



Education and Culture DG

Lifelong Learning Programme



**WORKPLAN FOR QPP 2010 “Visions for the future”
Version as of 14 January 2011**

MONTH	ACTIVITIES	DELIVERABLES DUE	NOTES
Jan 2010 Month 3	- Project Group meeting in Barcelona	Minutes of the meeting + strategic plan	
Jan 2010 – mid March 2011 Months 3-5	- Elaboration of a questionnaire and guidelines for the survey	clarification of contents for project survey	
Mid March 2011	- Distribution of the questionnaire to the agencies		
Mid March – mid April 2011 Months 5-6	- data collection from chosen respondents		
Beginning of May	- Project Group meeting in Helsinki	Minutes of the meeting + analysis of the survey responses, division of tasks, preparation of the final report	
May - July 2011 Months 7-9	- Analysis phase of responses	compiling of data into useful/readable reference	
September 2011 Month 11	- Project Group meeting in Helsinki	preparation of the final report and online tool	
Nov 2011 Month 13	- Publication of the final survey report	findings of the project group	
Dec 2011 Month 14	- creation of a webtool/database for agencies' quality procedures	web resource	
February 2012 Month 16	- submission of the report for the Bucharest ministerial meeting of April 2012		