

## Work Packages Action Plan

This plan is a continuous Work in Progress, as it is made to be filled in and given more detail as the project progresses. The workplan serves a variety of purposes, the first being the one place that all project information is collected: beyond the individual work packages which are presented, there are specific sections on project deliverables, KPIs, partners, risks and communication.

The workplan is made to allow the partners to properly plan and then implement the various activities of the project, linking them to each of the project tasks and objectives.

Furthermore, the workplan allows partners to see who is in charge of each of the various tasks.

For further details about the implementation of activities during the project, please contact project manager Theo Biddulph: [tbiddulph@simplon.co](mailto:tbiddulph@simplon.co)

	End date
Reporting period 1	30/6/2023
Final report	31/12/2025

## PROJECT RELEVANT INFO

Name	Description
Project full name	Tech Time 2 Skill
Project GA number	101100691

Task no.	Task name	Start date	Duration	End date	Lead Partner	Contributors
<b>WP1 Project Management and coordination</b>		<b>1/1/2023</b>	<b>36</b>	<b>31/12/2025</b>	<b>SIMPLON.CO</b>	<b>All</b>
T1.1	Project Management and quality assurance	1/1/2023	36	31/12/2025	SIMPLON.CO	All
T1.2	Programme Online & Offline Cooperation tools for a sustainable partnership	1/1/2023	36	31/12/2025	SIMPLON.CO	All
<b>WP2 Curricula development &amp; pedagogical excellence</b>		<b>1/1/2023</b>	<b>36</b>	<b>30/9/2023</b>	<b>SIMPLON.CO</b>	<b>All</b>
T2.1	Development of six innovative, results-oriented and modular training programmes adapted to the labor market and to the target groups	1/1/2023	6	31/3/2023	SIMPLON.CO	All
T2.2	Deliver capacity building working sessions and ongoing pedagogical support to the participating training providers	1/4/2023	33	30/9/2023	SIMPLON.CO	All
<b>WP3 Awareness/accluturation workshop for SME's business leaders or managers on AI/Cybersecurity</b>		<b>1/1/2023</b>	<b>36</b>	<b>31/10/2023</b>	<b>Becode</b>	<b>All</b>
T3.1	Deliver 27 Awareness/accluturation workshop for 324 SME's business leaders or managers on AI	1/7/2023	30	31/10/2023	Becode	All
T3.2	Deliver 27 Awareness/accluturation workshop for 324 SMEs' business leaders or managers on Cybersecurity	1/7/2023	30	31/10/2023	Becode	All
<b>WP4 Intensive capacity building workshop for SMEs high skilled workers to gain advanced digital skills in AI/Cybersecurity</b>		<b>1/1/2023</b>	<b>36</b>	<b>30/11/2024</b>	<b>SIMPLON.CO</b>	<b>All</b>
T4.1	Deliver 18 Intensive capacity building workshop for 216 SMEs high skilled workers to gain advanced digital skills in AI	1/7/2023	30	31/5/2024	SIMPLON.CO	All
T4.2	Deliver 18 Intensive capacity building workshop for 216 SMEs high skilled workers to gain advanced digital skills in Cybersecurity	1/7/2023	30	31/7/2024	SIMPLON.CO	All
<b>WP5 Intensive training in AI and Cybersecurity for job seekers to nurture the growing sector of advanced digital technologies in European SMEs</b>		<b>1/1/2023</b>	<b>36</b>	<b>30/11/2024</b>	<b>Factoria F5</b>	<b>All</b>
T5.1	Deliver 5 Intensive training for 75 job seekers to develop digital skills related to AI occupations	1/7/2023	30	31/5/2024	Factoria F5	All
T5.2	Deliver 4 Intensive training for 60 job seekers to develop digital skills related to Cybersecurity occupations	1/7/2023	30	31/7/2024	Factoria F5	All
<b>WP6 Dissemination &amp; Long term sustainability</b>		<b>1/1/2023</b>	<b>36</b>	<b>31/10/2024</b>	<b>SIMPLON.CO</b>	<b>All</b>
T6.1	Communications Strategy and Ongoing Promotion	1/1/2023	36	31/12/2024	SIMPLON.CO	All
T6.2	Create and implement an EU wide Dissemination Programme and campaigns	1/1/2023	36	30/6/2024	SIMPLON.CO	All
T6.3	Design and implement a long-term sustainability strategy	1/7/2023	30	31/10/2024	SIMPLON.CO	All
T6.4	Develop a sustainable learning programme	1/7/2025	6	31/10/2024	SIMPLON.CO	All

Month number	Month
1	Jan, 2023
2	Feb, 2023
3	Mar, 2023
4	Apr, 2023
5	May, 2023
6	Jun, 2023
7	Jul, 2023
8	Aug, 2023
9	Sep, 2023
10	Oct, 2023
11	Nov, 2023
12	Dec, 2023
13	Jan, 2024
14	Feb, 2024
15	Mar, 2024
16	Apr, 2024
17	May, 2024
18	Jun, 2024
20	Jul, 2024
21	Aug, 2024
22	Sep, 2024
23	Oct, 2024
24	Nov, 2024
25	Dec, 2024
26	Jan, 2025
27	Feb, 2025
28	Mar, 2025
29	Apr, 2025
30	Jun, 2025
31	Jul, 2025
32	Aug, 2025
33	Sep, 2025
34	Oct, 2025
35	Nov, 2025
36	Dec, 2025

<b>WP 1.</b>	<b>Project Management &amp; Quality Assurance</b>
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<b>Lead</b>	<b>SIMPLON.CO</b>
<b>Contributo</b>	<b>All</b>
<b>Duration</b>	<b>01-01-2023 - 31-12-2025</b>

D1.1	Project Workplan
D1.2	Quality Assurance Plan
D1.3	First year report on results

<b>Tasks No.</b>	<b>Tasks Name</b>	<b>Start date</b>	<b>Duration</b>	<b>Lead Partner</b>	<b>When</b>
<i>(SubTask no.)</i>	<i>(indicate the SubTask name)</i>	<i>(D/M/YYYY) or Month</i>	<i>(duration in no. months)</i>		<i>(D/M/YYYY) or Month</i>
<b>Task 1.1.</b>	<b>Project Management and quality assurance</b>	<b>01/01/2023</b>	<b>36</b>		
	Organising quarterly steering Committees with WP leaders	1	24	Simplon.co	
	Creation of consortium agreement for partners	1	2	Simplon.co	
	Setup Quality Assurance Teams	3	2	Simplon.co	
	Iterations between Simplon.co and partners for Quality Assurance Plan	3	3	Simplon.co	
	Quality Assurance: Creation of templates for use in deliverables	4	1	Simplon.co	
	Financial reporting setup and calendar: creation of templates for timesheets, mission letters, project financial reporting etc.	1	2	Simplon.co	
	Ongoing financial quarterly reviews	3	33	Becode	
	Project qualitative and quantitative reporting	6	30	Simplon.co	
	Ongoing Link with project officer	1	36	Simplon.co / Becode	
	Organisation of yearly quality assurance reviews for the project	10	26	Simplon.co	
<b>Task 1.2.</b>	<b>Programme Online &amp; Offline Cooperation tools for a sustainable partnership</b>	<b>01/01/2023</b>	<b>36</b>		
	Organise a project Kick-off in Paris for presentation of project management, presentation of tools etc.	3	3	Simplon.co	
	Creation and management of a common google drive for the project	1	36	Simplon.co	
	Setup and run a Discord server for use by partners during the project	1	36	Simplon.co	

**WP 2. Curricula development**

<b>Lead</b>	<b>SIMPLON.CO</b>
<b>Contributo</b>	<b>All</b>
<b>Duration</b>	<b>01-01-2023 - 31-12-2025</b>

D2.1	Curricula plans
D2.2	Train-the-trainer support
D2.3	High quality digital training materials

Tasks No.	Tasks Name	Start date	Duration	Lead Partner	When
<i>(SubTask no.)</i>	<i>(indicate the SubTask name)</i>	<i>(D/M/YYYY) or Month</i>	<i>(duration in no. months)</i>		<i>(D/M/YYYY) or Month</i>
<b>Task 2.1.</b>	<b>Development of six innovative, results-oriented and modular training programmes adapted to the labor market and to the target groups</b>	<b>01/01/2023</b>	<b>6</b>		<b>30/06/2023</b>
	Organisation of pedagogical meetings with project partners	01/02/2023	5	Simplon.co	
	Analysis of existing course material within partner organisations	01/01/2023	1	Simplon.co	
	Definition of objectives for 6 training tracks with partners	01/02/2023	2	Simplon.co	
	Creation of specifications and call for tenders for creation of course content	01/03/2023	1	Simplon.co	
	Call for tenders, choosing experts, and following creation of resources	01/03/2023	1	Simplon.co	
	Revision of content and finalised versions	15/06/2023	0.5	Simplon.co	
	Upload to google drive, creation of resources website for ease of access by partners	01/06/2023	1	Simplon.co	
<b>Task 2.2.</b>	<b>Deliver capacity building working sessions and ongoing pedagogical support to the participating training providers</b>	<b>01/04/2023</b>	<b>33</b>		<b>31/12/2025</b>
	Organisation of regular pedagogical meetings (online) with pedagogical engineers and trainers	01/06/2023	30	Simplon.co	
	Organisation of bilateral meetings (including in-person when possible) with partners and trainers regarding pedagogical success for partners	01/06/2023	30	Simplon.co	
	Feedback from partners on first pilot sessions and training materials	01/12/2023	1	Simplon.co	
	Creation of V2 of training materials for partners	01/01/2024	4	Simplon.co	
	Creation of depository of tools, links, information for trainers use	01/09/2023	1	Simplon.co	
	Creation of V3 training materials (finalised version) if necessary for T6.4	01/09/2025	3	Simplon.co	
	Organisation of trian-the-trainer sessions (1-5 days) with partners when needed	01/07/2023	30	Simplon.co	

**WP 3.** Awareness/acculturation workshop for SME's business leaders or managers on AI/Cybersecurity

<b>Lead Partner</b>	<b>Becode</b>
<b>Contributors</b>	<b>All</b>
<b>Duration</b>	<b>01-01-2023 - 31-12-2025</b>

D3.1	27 Awareness/acculturation workshop for 324 SME's business leaders or managers on AI
D3.2	27 Awareness/acculturation workshop for 324 SME's business leaders or managers on Cybersecurity

					<b>When</b>
<b>Tasks No.</b>	<b>Tasks Name</b>	<b>Start date</b>	<b>Duration</b>	<b>Lead Partner</b>	<b>Due Date</b>
<i>(SubTask no.)</i>	<i>(indicate the SubTask name)</i>	<i>(D/M/YYYY) or Month</i>	<i>(duration in no. months)</i>		<i>(D/M/YYYY) or Month</i>
<b>Task 3.1.</b>	<b>Deliver 27 Awareness/acculturation workshop for 324 SME's business leaders or managers on AI</b>				<b>31/12/2025</b>
<b>Task 3.2.</b>	<b>Deliver 27 Awareness/acculturation workshop for 324 SMEs' business leaders or managers on Cybersecurity</b>				<b>31/12/2025</b>
	Setup of training local project teams for each of the training tracks	01/04/2023		All	
	Creation of marketing campaign calendar and tools for training tracks with local partners - Belgium	01/06/2023	2	Becode	
	Creation of marketing campaign calendar and tools for training tracks with local partners - Spain	01/06/2023	2	Factoria F5	
	Creation of marketing campaign for training tracks - call for tenders	01/06/2023	2	Simplon.co	
	Creation of provisional training calendar - Belgium	01/07/2023	2	Becode	
	Creation of provisional training calendar - Spain	01/07/2023	2	Factoria F5	
	Creation of provisional training calendar - France	01/07/2023	2	Simplon.co	
	Pilot training sessions - in France, Spain, Belgium	01/09/2023	3	All	
	Year 1 report on results	01/12/2023	1	Simplon.co	31/12/2023
	Adaptation of training calendar	01/01/2024	2	All	
	<b>Run</b> for training sessions after pilots	01/01/2024	24	All	
	Year 2 report on results	01/12/2024	1	Simplon.co	31/12/2024
	bi-monthly meetings between project teams for discussion of obstacles, difficulties, successes, adaptations	01/09/2023	30	Simplon.co	

**WP 4. Intensive capacity building workshop for SMEs high skilled workers to gain advanced digital skills in AI/Cybersecurity**

<b>Lead Partner</b>	<b>SIMPLON.CO</b>
<b>Contributors</b>	<b>All</b>
<b>Duration</b>	<b>01-01-2023 - 31-12-2025</b>

<b>D4.1</b>	18 Intensive capacity building workshop for 217 SMEs high skilled workers to gain advanced digital skills in AI
<b>D4.2</b>	18 Intensive capacity building workshop for 217 SMEs high skilled workers to gain advanced digital skills in Cybersecurity

<b>Tasks No.</b>	<b>Tasks Name</b>	<b>Start date</b>	<b>Duration</b>	<b>Lead Partner</b>	<b>When</b>
<i>(SubTask no.)</i>	<i>(indicate the SubTask name)</i>	<i>(D/M/YYYY) or Month</i>	<i>(duration in no. months)</i>		<i>(D/M/YYYY) or Month</i>
<b>Task 4.1.</b>	<b>Deliver 18 Intensive capacity building workshop for 216 SMEs high skilled workers to gain advanced digital skills in AI</b>				<b>31/12/2025</b>
<b>Task 4.2.</b>	<b>Deliver 18 Intensive capacity building workshop for 216 SMEs high skilled workers to gain advanced digital skills in Cybersecurity</b>				<b>31/12/2025</b>
	Setup of training local project teams for each of the training tracks	01/04/2023		All	
	Creation of marketing campaign calendar and tools for training tracks with local partners - Belgium	01/06/2023	2	Becode	
	Creation of marketing campaign calendar and tools for training tracks with local partners - Spain	01/06/2023	2	Factoria F5	
	Creation of marketing campaign for training tracks - call for tenders	01/06/2023	2	Simplon.co	
	Creation of provisional training calendar - Belgium	01/07/2023	2	Becode	
	Creation of provisional training calendar - Spain	01/07/2023	2	Factoria F5	
	Creation of provisional training calendar - France	01/07/2023	2	Simplon.co	
	Pilot training sessions - in France, Spain, Belgium	01/09/2023	3	All	
	Year 1 report on results	01/12/2023	1	Simplon.co	31/12/2023
	Adaptation of training calendar	01/01/2024	2	All	
	<b>Run</b> for training sessions after pilots	01/01/2024	24	All	
	Year 2 report on results	01/12/2024	1	Simplon.co	31/12/2024
	bi-monthly meetings between project teams for discussion of obstacles, difficulties, successes, adaptations	01/09/2023	30	Simplon.co	

Though the results and outputs are different for WP4, the organisational structure of the work package is the same as WP3

**WP 5. Intensive training in AI and Cybersecurity for job seekers to nurture the growing sector of advanced digital technologies in European**

<b>Lead Partner</b>	<b>Factoria F5</b>
<b>Contributors</b>	<b>All</b>
<b>Duration</b>	<b>01-01-2023 - 30-12-2025</b>

D5.1	5 Intensive training for 75 job seekers to develop digital skills related to AI occupations
D5.2	4 Intensive training for 75 job seekers to develop digital skills related to Cybersecurity occupations

Tasks No.	Tasks Name	Start date	Duration	Lead Partner	When Due Date
<i>(SubTask no.)</i>	<i>(indicate the SubTask name)</i>	<i>(D/M/YYYY) or Month</i>	<i>(duration in no. months)</i>		<i>(D/M/YYYY) or Month</i>
<b>Task 5.1.</b>	<b>Deliver 5 Intensive training for 75 job seekers to develop digital skills related to AI occupations</b>				<b>30/06/2023</b>
<b>Task 5.2.</b>	<b>Deliver 4 Intensive training for 60 job seekers to develop digital skills related to Cybersecurity occupations</b>				<b>31/12/2025</b>
	Setup of training local project teams for each of the training tracks	01/04/2023		All	
	Creation of marketing and sourcing campaign calendar and tools for training tracks with local partners - Belgium	01/06/2023	2	Becode	
	Creation of marketing and sourcing campaign calendar and tools for training tracks with local partners - Spain	01/06/2023	2	Factoria F5	
	Creation of marketing and sourcing campaign for training tracks - France	01/06/2023	2	Simplon.co	
	Creation of provisional training calendar - Belgium	01/07/2023	2	Becode	
	Creation of provisional training calendar - Spain	01/07/2023	2	Factoria F5	
	Creation of provisional training calendar - France	01/07/2023	2	Simplon.co	
	Pilot training sessions - in France, Spain, Belgium	01/09/2023	3	All	
	Year 1 report on results	01/12/2023	1	Simplon.co	31/12/2023
	Adaptation of training calendar	01/01/2024	2	All	
	<b>Run</b> for training sessions after pilots	01/01/2024	24	All	
	Year 2 report on results	01/12/2024	1	Simplon.co	31/12/2024
	bi-monthly meetings between project teams for discussion of obstacles, difficulties, successes, adaptations	01/09/2023	30	Simplon.co	

<b>Calendar for bootcamps in France</b>				
	Cybersecurity bootcamp 1			
	AI bootcamp 1			

<b>Calendar for bootcamps in Spain</b>				
	Cybersecurity bootcamp 1			
	Cybersecurity bootcamp 2			
	AI bootcamp 1			
	AI bootcamp 2			
	AI bootcamp 3			

<b>Calendar for bootcamps in Belgium</b>				
	Cybersecurity bootcamp 1			
	AI bootcamp 1			

**WP 6. Dissemination & Long term sustainability**

<b>Lead Partner</b>	<b>SIMPLON.CO</b>
<b>Contributors</b>	<b>All</b>
<b>Duration</b>	<b>01-01-2023 - 30-12-2025</b>

D1.1	Project Workplan
D1.2	Quality Assurance Plan
D1.3	First year report on results

Tasks No. <i>(SubTask no.)</i>	Tasks Name <i>(indicate the SubTask name)</i>	Start date <i>(D/M/YYYY) or Month</i>	Duration <i>(duration in no. months)</i>	Lead Partner	When
					Due Date <i>(D/M/YYYY)or Month</i>
<b>Task 6.1.</b>	<b>Communications Strategy and Ongoing Promotion</b>	<b>01/01/2023</b>	<b>36</b>		<b>30/06/2023</b>
	Steering committee meeting and plan for project communication	01/02/2023	1	Simplon.co	
	Draft version of communications strategy	01/03/2023	2	Simplon.co	
	Revised version and finalised version	01/05/2023	2	Simplon.co	
	Technical specifications for call for tenders for communication				
	Decision on subcontractor				
	Creation of outputs for communication activities: logo, brochures, headers, contact questionnaires	01/10/2023	3	Simplon.co	
	Website online	01/10/2023	1	Simplon.co	
	Creation and run of local communication strategy - France	01/06/2023	30	Simplon.co	
	Creation and run of local communication strategy - Belgium	01/06/2023	30	Becode	
	Creation and run of local communication strategy - Spain	01/06/2023	30	Factoria F5	
	Creation of project videos for communication	01/06/2024	4	Simplon.co	
<b>Task 6.2.</b>	<b>Create and implement an EU wide Dissemination Programme and campaigns</b>	<b>01/01/2023</b>	<b>36</b>		<b>31/12/2025</b>
	Participation in online and in-person events on digital skills / AI / cybersecurity	01/06/2023	30	Simplon.co	
	Organisation of local AI and cybersecurity events	01/01/2024	24	Simplon.co	
<b>Task 6.3.</b>	<b>Design and implement a long-term sustainability strategy</b>	<b>01/07/2023</b>	<b>30</b>		<b>31/12/2025</b>
	preliminary internal discussions on sustainability strategy	01/07/2023	3	Simplon.co	
	Discussion with steering committee on main objectives for sustainability strategy	01/10/2023	1	Simplon.co	
	Steering committee with sustainability workshop	01/06/2024	1	Simplon.co	
	Presentation of preliminary draft version of deliverable	01/11/2024	1	Simplon.co	
	Sustainability activities implementation	01/01/2025	12	Simplon.co	
<b>Task 6.4.</b>	<b>Develop a sustainable learning programme</b>	<b>01/07/2025</b>	<b>6</b>		<b>31/12/2025</b>
	Feedback from WP2,3,4,5 for creating a learning programme	01/07/2025		Simplon.co	
	Learning programme workplan tbd	01/08/2025	4	Simplon.co	
	Finalised version	01/12/2025	1	Simplon.co	

Deliverable Related No	Deliverable Name	Description	Lead Beneficiary	Dissemination Level	Due Date (M)
D1.1	Project Workplan	Detailed project workplan for the implementation of the project (EN language)	SIMPLON.CO	PU	6
D1.2	Quality Assurance Plan	Develop and publish a Quality Assurance Plan to define the governance and management procedures of the project (EN language)	SIMPLON.CO	PU	6
D1.3	First year report on results	Report on the annual results achieved, including reporting on the design of the curricula of the training programmes, statistics and results [when applicable], after the delivery of the first pilot of the courses.	SIMPLON.CO	SEN	12
D1.4	Second year report on results	Report on the annual results achieved, including reporting on the design of the curricula of the training programmes, statistics and results [when applicable], after the delivery of the first pilot of the courses.	SIMPLON.CO	SEN	24
D2.1	Curricula plans	Results-oriented Core Curricula for the six development paths	SIMPLON.CO	SEN	6
D2.2	Train-the-trainer support	Train-The-Trainer Support Programmes will be designed to facilitate the upskilling of participating trainers with the knowledge, confidence and tools to deliver the training to the highest quality standards procedures of the project.	SIMPLON.CO	SEN	36
D2.3	High quality digital training materials	high-quality content for the planned training modules.	SIMPLON.CO	SEN	18
D3.1	27 Awareness/acclturation workshop for 324 SME's business leaders or managers on AI	A total of 27 Awareness/acclturation workshops for SMEs' business leaders or managers on AI will be organized in the participating countries.The course materials will be provided as outputs.	Becode	SEN	36
D3.2	27 Awareness/acclturation workshop for 324 SME's business leaders or managers on Cybersecurity	A total of 27 Awareness/acclturation workshops for SMEs' business leaders or managers on Cybersecurity will be organized in the participating countries.The course materials will be provided as outputs.	Becode	SEN	36
D4.1	18 Intensive capacity building workshop for 217 SMEs high skilled workers to gain advanced digital skills in AI	A total of 18 Intensive capacity building workshops for SMEs high skilled workers to gain advanced digital skills in AI will be organized in the participating countries. The course materials will be provided as outputs.	SIMPLON.CO	SEN	36
D4.2	18 Intensive capacity building workshop for 217 SMEs high skilled workers to gain advanced digital skills in Cybersecurity	A total of 18 Intensive capacity building workshops for SMEs high skilled workers to gain advanced digital skills in Cybersecurity will be organized in the participating countries. The course materials will be provided as outputs.	SIMPLON.CO	SEN	36
D5.1	5 Intensive training for 75 job seekers to develop digital skills related to AI occupations	A total of 5 Intensive training for job seekers to develop digital skills related to AI occupations will be organized in the participating countries.	Factoria F5	SEN	36
D5.2	4 Intensive training for 75 job seekers to develop digital skills related to Cybersecurity occupations	A total of 4 Intensive training for job seekers to develop digital skills related to Cybersecurity occupations will be organized in the participating countries.	Factoria F5	SEN	36
D6.1	Communication and Dissemination Plan	A detailed communication and dissemination plan setting out the objectives, key messaging, target audiences, communication channels, social media plan, planned budget and relevant indicators for monitoring and evaluation. This plan will be used as the reference of our strategy to promote the training programmes in all 3 countries, that is focused on IA & Cybersecurity, highlighting the growth opportunity it represents for SMEs, and the numerous job opportunities it offers for job seekers, while ensuring adequate promotional activities, tools and channels	SIMPLON.CO	PU	6
D6.2	EU Dissemination & Rollout Programme	EU wide Dissemination Programme focused on IA & Cybersecurity, highlighting the growth opportunity it represents for SMEs, and the numerous job opportunities it offers for job seekers	SIMPLON.CO	PU	36
D6.3	Long-term Sustainability Strategy	Develop a long-term sustainability strategy including a sustainable learning programme. (EN language)	SIMPLON.CO	SEN	36