| Work Package Number | Title | Schedule | Tasks | Expected Outcome | Leading Organization | Participants |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Preparation  (ANALYSIS OF TRAINING NEEDS) | 15/10/2016 - 15/4/2016 | 1.1 Review local market needs for qualified people in the field of innovation and entrepreneurship.  1.2 Identify training needs for officers of CTIs.  1.3 Prepare a report that serves as the road map for the implementation of the project |  | JUST | All JO partners, ARCA |
| 1.1 | Questionnaire and report on Training Needs in the labour market | Deadline:  15/4/2016 |  | Report |  |  |

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| 2 | Development  (Training of trainers for participation at CTIs) | 15/4/2016 - 15/4/2017 | 2.1 Development of Long-Term Capacity Building Plan;  2.2 Selection of Training Staff;  2.3 Consultations with the Jordanian co-beneficiaries  2.4 Training of trainers for participation at CTIs |  | ARCA, P&B | All partners |
| 2.1 | Long-Term Capacity Building Plan | Deadline:  15/7/2016 |  | Teaching, learning and training material, Product/service |  |  |
| 2.2 | Selection [of] Training Staff | Deadline: 15/7/2016 |  | Training material, Report |  |  |
| 2.3 | Consultations with the Jordanian co-beneficiaries | Deadline: 15/7/2016 |  | Training material, Event, Report |  |  |
| 2.4 | Training of trainers for participation at CTIs | Deadline: 15/8/2017 |  | Training material, Event, Report |  |  |

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| 3 | Development  (Establishment and equipment of the CTIs) | 1/12/2015 - 1/3/2016 | 3.1 Establishment of center offices and departments  3.2 Hardware equipment at the Centers  3.3 Installation and adjustment of software |  | HTWK, PSUT | JUST, UJ, MU, ASRF |
| 3.1 | Establishment of center offices and departments | Deadline:1/7/2016 |  | Training material, Product/service |  |  |
| 3.2 | Hardware equipment at the Centers | Deadline: 1/7/2016 |  | Training material, Product/service |  |  |
| 3.3 | Installation and adjustment of software | Deadline: 15/10/2016 |  | Training material, Product/service |  |  |

| Work Package Number | Title | Schedule | Tasks | Expected Outcome | Leading Organization | Participants |
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| 4 | Development  (Activity of the Centers and departments) | 15/4/2016 - 15/10/2018 | 4.1 Creation of web-site and support its functioning  4.2 Creation of database of CTIs and support function  4.3 Training activity  4.4 Consulting activity |  | HTWK | All partners |
| 4.1 | Creation of web-site and support its functioning | Deadline:15/10/2016 |  |  |  |  |
| 4.2 | Creation of database of CTIs and support function | Deadline: 15/4/2017 |  | Training, learning and teaching material, Product/service |  |  |
| 4.3 | Training activity | Deadline: 15/6/2017 |  | Training, learning and teaching material, Product/service |  |  |
| 4.4 | Consulting activity | Deadline: 15/8/2017 |  | Training material, Product/service |  |  |

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| 5 | Quality Plan (Project assurance and efficiency) | 17/11/2015 - 1/10/2018 | 5.1 Establish the Quality committee  5.2 Develop a monitoring, evaluation, and quality plan  5.3 Write progress reports that elaborate the progress of the project and address it to the project coordinator  5.4 Hire External Monitor |  | CRE.THI.DEV, MU | All partners |
| 5.1 | Quality Committee | Deadline:15/11/2015 |  | Report |  |  |
| 5.2 | Monitoring, Evaluation and Quality Plan | Deadline: 10/6/2016 |  | Report |  |  |
| 5.3 | Reporting | Every six months |  | Report |  |  |
| 5.4 | External Monitor | Deadline: 15/6/2016 |  | Report, Product/service |  |  |

| Work Package Number | Title | Schedule | Tasks | Expected Outcome | Leading Organization | Participants |
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| 6 | DISSEMINATION & EXPLOITATION (Dissemination, exploitation of results, and sustainability) | 15/4/2016 - 20/9/2018 | 6.1. Developing a dissemination and exploitation plan  6.2. Elaboration of project image and dissemination materials  6.3. Organizing workshops and info-days  6.4. Organizing an Electronic Town Meeting  6.5. Organizing Local Final Conference  6.6. Developing a sustainability plan |  | ARCA, UJ | All JO partners |
| 6.1 | Dissemination and exploitation plan | Deadline:15/5/2016 |  | Report |  |  |
| 6.2 | Planning, image and dissemination activities | Deadline: 15/5/2016 |  | Report, Product/service |  |  |
| 6.3 | Workshops and Info-days | Deadline:15/9/2016 |  | Event, Report, Product/service |  |  |
| 6.4 | Organizing an Electronic Town Meeting | Deadline: 15/9/2016 |  | Event, Report, Product/service |  |  |
| 6.5 | Local final conference at JUST | Deadline: 15/9/2018 |  | Event |  |  |
| 6.6 | Sustainability Plan | Deadline: 10/10/2017 |  | Report |  |  |

| Work Package Number | Title | Schedule | Tasks | Expected Outcome | Leading Organization | Participants |
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| 7 | Management (Management and Operational Structures) | 15/10/2015 - 15/10/2018 | 7.1. Organizing the Kick-off Meeting and other consortium meetings  7.2. Establishment of management and operational structures  7.3. Establishment of Training and Technical Group (TTG)  7.4. Hiring External Auditors  7.5. Reports |  | JUST | All partners |
| 7.1 | KICK-OFF MEETING | Deadline:  15/11/2015 |  | Event |  |  |
| 7.2 | Establishment of MT and StC | Deadline: 15/11/2016 |  | Report |  |  |
| 7.3 | Establishment of Scientific and Supervising Committee (SC) | Deadline: 15/6/2016 |  | Report |  |  |
| 7.4 | Operational staff | Deadline: 1/11/2015 |  | Report, Product/service |  |  |
| 7.5 | Establishment of Training and Technical Group | Deadline: 15/6/2016 |  | Teaching, learning and training material, Report |  |  |
| 7.6 | External Auditors | Deadline: 15/4/2016 |  | Learning material, Report, Product/service |  |  |
| 7.7 | Financial and Administrative Management | Deadlines:  15/10/2015 & 1/10/2018 |  | Teaching, learning and training material, Report |  |  |
| 7.8 | Submission of Intermediate and Final Reports | Deadlines: 15/4/2017 & 1/10/2018 |  | Report |  |  |
| 7.9 | Consortium meetings | Deadlines: 15/4/2017 & 1/10/2018 |  | Event, Report |  |  |