

Who do we need for our project?

Tasks	Preparation Phase (09/23 - 07/24)	Execution Phase (08/24 - 11/24)	Evaluation Phase (12/24 - 02/25)
Project Coordination			
Setup project plan	Maria		
Setup and coordinate team	Maria		
Plan and conduct project meetings	Maria	Maria	Maria
Organize and coordinate team events	Maria	Maria	Maria
Organize and coordinate voluntary research sessions		Maria	
Organize and coordinate dissemination activities		Maria	Maria
Monitor project plan and results	Maria	Maria	Maria
Update stakeholders about project	Maria	Maria	Maria
Partner Coordination			
Evaluate potential partners	Sofie		
Introduce project to potential partners	Sofie		
Make agreements with partners	Sofie	Sofie	
Update partners about project	Maria	Maria	Maria
Volunteer Coordination			
Recruit volunteers	Chris		
Brief volunteers		Chris	
Train volunteers		Chris	

Reward volunteers		Chris	
Update volunteers about project	Chris	Chris	Chris
Research			
Research state overview	Chris & team		
Define research questions	Chris & team		
Define research setup	Chris & team		
Test research setup	Chris & team		
Accompany design and creation of playbox	Chris		
Analyse media usage and gather ideas		Volunteers	
Accompany research sessions with volunteers		Chris & team	
Evaluate results		Chris & team + Volunteers	Chris & team + Volunteers
Prepare results for dissemination			Chris
Communication			
Make content for project website	Paula	Paula	Paula
Make content for Social Media channels	Paula	Paula	Paula
Plan and write press releases	Paula	Paula	Paula
Plan and write dissemination publications		Paula	Paula & Chris
Plan and run dissemination events		Paula	Paula & Chris + Volunteers
Evaluation			
Define project goals	Marty		
Monitor project goals	Marty	Marty	Marty
Report project goals			Marty
Financial			
Plan financing	Marty		
Acquire funding	Marty	Marty	
Monitor budget	Marty	Marty	Marty
Report budget			Marty
Legal			

Evaluate legal requirements	<i>external tbd</i>	<i>external tbd</i>	<i>external tbd</i>
Evaluate intellectual property rights	<i>external tbd</i>	<i>external tbd</i>	<i>external tbd</i>
Define publication licenses			<i>external tbd</i>
Prepare legal documents	<i>external tbd</i>	<i>external tbd</i>	<i>external tbd</i>
Technical			
Provide project documentation platform	external: The TechDudes	external: The TechDudes	external: The TechDudes
Provide project publication platforms	external: The TechDudes	external: The TechDudes	external: The TechDudes
Provide project communication tools	external: The TechDudes	external: The TechDudes	external: The TechDudes
Implement playbox	<i>external: tbd</i>		
Support research sessions with volunteers		<i>external: tbd</i>	
Implement platform for gathering best practices and publish them	external: The TechDudes		
Design			
Design communication material	Paul	Paul	Paul
Design Playbox	external: The Designees + Volunteers		