Design-related programmes	–	12.2023	02.2024
A 2.3.	Qualitative and quantitative analyses of best practices (contents and teaching methodologies)	A 2.1., A 2.2.	02.2024	04.2024
A 2.4.	Identification of virtuous contents and methodologies for promising replications into digital environments	A 2.3.	04.2024	07.2024
WP3. Development of an EU framework on Design for EDI and Pilot Tests		**WP2**	**08.2024**	**02.2026**
A 3.1.	Development of a Generalized Teaching Framework on Design for EDI	A 2.4.	08.2024	11.2024
A 3.2.	Testing of the teaching framework on different Design areas through workshops with students and local stakeholders	A 3.1.	12.2024	07.2025
A 3.3.	Assessment of results produced during the tests with students for the refinement and validation of the framework	A 3.2.	08.2025	10.2025
A 3.4.	Proposal of an EU teaching framework on Design for EDI	A 3.1., A 3.2., A 3.3.	11.2025	02.2025
WP4. Design and Implementation of a Digital Learning Platform on Design for EDI		**WP3**	**06.2025**	**11.2026**
A 4.1.	Design of the digital learning platform: Service design and user experience	–	06.2025	08.2025
A 4.2.	Design of the digital learning platform: Rules for content creation and sharing	A 4.1.	09.2025	11.2025
A 4.3.	Design of the digital learning platform: Implementation and beta test	A 4.1., A 4.2.	09.2025	04.2026
A 4.4.	Development of open access themed contents on Design for EDI	A 4.2.	04.2026	09.2026
A 4.5.	Launch of the digital learning platform and promotion	A 4.4., A 5.3., A 5.4.	10.2026	11.2026
WP5. Dissemination, Outreach, and Engagement with Stakeholders		**WP2, WP3, WP4**	**12.2023**	**11.2026**
A 5.1.	Dissemination, outreach, and engagement plan	–	12.2023	12.2023
A 5.2.	Project website	–	12.2023	12.2023
A 5.3.	Dissemination actions to raise awareness into relevant stakeholders: Public society and stakeholders	WP2, WP3, WP4	12.2023	11.2026

A 5.4.	Dissemination actions to raise awareness into relevant stakeholders: HEIs	WP2, WP3, WP4	12.2023	11.2026
A 5.5.	Hybrid conference 1 (end of WP2)	WP2	09.2024	09.2024
A 5.6.	Hybrid conference 2 (end of WP3)	WP3	02.2026	02.2026
A 5.7.	Workshop with international academics	WP2, WP3, WP4	06.2026 (estimated)	06.2026 (estimated)
A 5.8.	Final conference (project results)	WP2, WP3, WP4	11.2026	11.2026
A 5.9.	Open access book of the project with results	WP2, WP3, WP4	09.2026	11.2026

5. Effort and Cost Estimates

This section documents the reasoning and final effort and cost estimates of all project activities. The work breakdown of Sections 3 and 4 is the input for the estimation.

5.1 Description of Resources Needed

This section contains a list of the necessary project resources that must be allocated to accomplish the EDIDesK's objectives. In general, this collaboration project does not require a large use of resources, unless people involved in its implementation. However, to provide clarity in the description, a distinction is made between human and non-human resources as follow:

- 'P' stands for 'People': human resources needed to accomplish an Activity (A) within a Work Package (WP). This category already considers both internal and external resources to recruit in the limit of the lump sum budget allocated to each partner, agreed by them in the submission stage of this project, as well as budget for expenses used by people or through which people can accomplish Activities.
- 'E' stands for 'Equipment specifically purchased to implement the project': the set of instrumental tools such as software and technical materials, that are needed to achieve/develop specific Activities (As) within a Work Package (WP), that is to say all instrumental resources that otherwise cannot allow the implementation of the project.
- 'B' stands for 'Buildings': the built environment used by project partners that is used to fulfil a specific Activity (A).

All partners are aware that additional expenses such as rents or purchases are not applicable for 'E' and 'B' groups as their cost due is already accounted in the lump sum grant.
For a more complete description of budget allocation, please see sections 5.2. and 5.3.

5.2 Estimates

Table 7 and Table 8 contained in this section show a detailed overview of resources allocated for the EDIDesK project and organised according to Section 5.1. As outlines in 5.1., costs of resources have been negotiated and agreed by all partners during the submission stage of this project and has not changed / will not change. Specifically, Table 8 only shows whether B is used and for what kind of activities.

Table 7 – Estimation of human resources allocated (as per project submission agreed by all partners). For more details, please see Section 4 of this document.

Human Resources Allocated (P)					
WP	**Start Date**	**End Date**	**Partners**	**Quantity** (months)	**Costs** (€)
WP1	12.2023	11.2026	UNICH, ASP, STU, ELISAVA, UNIFI, EIDD, CUMULUS	36	50,000
WP2	12.2023	07.2024	UNICH, ASP, STU, ELISAVA, UNIFI, CUMULUS	7	46,000
WP3	08.2024	02.2026	UNICH, ASP, STU, ELISAVA, UNIFI, EIDD	19	64,500
WP4	06.2025	11.2026	UNICH, ASP, STU, ELISAVA, UNIFI, EIDD, CUMULUS	18	57,000
WP5	12.2023	11.2026	UNICH, ASP, STU, EIDD, UNIFI, CUMULUS	36	23,000

Table 8 – Estimation of other resources allocated (as per project submission agreed by all partners). For more details, please see Section 4 of this document.

Other Resources Allocated (E, B)					
WP	**Start Date**	**End Date**	**Partners**	**Quantity** (Activity / Mont)	**Costs** (€)
WP1	12.2023	11.2026	UNICH (B)	A 1.2. (M 1), A 1.4. (M 36)	0
			UNIFI (B)	A 1.3. (M 18)	0
WP2	12.2023	07.2024	–	–	0
WP3	08.2024	02.2026	UNICH (B)	A 3.2. (M 13–20)	0
			ASP (B)	A 3.2. (M 13–20)	
			STU (B)	A 3.2. (M 13–20)	
			ELISAVA (B)	A 3.2. (M 13–20)	
			UNIFI (B)	A 3.2. (M 13–20)	
WP4	06.2025	11.2026	ELISAVA (E)	A 4.3. (M 22–29)	9,500
WP5	12.2023	11.2026	UNICH (B)	A 5.8. (M 36)	0
			ASP (B)	A 5.5. (M 10)	0
			STU (B)	A 5.6. (M 27)	0
			CUMULUS (B)	A 5.7. (M 31) (estimated)	0

5.3 General Resource Plan

Table 9 contains a synthesis of all costs needed for the implementation of EDIDesK project (as per project submission agreed by all partners).

Table 9 – General Resource Plan of the EDIDesK project.

General Resource Plan (P+E+B)							
WPs and As	**Costs allocated to Partners (€)**						
	UNICH	**ASP**	**STU**	**ELISAVA**	**UNIFI**	**EIDD**	**CUMULUS**
WP1	**31,000**	**4,500**	**4,500**	**4,000**	**3,000**	**1,000**	**2,000**
WP2	**10,000**	**10,000**	**10,000**	**10,000**	**3,000**	**0**	**3,000**
A 2.1.	3,000	3,000	3,000	3,000	0	0	3,000
A 2.2.	0	0	0	0	3,000	0	0
A 2.2.	3,000	3,000	3,000	3,000	0	0	0
A 2.2.	4,000	4,000	4,000	4,000	0	0	0
WP3	**14,000**	**14,000**	**14,000**	**14,000**	**7,000**	**1,500**	**0**
A 3.1.	4,000	4,000	4,000	4,000	0	0	0
A 3.2.	4,000	4,000	4,000	4,000	4,000	0	0
A 3.3.	3,000	3,000	3,000	3,000	0	0	0
A 3.4.	3,000	3,000	3,000	3,000	3,000	1,500	0
WP4	**8,000**	**8,000**	**8,000**	**28,500**	**12,000**	**1,000**	**1,000**
A 4.1.	3,000	0	0	3,000	3,000	0	0
A 4.2.	0	3,000	3,000	3,000	0	0	0
A 4.3.	0	0	0	17,500	4.000	0	0
A 4.4.	5,000	5,000	5,000	5,000	5,000	0	0
A 4.5.	0	0	0	0	0	1,000	1,000
WP5	**4,500**	**2,500**	**2,500**	**0**	**4,500**	**2,000**	**7,000**
A 4.1.	0	0	0	0	500	0	0
A 4.2.	0	0	0	0	1,500	0	0
A 4.3.	0	0	0	0	0	2,000	0
A 4.4.	0	0	0	0	0	0	4,000
A 4.5.	0	2,500	0	0	0	0	0
A 4.6.	0	0	2,500	0	0	0	0
A 4.7.	0	0	0	0	0	0	3,000
A 4.8.	4,500	0	0	0	0	0	0
A 4.9.	0	0	0	0	2,500	0	0
TOTAL	**67,500**	**39,000**	**39,000**	**56,500**	**29,500**	**5,500**	**13,000**

6. Related Project Plans

Project Handbook: The *Project Handbook (D 1.1.1.)* contains the high-level approach for implementing the project goals, which includes required documentation, standards to be considered

and the high-level summary of the quality and configuration management approach. The location of this artefact is found in the Appendix 2.

Risk Management Plan: The *Risk Management Plan (D 1.1.3.)* explains in detail the whole process, including identifying, evaluating, and mitigating risk. It can also include risk control monitoring, cost-benefit analysis, and financial impacts. The location of this artefact is found in the Appendix 2.

Deliverables Acceptance Plan: The *Deliverables Acceptance Plan (D 1.1.4.)* aims to ensure that deliverables will be accepted by the requestor side within an agreed timeframe and resources will be used in the most efficient way. The location of this artefact is found in the Appendix 2.

Dissemination, Outreach, and Engagement Plan: The *Dissemination, Outreach, and Engagement Plan (D 5.1.1.)* documents all communication activities that all partners will conduct in a three-year progression in order to promote, disseminate, and communicate the results of the project. It includes documentation and standards to be considered for effective communications. The location of this artefact is found in the Appendix 2.

Project Management Templates: *Project Management Templates* are documents created by the partners involved in the project for internal and external use; these include for instance: report templates, presentation templates, etc. The location of this artefact is found in the Appendix 2.

Communication Templates: *Communication Templates* are documents created by the partners involved in the project for internal and external promotion of project results; these include for instance: communication materials, logos, etc. The location of this artefact is found in the Appendix 2.

Appendix 1: Acronyms Used for Project Partners

EDIDesK uses the following acronyms to identify the project partners:

UNICH (Italy) stands for UNIVERSITÀ DEGLI STUDI “GABRIELE D’ANNUNZIO” DI CHIETI-PESCARA or “GABRIELE D’ANNUNZIO” UNIVERSITY OF CHIETI-PESCARA.

ASP (Poland) stands for AKADEMIA SZTUK PIĘKNYCH W KATOWICACH or ACADEMY OF FINE ARTS AND DESIGN IN KATOWICE.

STU (Slovakia) stands for SLOVENSKA TECHNICKA UNIVERZITA V BRATISLAVE or SLOVAK UNIVERSITY OF TECHNOLOGY IN BRATISLAVA.

ELISAVA (Spain) stands for FUNDACIO PRIVADA ELISAVA ESCOLA UNIVERSITARIA or ELISAVA BARCELONA SCHOOL OF DESIGN AND ENGINEERING.

UNIFI (Italy) stands for UNIVERSITÀ DEGLI STUDI DI FIRENZE or UNIVERSITY OF FLORENCE.

EIDD (Austria) stands for EIDD – DESIGN FOR ALL EUROPE.

CUMULUS (Finland) stands for CUMULUS ASSOCIATION RY or CUMULUS ASSOCIATION

Appendix 2: References and Related Documents

ID	Document / Artefact	Source or Link / Location	Type
1	Project Handbook (D 1.1.1.) *(this document)*	EDIDesK/WP1	Public
2	Project Management Plan (D 1.1.2.)	EDIDesK/WP1	Public
3	Risk Management Plan (D 1.1.3.)	EDIDesK/WP1	Public
4	Deliverables Acceptance Plan (D 1.1.4.)	EDIDesK/WP1	Public
6	Project Management Templates	EDIDesK/WP1	Limited
5	Dissemination, Outreach, and Engagement Plan (D 5.1.1.)	EDIDesK/WP5	Public
7	Communication Templates	EDIDesK/WP5	Limited