



# Project Management Handbook



**BUILDING OUR FUTURE WITH A GREEN WAY**

**2022-2-DE02-KA210-VET-000092564**

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# PROJECT ABSTRACT

The project, "Building our future with a green way," aims to address the prevailing issue of conventional apartment blocks and government buildings encroaching on urban landscapes without considering the adverse effects on nature and the inefficient use of energy resources. The project seeks to promote the adoption of ecological and green building approaches by construction companies, transforming them from niche projects by marginal architects to mainstream building practices in cities. Ecological and green buildings are characterized by their respect for nature, harmonious integration with the local environment, utilization of local resources and materials, and reduction of CO2 emissions through sustainable energy strategies.

This project specifically targets vocational schools' departments related to building technologies, construction, architecture, and interior design. It aims to enhance their engagement with environmental concerns and incorporate environmental building approaches into their curricula. While the concept of ecological or green buildings often conjures images of grand projects designed by renowned architects, our objective is to educate young students (aged 15-19) training to work in construction businesses on how an ordinary building can be nature-friendly. Throughout the project, teaching staff and students from partner vocational schools will receive comprehensive information on ecological and green buildings. They will have the opportunity to visit exemplary projects in Germany, Greece, and Turkey, learn about sustainable energy sources, methods of utilizing these sources in building construction, as well as techniques for reducing buildings' CO2 footprint and effectively managing and recycling construction waste.

# PROJECT ABSTRACT

The project coordinator, an organization based in Düsseldorf, Germany, will organize a mobility program in November 2023. This five-day training program will involve seminars, workshops, and visits to ecological buildings in Germany, providing partner teachers and students with hands-on experience and familiarity with eco-friendly building practices. Additionally, subsequent mobilities in Greece and Turkey will facilitate the exchange of ideas on environmental issues, green energy sources, and buildings' harmonious integration with the local environment. These mobilities will also include visits to environmentally friendly buildings, allowing participants to engage with local architects, civil engineers, representatives of environmental NGOs, and academic experts in the field.

The project activities revolve around three key domains: environment and climate change mitigation, fostering innovation in vocational education and training, and enhancing the flexibility of opportunities within vocational education and training.

# 1. INTRODUCTION

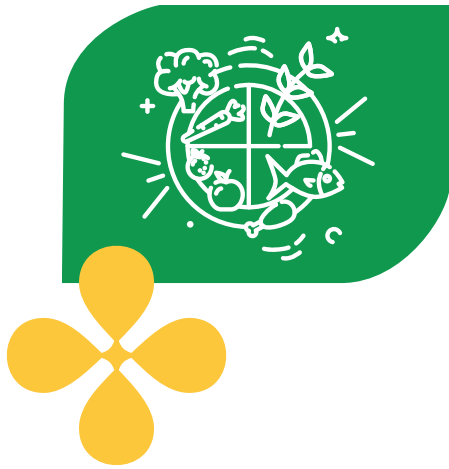
## 1.1. PURPOSE OF THIS DOCUMENT

The primary objective of this project handbook is to provide an in-depth overview of the contextual background, planning, and procedural aspects of the "Building our future with a green way" project. This handbook, also referred to as a "manual," encompasses the specific information, standards, and regulatory guidelines that are indispensable for the seamless implementation of this project. The components delineated within this guide strictly adhere to the methodologies outlined by the Project Management Institute. In instances where deemed necessary, this information is further augmented with supplementary details to enhance its comprehensiveness.

The overarching objective of the project handbook is to serve as an authoritative reference document, encompassing both routine and periodic activities, as well as procedural guidelines for all project partners. It is important to note that this handbook will undergo continuous updates throughout the project's lifecycle, ensuring its perpetual relevance and responsiveness, particularly during the project's oversight and control phases.



# 1.2. PROJECT MANAGEMENT PROCESS



This handbook is based on the understanding of the project management process, along with its component processes as illustrated in Chart 1. This is reflected in the structure of the handbook, which encompasses key component processes such as project initiation, coordination, monitoring, and closure. It should be noted that the project plans were extensively developed as part of the project proposal before project initiation and therefore are not depicted in the figure. The communication process is partly addressed in the section on project plans and partly under project coordination.

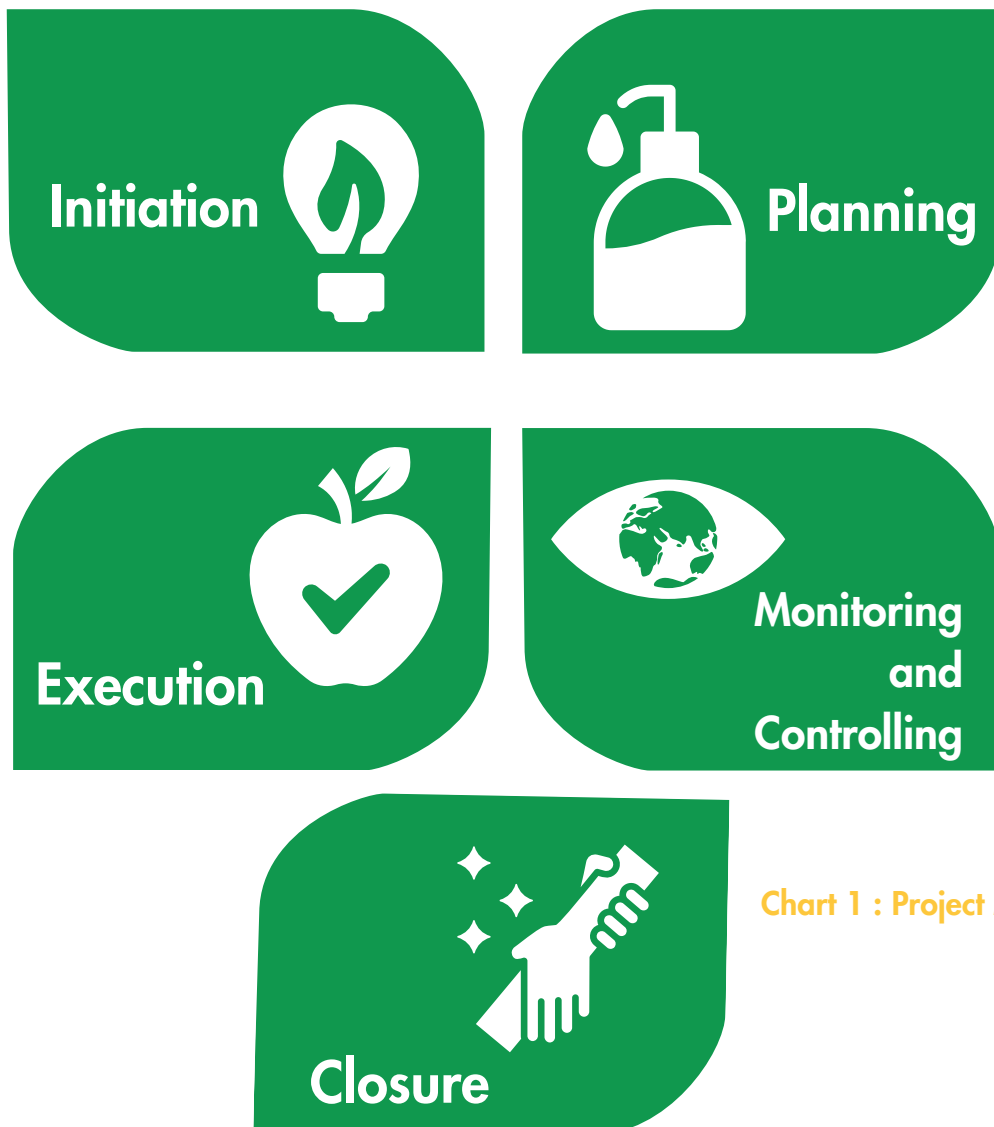


Chart 1 : Project Management Process



## Defining Project Objectives:

The partners determine the main objectives and outcomes of the project at the beginning. These objectives form the focal point of the project.

## Creating a Work Plan:

SZ Bildung prepares a detailed work plan outlining the project stages and activities. This plan helps identify the tasks and responsibilities to be accomplished throughout the project duration.

## Communication and Coordination:

The partners ensure regular communication and information sharing to track the progress of the project. They work collaboratively for the successful execution of the project.

## Budget Management:

SZ Bildung establishes the project budget and efficiently utilizes resources. They carry out budget monitoring and reporting activities.

## Risk Management:

SZ Bildung identifies potential risks and develops risk management strategies. This enables them to generate prompt and effective solutions for any issues that may arise during the project.

## Evaluation and Reporting:

SZ Bildung regularly evaluates the progress of the project and prepares reports. These reports demonstrate the extent to which project objectives are being achieved and the level of success attained.



Time management is the process of effectively planning, monitoring, and controlling the duration of a project



## Creating a Schedule

SZ Bildung develops a detailed schedule to complete project stages and activities within a specific timeframe. This schedule is used to ensure the project progresses in a timely manner



## Tracking Tasks

SZ Bildung monitors the assigned tasks for each activity and controls the progress of the process. They take appropriate measures in case of any deficiencies or delays.



## Assessing Progress

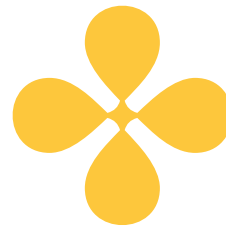
SZ Bildung evaluates and tracks the project's progress at specific intervals. If necessary, the schedule is updated and adjustments are made.



Project management and time management are crucial for the successful achievement of the project's objectives through collaborative efforts among the partners. These processes ensure the project progresses smoothly and meets the objectives within the given time frame.



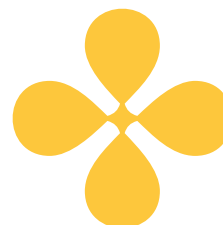
## 2.PROJECT GANTT CHART



Starting from the formation of the project partnership, all sides have shown loyalty to their responsibilities and worked in good cooperation for planning activities, determining the budget and brainstorming on how the project can be more useful for pupils and teachers. This strong and healthy cooperation will continue throughout the project thanks to partners' belief in project goals and trust to each other.

As the project coordinator, SZ Bildung will play the main role in management including identifying partners' tasks and responsibilities. Accordingly, project coordinator will be responsible from maintaining healthy communication among partners, informing them about the progress of the project and news, controlling the overall budget, monitoring partners' activities and their quality, warning partners in case they act against the Erasmus principals and partnership rules and evaluating project results.



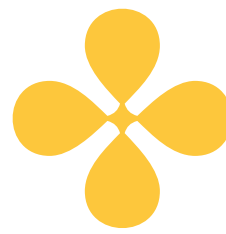


N°	TIMETABLE	Months											
		01.2023	02.2023	03.2023	04.2023	05.2023	06.2023	07.2023	08.2023	09.2023	10.2023	11.2023	12.2023
1	Formation of Project Management Committee	█											
2	Preparing "Building Our Future with a Green Way Project Management Handbook"	█	█										
3	Controlling the overall budget, monitoring partners' activities and their quality, warning partners in case they act against the Erasmus principals and partnership rules and evaluating project results.	█	█	█	█	█	█	█	█	█	█	█	█
4	Germany Mobility											█	
5	Greece Mobility							█					
6	Türkiye Mobility									█			
7	Formation of Environmental Clubs in their schools			█	█								
8	Organizing club visits to building companies					█		█					
9	Organizing seminars and conferences to inform their organizations and local community about project activities, active participation in project's eTwinning activities and dissemination of project results in their cities											█	█
10	eTwinning project management & LTT preparation activities before the mobilities					█							
11	Preparation of project brochure			█									
12	KAHOOT quizzes will be employed to see how much students' consciousness increased on the project objectives.		█										
13	Establishing the project website								█				

**Chart 2 : Gantt Chart**

The coordinator organization have also prepared a "Project Management Handbook" which have covered a short description of the project, objectives, budget and timeline of activities. In line with this, a Drive account has been created for project management, and all necessary documents have been organized into folders within this account. This Drive account is set up to allow project partners to have editing privileges and will be actively used throughout the project implementation period.

Organizing a Steering Committee made up of partners is also coordinator's responsibility. Partner organizations, IEK Thermis and Alanya Eczacı Güzin Velittin Bekrioglu Vocational High School, will be responsible first of all, from executing Greece and Turkish mobilities in accordance with project objectives in a quality way, at the same time ensuring security and health of participants. Supplying transfers from the airport ,organizing trips inside the city and being loyal to the mobility activity programme (except unexpected and unusual conditions) are also responsibilities of partner organizations.



Share of tasks and responsibilities among partners can be summarized as follows:

SZ Bildung preparing "Building Our Future with a Green Way Project Management Handbook", organizing a Steering Committee, maintaining healthy communication among partners, informing them about the progress of the project and news, controlling the overall budget, monitoring partners' activities and their quality, warning partners in case they act against the Erasmus principals and partnership rules and evaluating project results.

IEK Thermis and Alanya Eczacı Güzin Velittin Bekrioglu Vocational High School: executing Greece and Turkey mobilities, ensuring security and health of participants, organizing trips inside the city and being loyal to the mobility activity programme; apart from the mobilities, formation of Environmental Clubs in their schools, organizing club visits to building companies, organizing seminars and conferences to inform their organizations and local community about project activities, active participation in project's eTwinning activities and dissemination of project results in their cities. Moreover, Greek partner will be responsible from eTwinning preparation activities before the mobilities; and Turkish partner from the preparation of project brochure.



# 3.PROJECT TASK DIVISION



As the project coordinator, SZ Bildung will play the main role in management including identifying partners' tasks and responsibilities. Accordingly, project coordinator will be responsible from maintaining healthy communication among partners, informing them about the progress of the project and news, controlling the overall budget, monitoring partners' activities and their quality, warning partners in case they act against the Erasmus principals and partnership rules and evaluating project results. The coordinator organization have also prepared a "Project Management Handbook" which have cover a short description of the project, objectives and timeline of activities.

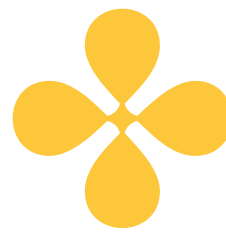
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Tasks	Partners			Description
	SZ Bildung (EG)	DIK (EL)	Eczacı Güzin (TR)	
1 Formation of Project Management Committee				Consist of the head of the organization, Erasmus coordinator, an accountant, a social media person and two vocational education representatives
2 Preparing "Building Our Future with a Green Way Project Management Handbook"				For Overall Project Management (This cwl be updatable)
3 Controlling the overall budget, monitoring partners' activities and their quality, warning partners in case they act against the Erasmus principals and partnership rules and evaluating project results.				Greek and Turkish Partner will also make in-house evaluation activities
4 Germany Mobility				8 Participants from Greece, 8 participants from Greece (each team consists of 5 students and 3 teachers). Working Programme specified in the agreement
5 Greece Mobility				8 Participants (5 students and 3 teachers) from Türkiye and 2 staff from Germany. Working Programme will be specified in the agreement
6 Türkiye Mobility				8 Participants (5 students and 3 teachers) from Greece and 2 staff from Germany. Working Programme specified in the agreement
7 Formation of Environmental Clubs in their schools				Proven photos and videos
8 Organizing club visits to building companies				Proven photos and videos
9 Organizing seminars and conferences to inform their organizations and local community about project activities, active participation in project's eTwinning activities and dissemination of project results in their cities				Proven photos and videos
10 eTwinning project management & LTT preparation activities before the mobilities				There will be several activities on the eTwinning Platform. It is specified in the agreement.
11 Preparation of project brochure				
12 KAHOOT quizzes will be employed to see how much students' consciousness increased on the project objectives.				Within the scope of monitoring and evaluation process.
13 Establishing the project website				Other partners will produce content for the website. Especially for the dissemination activities.

Chart 3 : Task Division

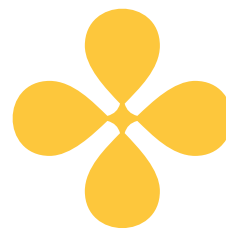


## 4.TARGET GROUP



The primary focus of this activity is to target teaching staff and students from partnering vocational schools specialized in building technologies, architecture, and interior design. These institutions traditionally emphasize classic construction techniques, making the concept of ecological building design, based on renewable energy sources, relatively new to them. It is crucial for students to familiarize themselves with current trends, developments, and techniques in the "green" building construction field. By doing so, students can enhance their environmental consciousness while expanding their job prospects in the labor market. Additionally, educational organizations collaborating on this project will benefit from adopting more environmentally oriented curriculum by incorporating ecological building techniques in the long run.





Simultaneously, the target group will gain valuable insights from visits to local construction companies involved in environmental planning. Through on-site project visits, extensive discussions will take place, focusing on the advantages of eco-design and addressing persistent challenges while exploring potential solutions. This interaction will benefit both students and companies.

To showcase the project's outcomes and disseminate information to relevant VET institutions, public organizations, and city residents, a concluding public event will be held at the city's cultural center. This event aims to raise awareness about alternative "green" building approaches that harmonize with nature and engage the final target group effectively.



## 5. ERASMUS+ LOGO & DISCLAIMER



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It is legally required to use the foreseen logo and disclaimer. The logo to be used is:



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The following disclaimer should be added to the inner pages of publications or studies relating to Erasmus+ funded projects:

"The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained there in."

For more instructions and guidelines:  
[https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos\\_en](https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos_en).

There are several ways to create and maintain a recognisable identity for projects. This can be achieved when all partners adopt and use the same logo, colours, fonts, templates etc. in a consistent manner.

The logo created for our project is as follows;





# ACKNOWLEDGEMENTS



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**“Thank you to our partners  
for your continued support in  
our efforts to contribute to  
the Project Management  
Handbook.**