



**Reunião de Lançamento dos Projetos  
4 de dezembro 2023**

**Inês Gomes Calado**

**vida+viva**  
ASSOCIAÇÃO ANIMAM VIVENTEM



**Animam Viventem Association, which uses the motto Vida+Viva, is a non-profit organisation based in the municipality of Cascais, founded in January 2012.**

**The Association's main objective is to promote the well-being of the population by intervening at a psychosocial and educational level.**

**We have been implementing Lifelong Learning and Erasmus+ projects since 2012.**



**LINKing Seniors to Digital Media  
Literacy, Democracy and Diversity**



**DIGITAL STORIES FOR SENIORS'  
INTERCULTURAL LEARNING**

# ERASMUS+ PROJECT LIFE CYCLE

## PLANNING

Planning is a fundamental part of any project, regardless of its size, and aims to define procedures, optimise resources and minimise risks.

## INTEGRATING AND SHARING

### RESULTS

The main results of the project should be shared, explained and promoted, so that they take the form of tangible results, conclusions, good practices or any other form.

## EVALUATION

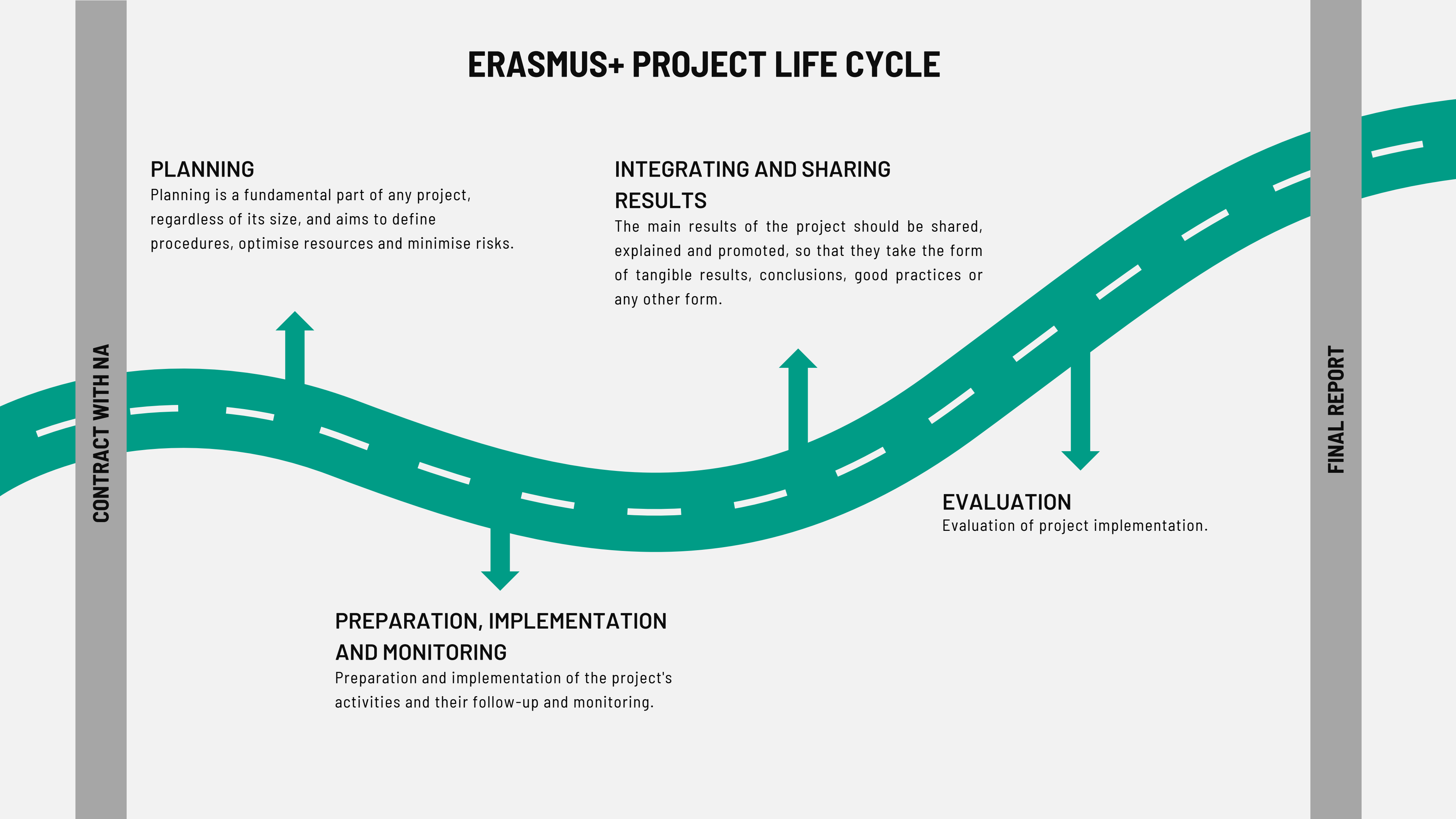
Evaluation of project implementation.

## PREPARATION, IMPLEMENTATION AND MONITORING

Preparation and implementation of the project's activities and their follow-up and monitoring.

CONTRACT WITH NA

FINAL REPORT



# PLANNING

Planning is a fundamental part of any project, regardless of its size, and aims to define procedures, minimise risks and optimise resources.

## Partnership Agreement

- Payment instalments strictly linked to each phase of the project. The instalment is paid on completion of the previous phase and the respective report.
- Plan to redistribute tasks and budgets, as there may be partners who don't comply
- We recently added an article on using text from the project application.

## Shared Platform

A folder is immediately created on a shared platform (e.g. Google Drive) where all the relevant project documents are shared.



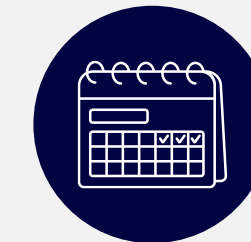
## Useful Tools

- We have 3 tools that we can't do without:
- Gantt Chart
  - To Do List
  - Document Checklist



## Guidelines and Templates

We organise the work into Work Packages. As Coordinator, we prepare documents with the basic guidelines for each Work Package in the project, which is then supplemented by the leader of each WP (and input from other partners). The templates to be followed by all the partners are also prepared.



## Scheduling

Sometimes it's difficult to reconcile availability for transnational activities and events. We set all the dates for transnational activities and events right at the start of the project (which can later be confirmed and adjusted if necessary and agreed between everyone).





# DOCUMENT CHECKLIST

Status ▾	Task	Partner	Status partner					Observations	File Name
			PT1	PT2	ES	IT	PL		
<b>Transnational Project Meetings</b>									
Done ▾	TPM1 - Certificates	PT1	OK ▾	N.A. ▾	N.A. ▾	N.A. ▾	N.A. ▾		LINK_TPM1_Certificates
Done ▾	TPM1 - Attendance List	PT1	OK ▾	N.A. ▾	N.A. ▾	N.A. ▾	N.A. ▾		LINK_TPM1_AttendanceList
Done ▾	TPM1 - Agenda	PT1	OK ▾	N.A. ▾	N.A. ▾	N.A. ▾	N.A. ▾		LINK_TPM1_Agenda
Done ▾	TPM1 - Documents presented	PT1	OK ▾	N.A. ▾	N.A. ▾	N.A. ▾	N.A. ▾		LINK_TPM1_DocumentsPresented
Done ▾	TPM1 - Boarding Passes	All	N.A. ▾	N.A. ▾	OK ▾	OK ▾	OK ▾	Partners should merge all in one PDF	LINK_TPM1_BP_COUNTRY CODE
Done ▾	TPM1 - Formal Links (Copy of official document)	All	N.A. ▾	N.A. ▾	OK ▾	OK ▾	OK ▾	Partners should merge all in one PDF	LINK_TPM1_FormalLink_COUNTRY CODE
Done ▾	TPM1 - Formal Link Declaration (use template)	All	N.A. ▾	N.A. ▾	OK ▾	OK ▾	OK ▾	Partners should merge all in one PDF	LINK_TPM1_FormalLinkDeclaration_COUNTRY CODE
▾	TPM2 - Certificates	PL	N.A. ▾	N.A. ▾	N.A. ▾	N.A. ▾	▾		LINK_TPM1_Certificates
▾	TPM2 - Attendance List	PL	N.A. ▾	N.A. ▾	N.A. ▾	N.A. ▾	▾		LINK_TPM2_AttendanceList
▾	TPM2 - Agenda	PT1	▾	N.A. ▾	N.A. ▾	N.A. ▾	N.A. ▾		LINK_TPM2_Agenda
▾	TPM2 - Documents presented	All	▾	▾	▾	▾	▾		LINK_TPM2_DocumentsPresented
▾	TPM2 - Boarding Passes	All	▾	▾	OK ▾	▾	N.A. ▾	Partners should merge all in one PDF	LINK_TPM2_BP_COUNTRY CODE
▾	TPM2 - Formal Links (Copy of official document)	All	▾	▾	OK ▾	▾	N.A. ▾	Partners should merge all in one PDF	LINK_TPM2_FormalLink_COUNTRY CODE
▾	TPM2 - Formal Link Declaration (use template)	All	▾	▾	OK ▾	▾	N.A. ▾	Partners should merge all in one PDF	LINK_TPM2_FormalLinkDeclaration_COUNTRY CODE
<b>Project Results</b>									
▾	Timesheets	All	▾	▾	▾	▾	▾		LINK_PR_Timesheet_COUNTRY CODE_SURNAME_YEAR
▾	Staff formal Links (Copy of official document)	All	▾	▾	▾	▾	▾		LINK_PR_FormalLink_COUNTRY CODE_SURNAME
▾	Staff Formal Link Declaration (use template)	All	▾	▾	▾	▾	▾		LINK_PR_FormalLinkDeclaration_COUNTRY CODE_SURNAME
▾	Local Session Plans/Feedback	All	OK ▾	OK ▾	OK ▾	OK ▾	OK ▾		LINK_PR_COUNTRY CODE_LocalSession_N
▾	Pilot Report	All	OK ▾	OK ▾	▾	▾	▾		LINK_PR_COUNTRY CODE_Pilot Report

# PREPARATION, IMPLEMENTATION AND MONITORING

Preparation and implementation of the project's activities and their follow-up and monitoring.

## Management

- Frequent online meetings to ensure active involvement throughout the project.
- Ensure that there are always 2 people in each organisation who are fully aware of the project (changing project managers can lead to chaos!).
- Participants in Transnational Meetings must have decision-making authority.
- Record online meetings and written support for decisions made in face-to-face meetings.

## Knowledge

- Ensuring knowledge-sharing moments in order to have a base level to implement/execute.
- Guarantee execution and reporting templates.
- The coordinator must guarantee the quality, coherence and complementarity of all the outputs, supervising them and putting the finishing touches to them (because often each partner does one part).



## Local Activities

- Consider co-designing with the target group.
- Ensure that in each country there is a connection between the people who take part in meetings and training (in English) who are often not the same as those who implement on the ground (in another language).
- proof of local activities, we have mandatory templates to try to minimise the possibility of the partner making it up (in some cases we have had doubts).

## Transnational Activities

- Adequate support for seniors or other groups.
- Ensuring that basic needs are met in order to optimise the learning process.
- Especially for larger groups, organising events and all the logistics well in advance, also to optimise financial resources.

## Monitoring and Evaluation

It is important to regularly evaluate the implementation of the project to ensure that it is being implemented correctly. We also evaluate each activity carried out, allowing us to gather information to improve subsequent activities.



# INTEGRATING AND SHARING RESULTS

In KA2 projects, the results of the project must be shared, explained and promoted, so that they take the form of tangible results, conclusions, good practices or any other form.

- Having a dissemination manager in each organisation
- Dissemination guidelines shared at the planning stage, for implementation throughout the process
- Shared file for recording dissemination actions
- At project meetings, take advantage of moments to share other projects
- At project meetings, if possible, create a moment for sharing with local partners or target groups
- If possible, involve direct beneficiaries in dissemination events
- In the final phase of the project, dedicate time to creating a concrete plan for sustainability and integration of results
- Website, we suggest that the coordinator control the domain and hosting
- Pay attention to image rights, we only share (identifiable) photos of direct beneficiaries who have given written consent



# EVALUATION

Regularly evaluate the implementation of the project, ensuring alignment with the approved application

Relevance of the project activities and the operationalisation of the project, including the adequacy of the financial resources available for the planned activities, the means of dissemination and the selection criteria for project participants

The main direct and indirect results of the project, as well as unwanted effects not expected when the application was submitted. The effectiveness analysis compares the results achieved with the objectives expressed in the application and the expected results; and the efficiency analysis analyses the results achieved.

Implementation, i.e. the degree to which the activities planned in the application have been carried out, the level of buy-in from participants, the difficulties and obstacles encountered and the measures taken to correct them.



**We consider it very important to have templates for evaluating activities and the project, in order to facilitate the process and ensure uniformity of results.**

**THANK YOU!**

**vida + viva**

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