

Workpackage Quarterly Report

Title and reference number of the workpackage (WP)	WP1- Non-University Capacity Assessment		
WPL: Rui Lima (UMinho)	Co-WPL: Athakorn Kengpol (KMUTNB)	Reporting period: April 30, 2021	

Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • The capacity assessment execution plan is ready by M1 • The capacity assessment form is available by M2 • The assessment results are available by M6 • Recommendations are available by M6
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Status of Deliverables*

Deliverable No	Deliverable Title	Status (Y/N/NA)					
		Preparing	Executing	Execution complete	Report to QCMB	Report to PEC	Officially Complete
Dev 1.1	A capacity assessment execution plan	Y	Y	Y	N	N	N
Dev 1.2	A capacity assessment form	Y	Y	N	N/A	N/A	N
Dev 1.3	An assessment report on non-university capacity, including recommendations emphasis areas for the Industry 4.0 competence development training program	N	N	N	N	N	N

*Please list all deliverables of the WP.

Activities carried out to date to achieve this result:

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 1.1	Developing a capacity assessment execution plan	Feb 1, 2021	-	All partners	<ul style="list-style-type: none"> Explored the knowledge needed for the assessment form. Developed a capacity assessment execution plan. Reviewed and approved the plan by WP1 team Preparing to send to QCMB 	<ul style="list-style-type: none"> A draft of the capacity assessment execution plan.
Task 1.2	Designing capacity assessment	Mar 1, 2021	-	All partners	<ul style="list-style-type: none"> Analysed knowledge areas and sources required for the assessment form. Developed items for the questionnaire. Reviewed and approved the questionnaire's items by WP1 team. Developing a think-aloud procedure with 6 Thai teachers to improve understanding of the questionnaire. 	<ul style="list-style-type: none"> A draft of the capacity assessment form.

** if it is still ongoing, please put "-".

Activities to be carried out to achieve this outcome (before the end of the project)

Task No	Task Title	Start date	End date#	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 1.1	Developing a capacity assessment execution plan	Nov 2020	Dec 2020	All partners	<ul style="list-style-type: none"> Send the WP1 plan to QCMB for approval. Send the WP1 plan to PEC for approval. 	<ul style="list-style-type: none"> An official capacity assessment execution plan.
Task 1.2	Designing capacity assessment	Dec 2020	Jan 2021	All partners	<ul style="list-style-type: none"> Develop the version of the questionnaire to be tested for validation purpose. Develop the test procedure with 30 Thai teachers from the target group. Develop the retest procedure with the same 30 Thai teachers from the target group. Analyse the questionnaire answers, and closing the final version of the questionnaire 	<ul style="list-style-type: none"> An official capacity assessment form.
Task 1.3	Conducting non-university capacity assessment	Jan 2021	Apr 2021	Thai partners	<ul style="list-style-type: none"> Develop meetings with the ReCap 4.0 consortium from Thailand for planning the process of collecting answers to the questionnaire. Send, monitor and resend the questionnaire until achieving near 200 participants answers. 	<ul style="list-style-type: none"> The survey results.
Task 1.4	Summarize, interpret results and recommendations	Apr 2021	May 2021	All partners	<ul style="list-style-type: none"> Analyse the questionnaire answers. Develop the final report with a summary and interpretation of the results, and recommendations. 	<ul style="list-style-type: none"> An official non-university capacity assessment report.



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					<ul style="list-style-type: none">Send the report for approval with WP1, QCMB and finally PEC teams.	
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according to the proposal

Corrective Actions **

Task No	Task Title	Start date	End date*	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement

**Only when corrective actions are needed.

Changes that have occurred in this result since the original proposal:

The project was kicked-off in Feb 2021.

The workplan was revised one time in Feb 2021.

WP1 is expected to be completed within 6 months as an initial plan.

Title and reference number of the workpackage (WP)	WP2- Sustainable Development of Industry 4.0 Competence Development Training Program	
WPL: Pisut Koomsap (AIT)	Co-WPL: Cathal de Paor (MIC)	Reporting period: April 30, 2021

Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • Approval of an Industry 4.0 Competence Development Training Program by PEC by M7 • 10 modules complete with innovative training materials are ready by M9 • A capacity training assessment form is approved by WP2 members by M3 • Completion of training sessions for the 12 Thai trainers by M29 • Completion of coaching sessions for the 12 Thai trainers by M30 • An assessment report by M31 • An Innovative Teaching and Learning Center for Thailand Sustainable Smart Industry
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Status of Deliverables*

Deliverable No	Deliverable Title	Status (Y/N/NA)					
		Preparing	Executing	Execution complete	Report to QCMB	Report to PEC	Officially Complete
Dev 2.1	An Industry 4.0 Competence Development Training Program	Y	N	N	N	N	N
Dev 2.2	Innovative training materials for 10 modules	N	N	N	N	N	N
Dev 2.3	A capacity training assessment form	Y	Y	N	N/A	N/A	N/A
Dev 2.4	12 Thai trainers trained in program design (for higher education)	Y	N	N	N/A	N/A	N/A

	contexts), and in the use of innovative learner-centered teaching and assessment methods						
Dev 2.5	An assessment report of the Thai trainer's competence in the use of knowledge and skills gained in higher education teaching	N	N	N	N	N	N
Dev 2.6	An Innovative Teaching and Learning Center for Thailand Sustainable Smart Industry	N	N	N	N	N	N

*Please list all deliverables of the WP.

Activities carried out to date to achieve this result:

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 2.1	Designing an Industry 4.0 Competence Development Training Program	Feb 10, 2021	-	All partners	<ul style="list-style-type: none"> Prepared for the development of the Industry 4.0 Competence Development Training Program Identified the experts who will develop and offer the 10 training modules 	<ul style="list-style-type: none"> Presentation material on the concept of the Industry 4.0 Competence Development Training Program A list of the experts
Task 2.2	Developing innovative training materials	Apr 27, 2021	-	AIT	<ul style="list-style-type: none"> Started forming materials for a module on Course Design and development 	<ul style="list-style-type: none"> Collection of materials

Task 2.3	Developing a capacity training assessment	Feb 10, 2021	-	MIC and AIT	<ul style="list-style-type: none"> Developing a capacity training assessment system 	<ul style="list-style-type: none"> A draft of a capacity training assessment form
Task 2.4	Training the Thai trainers	Feb 17, 2021	-	Thai partners	<ul style="list-style-type: none"> Identified the 12 Thai trainers 	<ul style="list-style-type: none"> A list of the Thai trainers

** if it is still ongoing, please put “-”.

Activities to be carried out to achieve this outcome (before the end of the project)

Task No	Task Title	Start date	End date#	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 2.1	Designing an Industry 4.0 Competence Development Training Program	Feb 21	Aug 21	All partners	<ul style="list-style-type: none"> Create syllabuses for the 10 training modules Prepare a curriculum for the program Submit the curriculum to QCMB and PEC 	<ul style="list-style-type: none"> An official curriculum of an Industry 4.0 Competence Development Training Program
Task 2.2	Developing innovative training materials	Apr 21	Dec 21	AIT, KKU, MIC, UPB, and UMinho	<ul style="list-style-type: none"> Create training material for the 10 modules 	<ul style="list-style-type: none"> Official training materials for the 10 modules
Task 2.3	Developing a capacity training assessment	Feb 21	Apr 21	AIT, KKU, MIC, UPB, and UMinho	<ul style="list-style-type: none"> Finalize a capacity training assessment system 	<ul style="list-style-type: none"> A capacity training assessment form
Task 2.4	Training the Thai trainers	Feb 21	Mar 23	All partners	<ul style="list-style-type: none"> Train 12 Thai trainers 	<ul style="list-style-type: none"> Completion of training sessions
Task 2.5	Coaching the Thai trainers	Jun 21	May 23	All partners	<ul style="list-style-type: none"> 12 Thai trainers do assigned tasks Experts advise the Thai trainers 	<ul style="list-style-type: none"> Completion of coaching sessions

Task 2.6	Assessing the Thai trainers	Jul 21	Jun 23	All partners	<ul style="list-style-type: none"> Assess the performance of the 12 Thai trainers 	<ul style="list-style-type: none"> An assessment report on the performance of the 12 Thai trainers
Task 2.7	Setting up an Innovative Teaching and Learning Center for Thailand Sustainable Smart Industry	Nov 22	Jun 23	All partners	<ul style="list-style-type: none"> Establish the center 	<ul style="list-style-type: none"> an Innovative Teaching and Learning Center for Thailand Sustainable Smart Industry

according to the proposal

Corrective Actions **

Task No	Task Title	Start date	End date*	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task x.x					<ul style="list-style-type: none"> 	

**Only when corrective actions are needed.

Changes that have occurred in this result since the original proposal:

A plan has been revised one time in Feb 21.

Title and reference number of the workpackage (WP)	WP3-Capacity training for non-university sector at tertiary level in Thailand	
WPL: Thanate Ratanawilai (PSU)	Co-WPL: Kanchaha Sethanan (KKU)	Reporting period: April 30, 2021

Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • The capacity training execution plan is ready by M4 • Completion of the capacity training sessions by M31 • Completion of the capacity coaching sessions by M33 • An assessment report on the trained capacity by M35
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Status of Deliverables*

Deliverable No	Deliverable Title	Status (Y/N/NA)					
		Preparing	Executing	Execution complete	Report to QCMB	Report to PEC	Officially Complete
Dev 3.1	A capacity training execution plan	Y	N	N	N	N	N
Dev 3.2	60 trained teaching staff from non-university sector at tertiary level	Y	N	N	N/A	N/A	N/A
Dev 3.3	An assessment report of trained teaching staff from non-university sector at tertiary level	N	N	N	N	N	N

*Please list all deliverables of the WP.

Activities carried out to date to achieve this result:

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 3.1	Developing capacity training execution plan	Feb 21	-	KKU, M U, and PSU	<ul style="list-style-type: none"> Obtained an initial registration list of trainees and their interested modules from WP5 Checked availability of registered trainees in the Southern region (the largest group according to the list) for attending the first module 	<ul style="list-style-type: none"> A tentative list of trainees and their interested modules
Task 3.2	Conducting capacity training on Industry 4.0 competence development	Apr 21	-	AIT, KKU, M U, and PSU	<ul style="list-style-type: none"> Preparing for offering the first module in the South 	<ul style="list-style-type: none"> A tentative plan for offering the first module in the South

** if it is still ongoing, please put "-".

Activities to be carried out to achieve this outcome (before the end of the project)

Task No	Task Title	Start date	End date#	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 3.1	Developing capacity training execution plan	Feb 21	July 21	All partners	<ul style="list-style-type: none"> Obtain a complete registration list of trainees and their interested modules, registered for 4 regions of Thailand from WP5 Collect a name list of 12 Thai trainers for each module from WP2 	<ul style="list-style-type: none"> An official capacity training execution plan

					<ul style="list-style-type: none"> Create tentative schedules for training and coaching of the 10 modules for the 4 regions to form a capacity training execution plan (CTEP) Submit the CTEP to QCMB and PEC for approval 	
Task 3.2	Conducting capacity training on Industry 4.0 competence development	Apr 21	Sept 23	Thai partners	<ul style="list-style-type: none"> Prepare for the implementation of the training sessions of CTEP in all 4 regions Conduct the training sessions for teaching staffs of non-university sector at tertiary level Assess the trainees after the completion of each training module 	<ul style="list-style-type: none"> Completion of capacity training sessions
Task 3.3	Coaching trained capacity	July 21	Oct 23	Thai partners	<ul style="list-style-type: none"> Prepare for the implementation of the coaching sessions of CTEP in all 4 regions Conduct the coaching sessions for teaching staffs of non-university sector at tertiary level Assess the trainees after the completion of each coaching module 	<ul style="list-style-type: none"> Completion of coaching sessions
Task 3.4	Assessing trained capacity	July 21	Oct 23	EU partners and AIT	<ul style="list-style-type: none"> Monitor the training and coaching activities Assess the overall performance of the trainees after the completion of coaching sessions 	<ul style="list-style-type: none"> An assessment report on the performance of the trained teaching staff from non-university sector

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Corrective Actions **

Task No	Task Title	Start date	End date*	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement

**Only when corrective actions are needed.

Changes that have occurred in this result since the original proposal:

A plan has been revised one time in March 21.

Title and reference number of the workpackage (WP)	WP4- Quality Monitoring and Control		
WPL: Andrei Szuder (UPB)	Co-WPL: Danaipong Chetchotsak (KKU)	Reporting period: April 30, 2021	

Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • WP4-4.1 A quality control and monitoring system (M1) • WP4-4.2 Internal quality control and monitoring (on a regular basis until the end of the project) • WP4-4.3 External quality control and monitoring (M13 and M25) • WP4-4.4 External financial audit (M27)
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Status of Deliverables*

Deliverable No	Deliverable Title	Status (Y/N/NA)					
		Preparing	Executing	Execution complete	Report to QCMB	Report to PEC	Officially Complete
4.1	Developing a quality control and monitoring system -	Y	Y	N	Y	N	N
4.2	Internal quality control and monitoring (on a regular basis until the end of the project)	Y	Y	N	Y	N	N
4.3	External quality control and monitoring	N	N	N	N	N	N
4.4	External financial audit	N	N	N	N	N	N

*Please list all deliverables of the WP.

Activities carried out to date to achieve this result:

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
4.1	Developing a quality control and monitoring system	Feb 1, 2021	-	All partners	<ul style="list-style-type: none"> Developed a QCMP and supporting Quality Management System templates Reviewed and approved the contents of the QCMP by QCMB Revising the QCMP according to the project management flow given by PC., approved Project Proposal and the ReCap 4.0 Erasmus Projects Overview. 	<ul style="list-style-type: none"> The draft of the QCMP V1 is available on the ReCap4.0 Project Portal: https://docs.google.com/document/d/1X5w4EtdU6dvkSB3e_x_FjhS7WYDu0aAR/edit#heading=h.gjdgxs The Quality Management System templates drafts are available on the ReCap4.0 Project Portal: https://drive.google.com/drive/u/0/folders/1ot-4rojBGw6VC0zkBQmouvegg12M-JHg
4.2	Implementing the internal quality control and monitoring of the project	Mar 11, 2021	-	All partners	<ul style="list-style-type: none"> Updated data of the tasks deadlines, responsible and the current stage of WP's in the Quality Control and Monitoring Template 	<ul style="list-style-type: none"> The quality monitoring report is available on the ReCap4.0 Project Portal: https://docs.google.com/document/d/14Jc3sVm_MHS4yuaICTWUlgY5xU53sAj/edit

** if it is still ongoing, please put "-".

Activities to be carried out to achieve this outcome (before the end of the project)

Task No	Task Title	Start date	End date#	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
4.1	Developing a quality control and monitoring system	Nov 2020	Dec 2020	All partners	<ul style="list-style-type: none"> Submit QCMP along with related templates to PEC for approval. 	<ul style="list-style-type: none"> The official QCMP and related Quality Management System templates will be available on the ReCap4.0 Project Portal.
4.2	Implementing the internal quality control and monitoring of the project	Dec 2020	Nov 2023	All partners	<ul style="list-style-type: none"> Monitor the project activities Execute quality control of all deliverables according to the proposal until the end of the project. 	<ul style="list-style-type: none"> Updated quality monitoring report as Link to the file: https://drive.google.com/file/d/1GPIrI38xVJvM1GsC62I6_vhhz3HVvDV/view?usp=sharing Consolidated report of QCMB using Deliverable Evaluation Template
4.3	Inviting independent external evaluation of the project results	Nov 2021	Nov 2023	All partners and External evaluator	<ul style="list-style-type: none"> Prepare a process for selection of an external evaluator Contact candidates for information (if necessary) Select the external evaluator Submit the selection to PEC for approval Contact the external evaluator Draft a contract between the external evaluator and the project Facilitate the external evaluation process 	<ul style="list-style-type: none"> Midway external quality control and monitoring report. Final external quality control and monitoring report.
4.4	Inviting independent external financial audit	Jan 2023	Nov 2023	All partners and	<ul style="list-style-type: none"> Prepare a process for selection of an external auditor Contact candidates for proposals 	<ul style="list-style-type: none"> External financial audit report.

				External auditor	<ul style="list-style-type: none"> • Conduct a process to select an external financial auditor • Contact the external financial auditor • Draft a contract between the external financial auditor and the project • Facilitate the external financial audit process 	
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according to the proposal

Corrective Actions **

Task No	Task Title	Start date	End date*	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
n/a	n/a				•	

**Only when corrective actions are needed.

Changes that have occurred in this result since the original proposal:

For WP4 a revision was proposed compared to the initial plan. WP 4. Task 4.1 Quality Control and Monitoring System, start date. 4.1 -Feb 1, 2021and closing date June 30, 2021
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Title and reference number of the workpackage (WP)	WP5-Dissemination and Exploitation of Project Results	
WPL: Tuangyot Supeekit (MU)	Co-WPL: Pisut Koomsap (AIT)	Reporting period: April 30, 2021

Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • Dissemination, Exploitation and Sustainable plan is prepared by M1. • A project website is created and publicly available from M1. • Online registration form for trainees is created by M2. • A complete list of registered trainees from Rajabhat Universities is finalised by M4. • Dissemination materials will be available from M1. • Availability of publications regarding project outputs in professional journals, conference proceedings and social media from M18. • Training centres and training networks with 80 members are established by M36. • Public seminars are organised at the beginning of project years; M1, M13, M24. • Final conference with project presentation from partners is arranged in M35.
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Status of Deliverables*

Deliverable No	Deliverable Title	Status (Y/N/NA)					
		Preparing	Executing	Execution complete	Report to QCMB	Report to PEC	Officially Complete
Dev5.1	A Dissemination, Exploitation and Sustainable plan (DESP)	Y	N	N	N	N	N
Dev5.2	A project website	Y	Y	N	N	N	N
Dev5.3	A list of registered trainees from the non-university sector at tertiary level in Thailand	Y	Y	N	NA	NA	NA
Dev5.4	Dissemination materials	Y	Y	N	N	N	N

Deliverable No	Deliverable Title	Status (Y/N/NA)					
		Preparing	Executing	Execution complete	Report to QCMB	Report to PEC	Officially Complete
Dev5.5	Publications in professional journals, newspapers, magazines, brochures and social media	N	N	N	N	N	N
Dev5.6	A list of the members of the Innovative Teaching and Learning Centre for Thailand Sustainable Smart Industry	Y	N	N	NA	NA	NA
Dev5.7	Dissemination events	Y	Y	N	NA	NA	NA
Dev5.8	A dissemination-sustainability conference	N	N	N	NA	NA	NA

*Please list all deliverables of the WP.

Activities carried out to date to achieve this result:

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 5.1	Development of a Dissemination, Exploitation and Sustainable plan	Apr 23, 2021	-	MU, AIT	<ul style="list-style-type: none"> Discussed about activities Drafted a DESP 	<ul style="list-style-type: none"> The first draft of DESP
Task 5.2	Creating a project website and maintaining it throughout the project lifetime to support the	Jan 12, 2021	-	AIT	<ul style="list-style-type: none"> Designed, created and launched both the project website and Member Space (internal website for the project's members) 	<ul style="list-style-type: none"> The project website: http://recap4.ait.ac.th/

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
	dissemination strategy, and communication and collaboration among partners				<ul style="list-style-type: none"> Transformed MSIE 4.0 Facebook to ReCap 4.0 Facebook and keeping it up to date with the activities of ReCap 4.0 Created a YouTube Channel for ReCap 4.0 Updating contents to keep these communication channels up to date. 	<ul style="list-style-type: none"> Member Space: https://sites.google.com/ait.asia/resource-for-recap-4-0/home Facebook: https://www.facebook.com/ReCap4Thailand YouTube Channel: https://www.youtube.com/channel/UCrp2CJHgMiLy8QK8cbHRdxw
Task 5.3	Inviting non-university sector to participate in the training program and preparing for online training registration	Dec 22, 2020	-	AIT, PSU	<ul style="list-style-type: none"> Visited Nakorn Pathom Rajabhat University in December 2020 to introduce the project to the administration of the Faculty of Science and Technology and invite them to send their faculty members to participate in the competence development training program Attended the 31st meeting of the Council of the Industrial Technology Deans of Rajabhat Universities in March 2021 to introduce the project and invite them to send their faculty members to participate in the training program 	<ul style="list-style-type: none"> The 31st meeting of the Council of the Industrial Technology Deans of Rajabhat Universities http://recap4.ait.ac.th/recap-4-0-attended-the-31st-meeting-of-the-council-of-the-industrial-technology-deans-of-rajabhat-universities/ Rajabhat visits http://recap4.ait.ac.th/recap-4-0-was-introduced-to-industrial-technology-faculty-members-at-nakhon-si-thammarat-rajabhat-university/

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
					<ul style="list-style-type: none"> Visited Nakorn Si Thammarat Rajabhat University, Songkla Rajabhat University and Suratthani Rajabhat University to introduce the project to the faculty members of the Faculty of Industrial Technology and the Faculty of Science and Technology and invite them to participate in the training program Created an online registration for the teaching staff to register for training Monitoring, responding, and updating the registration 	<p>http://recap4.ait.ac.th/recap-4-0-is-introduced-to-industrial-technology-faculty-members-at-songkla-rajabhat-university/</p> <p>http://recap4.ait.ac.th/recap-4-0-is-introduced-to-industrial-technology-faculty-members-at-suratthani-rajabhat-university/</p> <ul style="list-style-type: none"> Online registration form available via the project website https://sites.google.com/ait.asia/recap4-join-us/%E0%B8%AB%E0%B8%99%E0%B8%B2%E0%B8%AB%E0%B8%A5%E0%B8%81?fbclid=IwAR2Qe3-Pl4by8Wv2dVE-UzdQ5xJOSs8XVbotmK_zg4m4CNJtEcB0KTGFXYE Tentative lists of trainees from Rajabhat universities (53 trainees as of 30 Apr 21 but 4 are not from the target group)

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 5.4	Production of dissemination materials	Jan 12, 2021	-	AIT, MIC	<ul style="list-style-type: none"> Created a poster and distributed to WP5 members for dissemination and post on their universities' websites. Created a flyer and distributed to visited Rajabhat Universities Created contents about the project's activities for the project website, Facebook and YouTube Channel 	<ul style="list-style-type: none"> A poster published in Production Engineering Archive Journal (April 2021) A flyer (same format as poster) Contents on the project website, Facebook and YouTube Channel
Task 5.5	Publications in professional journals, newspapers, magazines, brochures and social media	Apr 15, 2021		MIC	<ul style="list-style-type: none"> introduced the project on the university website (MIC), and local newspapers 	<ul style="list-style-type: none"> Project introduction in local newspapers in Limerick available at http://recap4.ait.ac.th/recap-4-0-appears-in-news/
Task 5.7	Organizing dissemination events with relevant stakeholders	Mar 1, 2021	-	AIT, MU	<ul style="list-style-type: none"> Contacted speakers and arranged the first dissemination event in March 2021 "Strengthening Rajabhat University, Local Driving Mechanism, to Support Sustainable Growth of Thailand 	<ul style="list-style-type: none"> The first dissemination event (Online) https://youtu.be/g4gU5GZU8EM

** if it is still ongoing, please put "-".

Activities to be carried out to achieve this outcome (before the end of the project)

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 5.1	Development of a Dissemination, Exploitation and Sustainable plan	Nov 2020	Dec 2020	All partners	<ul style="list-style-type: none"> Complete DESP Submit DESP to QCMB and PEC for approval 	<ul style="list-style-type: none"> An official DESP
Task 5.2	Creating a project website and maintaining it throughout the project lifetime to support the dissemination strategy, and communication and collaboration among partners	Nov 2020	Nov 2023	AIT and MU	<ul style="list-style-type: none"> Keep the website, Facebook as well as YouTube regarding activities and results up to date 	<ul style="list-style-type: none"> Up to date project website, Facebook and YouTube
Task 5.3	Inviting non-university sector to participate in the training program and preparing for online training registration	Nov 2020	Feb 2021	AIT and all Thai partners	<ul style="list-style-type: none"> Contact the administration and teaching staff of the non-university sector at tertiary education level in Thailand to introduce the Industry 4.0 competence development training program Invite teaching staff to participate in the training program Short list the registered trainees and submit to WP3 leader. 	<ul style="list-style-type: none"> A list of registered trainees
Task 5.4	Production of dissemination materials	Jan 2021	Nov 2023	All the members	<ul style="list-style-type: none"> Create promotional materials. Create contents for the website, Facebook and YouTube Issue newsletter twice a year providing key project results, information 	<ul style="list-style-type: none"> Poster Leaflet Newsletters (Half-yearly)

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
					regarding the project process and the training sessions as main messages	
Task 5.5	Publications in professional journals, newspapers, magazines, brochures and social media	Apr 2022	Oct 2023	All the partners	<ul style="list-style-type: none"> Disseminate project outputs achieved at each stage of the project in relevant professional journals, conference proceedings, newspapers, magazines, and social media Review the task every 6 months 	<ul style="list-style-type: none"> Publications regarding project outputs get published in professional journals, conference proceedings and social media.
Task 5.6	Setting up training network among the members of partner universities and of associated partners	Apr 2023	Oct 2023	All the partners	<ul style="list-style-type: none"> Setup training network among the members and associated partners Share information about the activities of the center 	<ul style="list-style-type: none"> A list of the members of the training center
Task 5.7	Organizing dissemination events with relevant stakeholders	Nov 2020	Sep 2023	All the partners	<ul style="list-style-type: none"> Organise dissemination events such as public seminar and info days to disseminate key results of some work packages/ training programmes 	<ul style="list-style-type: none"> Public seminars
Task 5.8	Organizing the final dissemination-sustainability conference	Jul 2023	Sep 2023	All the partners	<ul style="list-style-type: none"> Organise a conference Present project results, achievements, and sustainability measures 	<ul style="list-style-type: none"> A conference Project presentation

according to the proposal

Corrective Actions **



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Task No	Task Title	Start date	End date*	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
					•	

**Only when corrective actions are needed.

Changes that have occurred in this result since the original proposal:

- The WP5 plan has been revised once in Mar 2021.

Title and reference number of the workpackage (WP)	WP6- Project Management	
WPL: Pisut Koomsap (AIT)	Co-WPL:	Reporting period: April 30, 2021

Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • Approved PMCP by PEC by M1 • 7 PEC meetings are organized and decisions are implemented • Project is implemented according to the plan. Efficient and successful project and financial management by M36 • Submission of midterm progress report by M18 and final report by M36
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Status of Deliverables*

Deliverable No	Deliverable Title	Status (Y/N/NA)					
		Preparing	Executing	Execution complete	Report to QCMB	Report to PEC	Officially Complete
Dev 6.1	Project management and communication plan	Y	Y	N	N/A	N	N
Dev 6.2	Kick-off and regular consortium meetings	Y	Y	N	N/A	Y	N
Dev 6.3	Documents on daily project administration and coordination	Y	Y	N	N/A	N/A	N
Dev 6.4	Midterm progress and final reports for the project	N	N	N	N/A	N	N

*Please list all deliverables of the WP.

Activities carried out to date to achieve this result:

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 6.1	Finalizing management structure	Nov 20	-	All partners	<ul style="list-style-type: none"> Processed a request to change consortium members Established Project Executive Committee (PEC) Prepared 7 bilateral partnership agreements (PAs) between AIT and other seven partners Sent the PAs to all partners to review and sign Structured MSIE 4.0 consortium Identified roles and responsibilities of members Created project management flow Revised workplan for entire project after the kick-off meeting on February 2021 Established project financial management Established internal communication channels Created document templates for managing the project Developing Project Management and Communication Plan (PMCP) 	<ul style="list-style-type: none"> Official approval from EACEA on changing of consortium members PEC and QCMB 3 completely signed PAs
Task 6.2	Organizing kick-off and regular meetings	Feb 21	-	All partners	<ul style="list-style-type: none"> Organized online PEC meeting 	<ul style="list-style-type: none"> PEC Meeting Minutes

Task 6.3	Monitoring and controlling the project	Nov 20	-	All partners	<ul style="list-style-type: none"> Organized online general meeting Followed up with WP leaders on the progress of the project Reminded the WPLs for submission of WP quarterly reports 	<ul style="list-style-type: none"> Project Quarterly Report for April 30, 2021
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** if it is still ongoing, please put “-”.

Activities to be carried out to achieve this outcome (before the end of the project)

Task No	Task Title	Start date	End date#	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 6.1	Finalizing management structure	Nov 20	Nov 20	All partners	<ul style="list-style-type: none"> Complete the remaining 4 PAs and submit to EACEA Complete PMCP 	<ul style="list-style-type: none"> Submission of all PAs to EACEA An official PMCP
Task 6.2	Organizing kick-off and regular meetings	Feb 21	Sep 23	All partners	<ul style="list-style-type: none"> Organize 6 regular meetings 	<ul style="list-style-type: none"> Remaining 6 meetings are organized
Task 6.3	Monitoring and controlling the project	Nov 20	Nov 23	All partners	<ul style="list-style-type: none"> Monitor, assess and give feedback to related WPLs on the progress of tasks under their supervisions Review and give feedback on financial statement and related financial documents to the partner leaders. Remind the WPLs and partner leaders for submission of WP monthly reports and financial statements respectively Make final reviews of the remaining project outcomes approved by QCMB 	<ul style="list-style-type: none"> WP Quarterly reports

					<ul style="list-style-type: none"> Update PMCP if it is necessary Upload official reports approved by PEC and financial documents passed the screen of PC on the website 	
Task 6.4	Closing project	Aug 23	Nov 23	All partners	<ul style="list-style-type: none"> Collect all documents Prepare a draft of the final report Review and finalize the report Submit the final report 	<ul style="list-style-type: none"> Submission of final report

according to the proposal

Corrective Actions **

Task No	Task Title	Start date	End date*	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task x.x					•	

**Only when corrective actions are needed.

Changes that have occurred in this result since the original proposal:

A plan has been revised one time.



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