



COVID-19 Digital Response project End Stage Report

for

O1 Digital platform for online-, blended- and distance- learning and teaching based on open source solutions and free accessible web services

September 30, 2021

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	Project acronym	d-Response
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	Project coordinator	E10142644 SBC School of business competences Ltd.
	Partner organizations	E10065059 Liceul Tehnologic Szekely Karoly
		E10209310 Instituto Tecnologico De Canarias, S.A.
		E10002557 Die Berater Unternehmensberatungs Gesellschaft MBH
		E10248776 ACEEU GmbH
		E10208379 Centre for Advancement of Research and Development in Educational Technology Ltd. - CARDET
		E10208379 Centre for Advancement of Research and Development in Educational Technology Ltd. - CARDET
Project result title	O1 End Stage Report	
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Within responsibility of	[A, R] SBC, [C, I] Partners	
	<u>Key to division of work:</u> R = Responsible – those who do the work to complete the task A = Accountable - the one ultimately answerable for the correct and thorough completion of the deliverable or task C = Consulted – those whose opinions are sought I = Informed - Those who are up-to-date on progress	
Date of issue	September 30, 2021	
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Audience	Project partners, Erasmus+ Programme, Bulgarian National Agency	
Purpose and motivation	<p>The purpose of this End Stage Report is to summarize the COVID-19 Digital Response project's progress at the end of O1 stage, the overall project situation, and give enough information for a decision on how to proceed with the project.</p> <p>The partners use the information from the End Stage Report together with the plan for the next stage to decide what action to take with the project.</p> <p>It is developed in accordance with PRINCE2 project management best practice.</p>	
Scope	<p>This COVID-19 Digital Response project's End Stage Report is focused on the stage "O1 Digital platform for online-, blended- and distance- learning and teaching based on open source solutions and free accessible web services".</p>	



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Introduction

The purpose of this End Stage Report is to summarize the COVID-19 Digital Response project's progress at the end of O1 stage, the overall project situation, and give enough information for a decision on how to proceed with the project.

The partners use the information from the End Stage Report together with the plan for the next stage to decide what action to take with the project.

It is developed in accordance with PRINCE2 project management best practice.

The Project coordinator, SBC - School of business competences is responsible for this O1 End Stage Report.

O1 stage. Summary by the project manager.

The O1 stage, “Digital platform for online-, blended- and distance- learning and teaching based on open source solutions and free accessible web services”, comprises

Stage O1 covered two groups of tasks.

The first of them comprised tasks, related to the initiating of the project. Project management tools and a common space for project documentation were set up. Risk-, Quality-, Change-, Communication-, and Benefits- management approaches were developed and uploaded to project documentations' common work space. The last were put under change management control. The project plan was detailed to reflect the actual scope and time frame as approved by the Erasmus+ Programme, Bulgarian National body. The project plan was set up into the project management tool. A project kick-off meeting was conducted with all of the partners and the correspondent tasks were delegated to the partners.

All of these organizational tasks were completed as planned with no delays.

The second group of tasks was related to the work essentially to deliver the O1 stage output, namely, “Digital platform for online-, blended- and distance- learning and teaching based on open source solutions and free accessible web services”.

This Intellectual output development is led by SBC and comprises the next main tasks:

O1-A1 Identification of digital technologies, web-services and tools that provide a complete environment for online blended and distance learning and teaching along its lifecycle.

Information about the technologies currently used by the project partners will be considered too. The focus will be put on open-source and free resources. ([A] SBC; [C] partners)

O1-A2 Preparation of matrix with the components identified by O1-A1, and their applicability for d-Response purposes. This matrix will help the target groups to choose and configure digital environment for their needs. ([A] SBC, [I] partners)

O1-A3 Register domain name(s) at .eu for the d-Response project's web site and platform and set-up workspaces for them ([A] SBC, [I] partners)

O1-A4 Install and configure the digital technologies according to O1-A1 and O1-A2. Grant access to partners ([A] SBC, [I] partners)

O1-A5 Register accounts for web-services according to O1-A1 and O1-A2. In particular – for project and documentation management to manage d-Response project. Grant access to partners. ([A] SBC, [I] partners)

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- O1-A6** Design the d-Response project's web site. The site will be used to promote the project and to disseminate its outputs. ([A] SBC, [I] partners)
- O1-A7** Help partners install and configure standalone tools according to O1-A1 and O1-A2 ([A] SBC, [R] partners)
- O1-A8** Prepare and upload relevant content about the project and partners ([A] SBC, [R] partners)
- O1-A9** Prepare guidelines for using platform, web-services and tools ([A] SBC, [I] partners)
- O1-A10** Train project partners on the digital learning/teaching platform, web-services and tool ([A] SBC, [R] partners)
- O1-A11** Prepare end-stage report and do end-stage activities as required by the Erasmus program and the contract ([A] SBC, [C] partners)
- O1- A12** Publish the stage results at the project web-site after approval. ([SBC], [I] partners)

The above tasks were completed as planned. Detailed report is provided in **Appendix 1** in a form of Power Point presentation.

COVID-19 Digital Response web site was developed. It is available at the following address:

www.covi19digitalresponse.eu

The digital technologies, web services and tools, according to O1-A1 and O1-A2, were set up and made available for the partners at the same address too.

Quality assurance of O1 stage output was conducted. This task was led by one of the partners ACEEU GmbH. The rest of partners participated in the assessment. The QA report for O1 is provided in **Appendix 2**. Based on this QA report, we can conclude the O1 stage output is within the tolerances regarding the quality.

No new risks were identified.

Our assessment is that during this stage the project adheres to the selected priorities:

Priority 1 - HORIZONTAL: Innovative practices in a digital era

Priority 2 - HORIZONTAL: supporting educators, youth workers, educational leaders and support staff

Priority 3 - VET: Supporting the uptake of innovative approaches and digital technologies for teaching and learning.

The O1's results are published at the project's web site www.covi19digitalresponse.eu and available for the community. The platform is operational and can be used by the partners or by the other educational organizations as intended. Several training courses were uploaded to test and demonstrate the platform functionality. Thus, part of the COVID-19 Digital Response project's benefits are achieved and can be exploited.

Our conclusion is the project is viable and we can proceed with the next stages.

This end stage report was prepared by Stoyan Drenski, SBC

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