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Project: 101050018

— Sport4C —

ERASMUS-SPORT-2021-
SNCESE

Sport4Cancer
D1.2 PERTH
Schedule & Gantt

Sport4Cancer - Project: 101050018– ERASMUS-SPORT-2021-SNCESE

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1. List of tasks by Work Page

Work Package 1: [PROJECT MANAGEMENT AND MONITORING]		
Objectives		
<ul style="list-style-type: none"> ▪ To co-ordinate and manage the project and administer communication between the consortium and the commission. ▪ To control and refine the objectives of the project, ensure that the deadlines are met and ensure quality of project results. ▪ To define the logistics and manage financial reports of the project. ▪ To manage the communication within the consortium and the project meetings. 		
Activities		
Task	Task Name	Description
T1.1	Coordinate and manage the project and administer communication	The objectives are to apply the project management, to ensure the quality of the results and their timely delivery and to control the fulfilment of the project objectives. The project management is also the link to the European Commission, and therefore is responsible for delivering the progress reports.
T1.2	Control and refine the objectives of the project, ensure that the deadlines are met and ensure quality of project results	This task involves the time management and monitoring of the project. This ensures that the objectives are being implemented (daily business of project management) and guarantees a smooth running of the project.
T1.3	Define the logistics and manage financial reports of the project	This task addresses the effective financial management in accordance to the submitted budget, the guidance of partners with regard to their cost statements and audit certificates. This ensures the proper completion and consolidation of the Cost Statements and their timely submission to the European Commission.
T1.4	Manage the communication within the delegations and the project meetings.	This task involves ensuring that the time plan is followed, that milestones are reached and that the work package deliverables achieve high quality.
T1.5	Redaction and Presentation of the final report at European commission	The project leader will coordinate the activities during the project to ensure their achievement and the implementation of the project. The applicant will prepare and present the final report of the project
T1.6	Development of a quality evaluation plan at the start of the project, identifying the intermediate and final evaluation indicators	Development of a quality evaluation plan at the start of the project, identifying the intermediate and final evaluation indicators

Work Package 2: [PROJECT PREPARATION]		
Objectives		
<ul style="list-style-type: none"> ▪ To select the activities, equipment and material necessary for the correct development of the event. ▪ To determine the logistics and functioning of the event. ▪ To carry out the recruitment and selection process of volunteers participating in the event. ▪ To initiate the promotion of the event through the dissemination of multimedia material. 		
Activities		
Task	Task Name	Description
T2.1	Initial meeting with all delegation leaders	First meeting to introduce the event to the delegates and to establish the working methodology that will be taken for the organization of the event and the role of the Delegates for the recruitment of the participants. Face to face for the delegation. The contracts will be prepared and signed, and the participants will be selected.
T2.2	Definition and design of the logistics of the event	The rest of the delegations will be informed about the different spaces that will be developed in the event such as the place (Municipality of San Javier), the date of the event (1st or 2nd week of June), the activities to be carried out and the participants in which each one of them will be focused (people with cancer or disabilities and women).
T2.3	Identification, selection, procurement of necessary equipment and material.	In this phase, sports equipment and materials will be selected and acquired according to the activities to be carried out.
T2.4	Needs analysis and management of the event's volunteer recruitment process	The volunteer project will be started by offering it in volunteer services of the participating universities as well as in different national and European volunteer organizations and institutions. The training of the volunteers will be done online through the tools available at the University of Murcia for online education. The recruitment of volunteers will be carried out taking into account gender equity in the selection of participants.
T2.5	Establish strategies for promotion of the sport event	The presentation video for the launch of the event will be created and translated into the different languages and the preparation plan for the sports activity will be detailed.
T2.6	Defining Social inclusion and gender balance rules settlement	During this task the rules for social inclusion and gender balance will be elaborated and the guide for implementation will be released and send to all the team of the project as well as subcontractors.

Work Package 3: [IMPLEMENTATION PHASE: SPORT4C Scientific workshop and SPORT EVENT]		
Objectives		
<ul style="list-style-type: none"> ▪ To organise an international scientific conference related to sport and cancer during the event. ▪ Execution of the different sport activities of the project (nautical/aquatic, beach and land). ▪ Developing different activities and initiatives focused on sustainability and contribution to the Sustainable Development Goals. 		
Activities		
Task	Task Name	Description
T3.1	SPORT4C Scientific Workshop	The scientific workshop is planned to be organised with the support of EIIR which will supervise the scientific programme and support the high visibility of the event among relevant international experts and policy makers across the EU and global organisations (WHO,OECD, UN). The SPORT4C workshop is planned to raise awareness on the issues of cancer and physical activity. The materials produced by the academic staff will be published on the official website to raise awareness of SPORT4C issues among the delegations and the large participating population. In turn, different researchers related to physical activity in the target groups (people with cancer, disability and women in sport) will be invited.
T3.2	Sustainable outdoor sport event	"Sport4Cancer" is a multi-sport event that brings together competitions, exhibitions and sporting activities to encourage the participation of citizens visiting the Mar Menor area. This event will be held in La Manga del Mar Menor (Murcia), with activities between the beaches and streets that divide the Mar Menor and the Mediterranean Sea. It is located in an idyllic setting and for a weekend all those attending will have the opportunity to enjoy more than 40 sports, activities, competitions and exhibitions. It is a recreational and popular sporting event that will be open to the whole family. Most of the activities will be free to participate, i.e. you will be able to do them at any time once you arrive at the event and without prior registration. The activities will be adapted to the level of all participants, regardless of age and gender, especially for people with disabilities and those who suffer or have suffered from cancer. During two days, more than 50 activities will be held, aimed at children, adults and seniors, in a citizen training project, which pursues educational, recreational, leisure and social purposes, through specific and general sports practice. Special attention will be paid to people with disabilities and cancer patients, seeking to make the activities suitable for these groups. Different mixed teams will be created among the participants of the associated members, mixing in an equitable and inclusive way (considering the gender balance) in different teams the members of the delegations. Each team will have to participate in adapted competitive activities, creating a small participation competition through gamification. The team with the highest score will be awarded a prize. In "Sport4Cancer" we can find activities for all ages, tastes and physical condition.
T3.3	Sustainability Activities	As the event will take place in environmental areas such as beaches or parks, the organization will also propose sustainable activities such as a hiking route through natural areas of the Mar Menor, collection of cans and other waste on the beaches of the event and adjacent, workshops for children and adults on recycling, ecological products, etc.

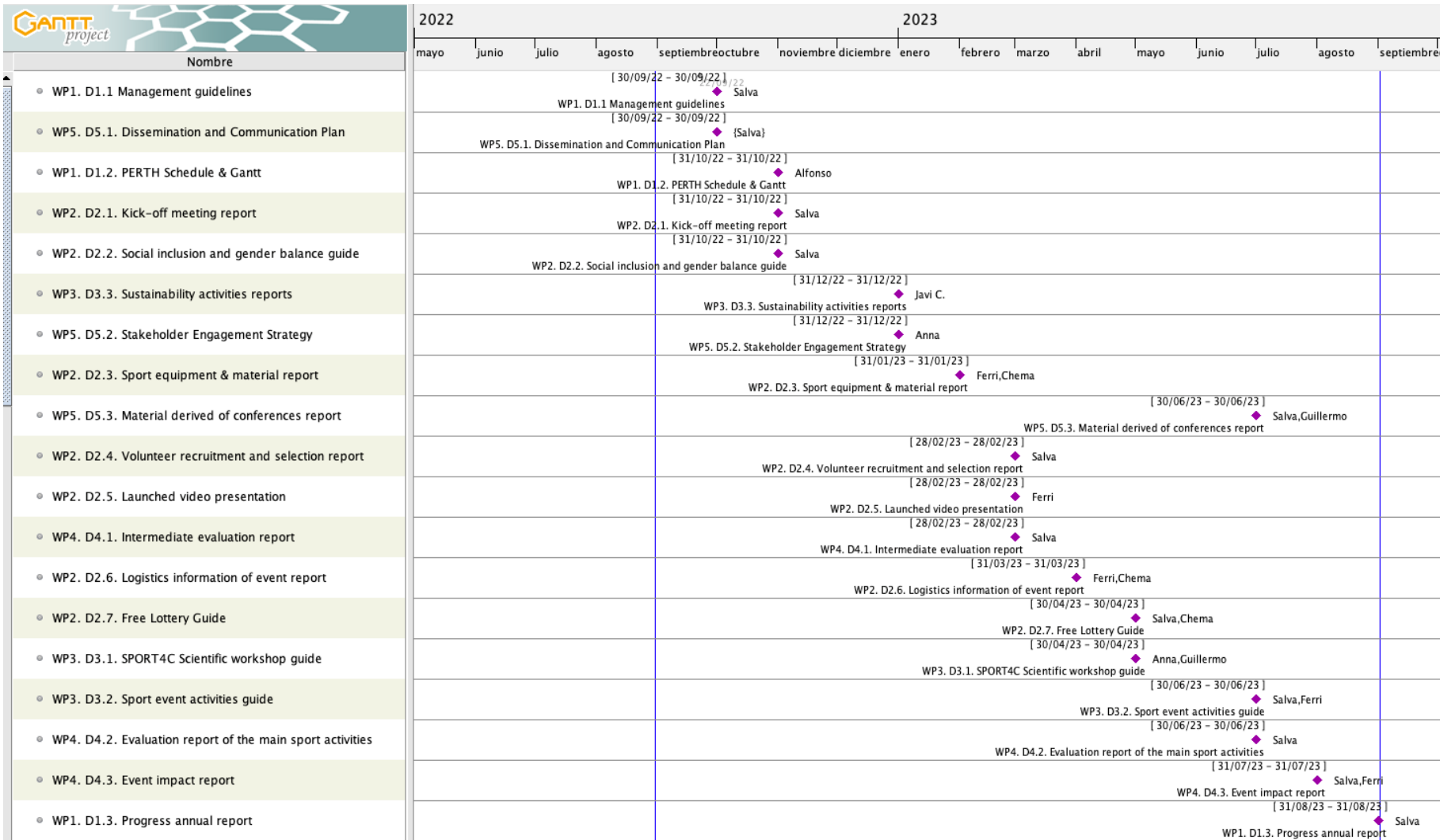
Work Package 4: [EVALUATION PROCESS]		
Objectives		
<ul style="list-style-type: none"> ▪ To monitor the project and the execution of the different planned tasks. ▪ To evaluate the impact derived from the holding of the sporting event and the scientific conference. ▪ To develop the interim and final evaluation report of the project. 		
Activities		
Task	Task Name	Description
T4.1	Definition of the activity monitoring plan	To record the progress and processes of the project in order to provide continuous information to the partnership on the progress of the project.
T4.2	Data collection and analysis of the results of the project.	The evaluation of the results obtained within the target group will follow two approaches: direct evaluation and indirect evaluation of the project's effects. The evaluation team will collect the material and summarise it in descriptive data to be submitted to the project management team for evaluation analysis. The process of collecting data will be carried out through the arrangement of stands at different points in the areas of activities to be established in which a team of volunteers, previously trained, will be responsible for surveying the population passing through the stand.
T4.3	Development of the mid-term evaluation of the project	During the sixth month a mid-term evaluation report will be prepared to assess some key steps of the project in order to better implement all the processes related to the achievement of the final objectives of the project.

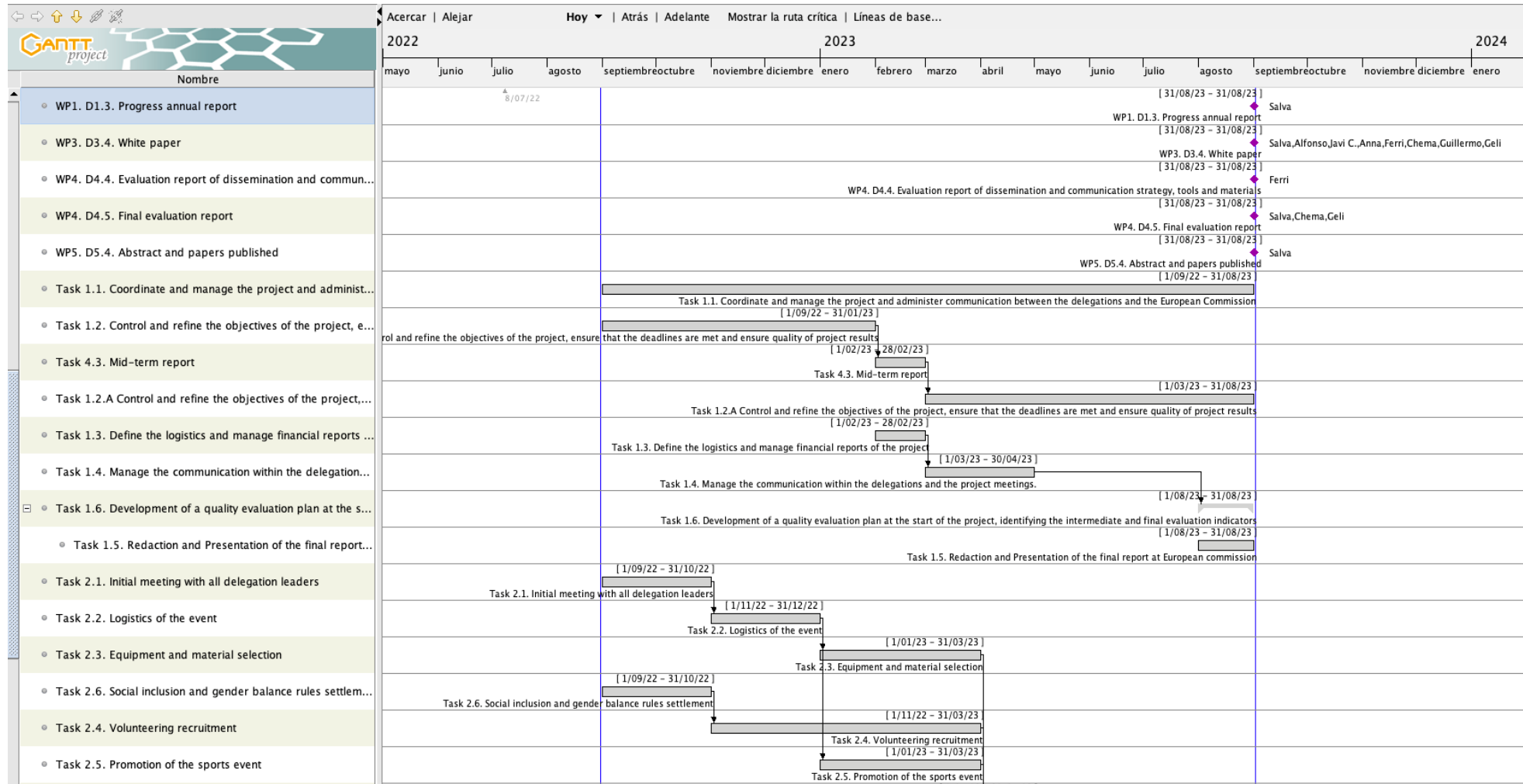
Work Package 5: [DISSEMINATION AND IMPACT BUILDING: STAKEHOLDERS ENGAGEMENT STRATEGY AND IMPLEMENTATION PLAN]		
Objectives		
<ul style="list-style-type: none"> ▪ To maximize the impact of the project's activities and outputs ▪ To developing dissemination and communication strategy that will serve for the whole project duration. ▪ The strategy will notably address the main dissemination and communication objectives and expected impacts, and identify the main target audiences ▪ To disseminate actions will seek to have the widest possible reach not only at local level in the partners' cities but also at national and European level. 		
Activities		
Task	Task Name	Description
T5.1	Preparation of Dissemination plan	At the start of the project dissemination plan will be prepared with the aim to make dissemination activities efficient. Plan will be developed and will be used for realization and monitoring the dissemination activities. In this period the different stakeholders (direct and indirect) will be identified in order to elaborate a database of all of them with the aim of having identified the main sources for the dissemination of the activities and results of the project.
T5.2	Using communication media for dissemination	During this task, the team will prepare and run all the general communication activities, including establishing the online presence of the project (website, Facebook/Twitter and other social platform presence) internal communication channels, format and procedure as well as external, media- focused standardised promotional material including obligatory logos, flyers with essential project information, project posters (etc.) following dissemination rules for EC funded projects. The project team will ensure that the results are made available both internally and externally and will be responsible for various dissemination actions.
T5.3	Writing Conference presentations and workshops	The project includes the organization of two multiplier sport events to be held in September coinciding with European Sports Week. In these workshops we intend to hold conferences to inform and disseminate the main results obtained from the project (handbook, web platform, education programs), etc. In addition, each organisation will have a press officer who will be responsible for writing a news item every three to four months informing the different local and national media with which each partner has contact (TV, radio, newspapers, etc.) about the progress of the project.
T5.4	Preparation of article for Scientific or Professional Journal	Other actions that will be implemented to maximize the impact and dissemination will be the distribution and publication of the different scientific results obtained in the different evaluations throughout the project will be carried out in national and international scientific congresses, informing the scientific community about the advances in the subject of the event, making publications in scientific journals of high impact so that researchers from all over the world can consult the information of the project.

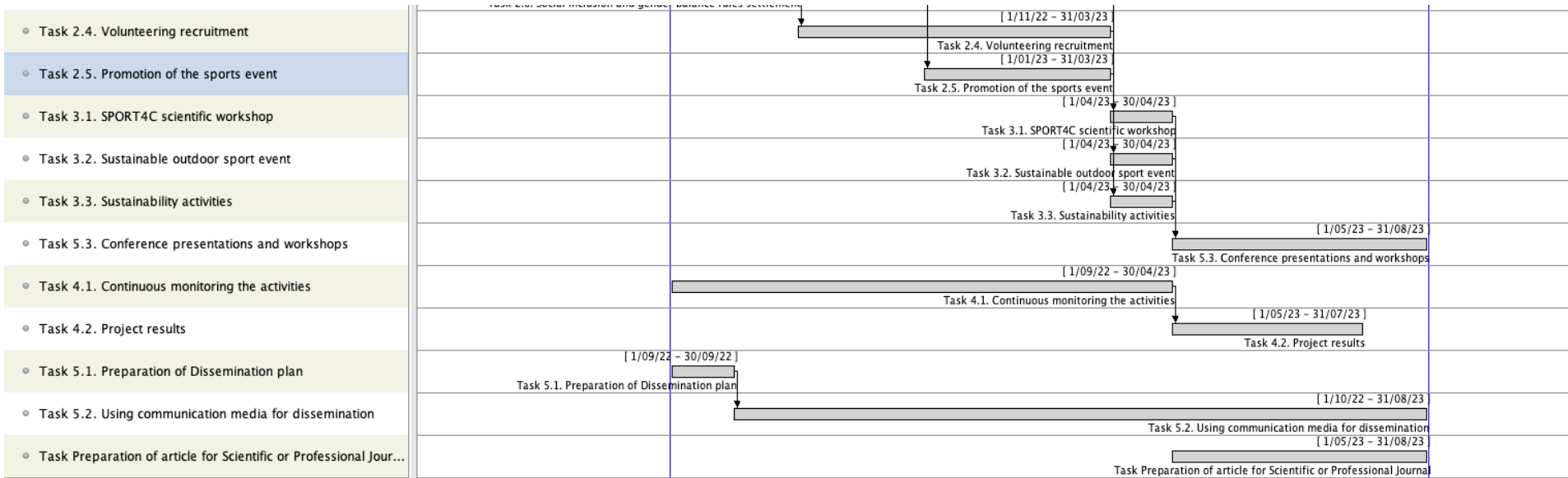
2. List of Deliverables

Work Package No	No	Deliverable Name	Description	Due Date
WP1	D1.1	Management guidelines	Project Management Guidelines pdf document in English (10-15 pages).	30 Sep 2022
WP1	D1.2	PERTH Schedule & Gantt	Graphic document in pdf format with the project planning in English.	31 Oct 2022
WP1	D1.3	Progress annual report	Evaluation report in pdf including the financial report and the key quality and evaluation information in English.	31 Aug 2023
WP2	D2.1	Kick-off meeting report	Pdf document with the project milestones and working groups to identify the main variables and procedures to be applied in English.	31 Oct 2022
WP2	D2.2	Social inclusion and gender balance guide	Pdf document with the information related the social inclusion and gender balance selection for delegations.	31 Oct 2022
WP2	D2.3	Sport equipment & material report	A dossier will also be made with all the information once developed before reaching the final stage of the organization of the event so that the delegations can make logistical considerations on the organization of the event.	31 Jan 2023
WP2	D2.4	Volunteer recruitment and selection report	Pdf document with all information related the tasks developed in the recruitment and formation phases.	28 Feb 2023
WP2	D2.5	Launched video presentation	Video presentation in mp4 format in English, French, Italian and Spanish.	28 Feb 2023
WP2	D2.6	Logistics information of event report	Information leaflet in paper and digital format (pdf) in English and Spanish.	31 Mar 2023
WP2	D2.7	Free Lottery Guide	PDF document with the rules and conditions of the different raffles, as well as the prizes to be raffled.	30 Apr 2023
WP3	D3.1	SPORT4C Scientific workshop guide	Pdf document with all information about the programme, speakers, abstract presented during the conference.	30 Apr 2023
WP3	D3.2	Sport event activities guide	Pdf document with details of all the sports activities to be held and the logistics of the event.	30 Jun 2023
WP3	D3.3	Sustainability activities reports	Pdf document with fact sheets of all the sustainable activities to be carried out and their location.	31 Dec 2022
WP3	D3.4	White paper	Pdf document with all information about on the planning, preparation, execution and evaluation of the event.	31 Aug 2023
WP4	D4.1	Intermediate evaluation report	Pdf document with information on the degree of fulfilment of the different objectives and indicators at the end of the project.	28 Feb 2023
WP4	D4.2	Evaluation report of the main sport activities	Pdf document with the final information on the activities carried out, participation in each of them and evaluation reports of the event.	30 Jun 2023
WP4	D4.3	Event impact report	Pdf document with the technical report of the evaluation of the social and touristic impact of the participants in the event, collected during the event.	31 Jul 2023
WP4	D4.4	Evaluation report of dissemination and communication strategy, tools and materials	PDF document with the data of the information indicators of the website and the impact of the event on social networks and material tools in English	31 Aug 2023
WP4	D4.5	Final evaluation report	PDF document with the final report on the fulfilment of the project objectives and KPIs.	31 Aug 2023
WP5	D5.1	Dissemination and Communication Plan	Pdf document containing the Dissemination and Communication Plan in English.	30 Sep 2022
WP5	D5.2	Stakeholder Engagement Strategy	Pdf document with the design and planning of the implementation of the communication strategy with all identified potential stakeholders.	31 Dec 2022
WP5	D5.3	Material derived of conferences report	Pdf e-book with all information of conferences and congress abstracts.	30 Jun 2023
WP5	D5.4	Abstract and papers published	Pdf document with a brief abstract of all publications derived of the project and his evaluation.	31 Aug 2023

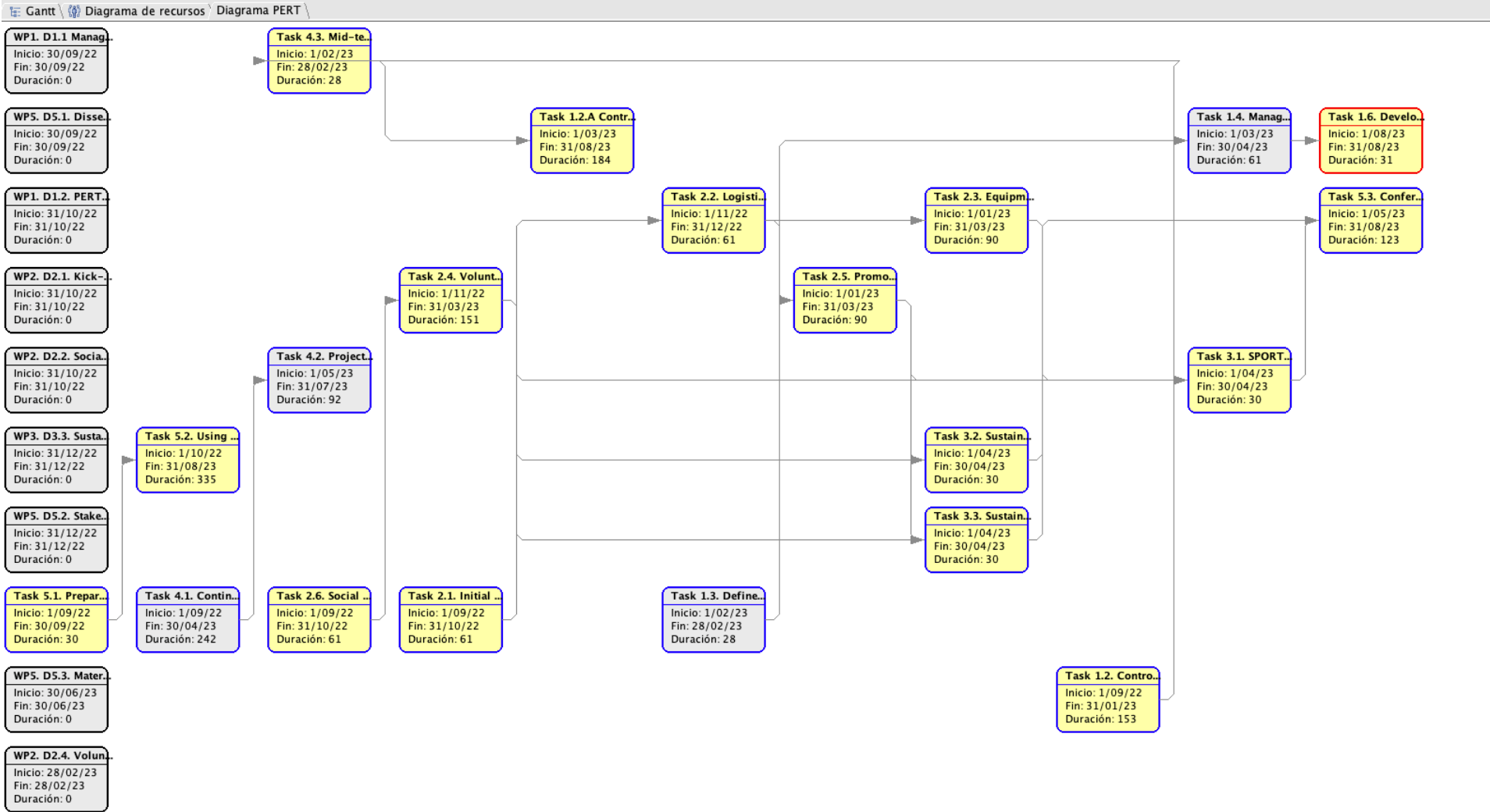
3. Grantt Chart







4. Perth Schedule



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