plan of action

GOAL: Implementing and realising QuerKlang parallely in 6 different cities Europe-wide

Outcome/s	Strategies and Action	Timeline start	finish	Responsibility	Resource Requirements	Monitoring Procedures
Milestones / Production Steps	*What will be done to achieve the outcomes?*	*Expected start and completion times*		*Who will be responsible fort he action?*	*What resources are required to put the strategy into action?*	*How will we know the action/steps have worked? How will we measure this?*
Kick-off meeting	organise meeting, help organise accomodation, prepare introduction to all layers oft he project process in detail	09/2014	10/2014	Kulturkontakte e.V.	Management, Assistance, venue, catering, workshop material, meeting budget	Documentation of successful meeting
Kick-off meeting, meeting all partners, agreeing on process and actions in detail	Organise travels, taking part in the meeting, Individual preperation, collecting questions and feedback, provide personal/ institutional infos	09/2014	10/2014	All partners, travel organised by cooperation partner management	Management, travel budget	Documentation of successful meeting
Introductory seminar	Organisation, engaging experts	11/2014	01/2015	Kulturkontakte e.V.	Management + assistance, fees for experts, seminar	Documentation of successful meeting, individual plan of action for each team
Introductory seminar	Organising travels, Introduce all participants into the art of Experimental Music for school students / composing	01/2014	01/2014	All partners	Cooperation management, travel budget	Documentation of successful meeting, individual plan of action for each team
Implementation of first work phase in schools	Arranging on an individual educational process in the local teams	01/2014	02/2014	Teacher, composer/musician, students	Instruments, materials for lessons	Process documentation (on- and offline)
Seminar/ coaching for students at University	Coaching and assisting the students for the practical work in the school, reflecting methods with them	Throughout the whole run		tutor	Support from University: room and lecture time	-

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Outcome/s	Strategies and Action	Timeline start	finish	Responsibility	Resource Requirements	Monitoring Procedures
Milestones / Production Steps	*What will be done to achieve the outcomes?*	*Expected start and completion times*		*Who will be responsible fort he action?*	*What resources are required to put the strategy into action?*	*How will we know the action/steps have worked? How will we measure this?*
Video-Tutorial in schools	Video-workshop to enable the pupils to document their composing process from within via video sequences collected on a blog (tumblr.com)	01/2015	01/2015	One person engaged for the tutorials, school	Video equipment, travel budget, website/blog	Documenting workshop as first assignment for the class
Reflexion I	Organising, setting frame, collecting feedback	02/2015	03/2015	Anton Bruckner Privatuniversität, Linz (AT) / evtl. Composer + school	Management, budget, venue, technic	Protocol of feedback and outcome, decisions
Reflexion I	Organising travel, taking part, preparing feedback and suggestions	02/2015	03/2015	All partners	Cooperation management, participants, travel budget	Protocol of feedback and outcome, decisions
Working phase II	Implementing feed-back from reflexion one, concretise composition	03/2015	04/2015	Teacher, composer/musician, students	Instruments, materials for lessons	Process documentation (on- and offline)
Reflexion II	Organising, setting frame, collecting feedback	03/2015	04/2015	University of Padova / evtl. Composer + school	Management, budget, venue, technic	Protocol of feedback and outcome, decisions
Reflexion II	Organising travel, taking part, preparing feedback and suggestions	03/2015	04/2015	All partners	Cooperation management, participants, travel budget	Protocol of feedback and outcome, decisions

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Outcome/s	Strategies and Action	Timeline start	finish	Responsibility	Resource Requirements	Monitoring Procedures
Milestones / Production Steps	*What will be done to achieve the outcomes?*	*Expected start and completion times*		*Who will be responsible fort he action?*	*What resources are required to put the strategy into action?*	*How will we know the action/steps have worked? How will we measure this?*
Working phase III	Implementing feed-back, finalising composition	04/2015	04/2015	Teacher, composer/musician, students	Instruments, materials for lessons	Process documentation (on- and offline)
Mutual concerts and reflexion III	Organisation of travels	03/2015	05/2015	Cooperation management, teacher and composer	Travel budget	-
Mutual concerts and reflexion III	Organisation of frame and venue	01/2015	05/2015	Kulturkontakte e.V.	Management, assistance, venue, technical equipment, budget	-
Mutual concerts and reflexion III	Playing together, for each other, fort he public, feedback session and enhancement suggestions for next run	05/2015	05/2015	All partners	Venue, technic, workshop material, budget	Audio-visual Process documentation
Evaluation Run I	Documenting and evaluating scientifically and in written form	05/2015	10/2015	University personell, researchers engaged for this task	Interviews with participants, fees	Final publication in October 2015
Local concerts	Organisation and realisation of a local concert in the hometowns (individually)	Spring / summer 2015 individually		Teacher, composer/musician, students	Venue, budget for rent	Audio-visual Process documentation
Accounting	Finalising the financial overview and accountings	05/2015 – 09/2015		All Cooperation managements / project lead		Closing statements

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GOAL: Enhancing the second run through implementing experiences and decisions from run I

Outcome/s	Strategies and Action	Timeline start	finish	Responsibility	Resource Requirements	Monitoring Procedures
Milestones / Production Steps	*What will be done to achieve the outcomes?*	*Expected start and completion times*		*Who will be responsible fort he action?*	*What resources are required to put the strategy into action?*	*How will we know the action/steps have worked? How will we measure this?*
Introductory seminar	Organisation, engaging experts	09/2015	11/2015	Kulturkontakte e.V.	Management + assistance, fees for experts, seminar	Documentation of successful meeting, individual plan of action for each team
Introductory seminar	Organising travels, Introduce all participants into the art of Experimental Music for school students / composing	10/2015	11/2015	All partners	Cooperation management, travel budget	Documentation of successful meeting, individual plan of action for each team
Implementation of first work phase in schools	Arranging on an individual educational process in the local teams	11/2015	12/2015	Teacher, composer/musician, students	Instruments, materials for lessons	Process documentation (on- and offline)
Seminar/ coaching for students at University	Coaching and assisting the students for the practical work in the school, reflecting methods with them	Throughout the whole run		tutor	Support from University: room and lecture time	-
Video-Tutorial in schools	Video-workshop to enable the pupils to document their composing process from within via video sequences collected on a blog (tumblr.com)	11/2015	11/2015	One person engaged for the tutorials, school	Video equipment, travel budget, website/blog	Documenting workshop as first assignment for the class
Reflexion I	Organising, setting frame, collecting feedback	01/2016	01/2016	University of Athens/ Composer/ School	Management, budget, venue, technic	Protocol of feedback and outcome, decisions
Reflexion I	Organising travel, taking part, preparing feedback and suggestions	12/2015	01/2016	All partners	Cooperation management, participants, travel budget	Protocol of feedback and outcome, decisions

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GOAL: Enhancing the second run through implementing experiences and decisions from run I

Outcome/s	Strategies and Action	Timeline start	finish	Responsibility	Resource Requirements	Monitoring Procedures
Milestones / Production Steps	*What will be done to achieve the outcomes?*	*Expected start and completion times*		*Who will be responsible fort he action?*	*What resources are required to put the strategy into action?*	*How will we know the action/steps have worked? How will we measure this?*
Working phase II	Implementing feed-back from reflexion one, concretise composition	01/2016	02/2016	Teacher, composer/musician, students	Instruments, materials for lessons	Process documentation (on- and offline)
Reflexion II	Organising, setting frame, collecting feedback	12/2015	02/2016	Eesti Arnold Schönberg Society	Management, budget, venue, technic	Protocol of feedback and outcome, decisions
Reflexion II	Organising travel, taking part, preparing feedback and suggestions	12/2015	02/2016	All partners	Cooperation management, participants, travel budget	Protocol of feedback and outcome, decisions
Working phase III	Implementing feed-back, finalising composition	02/2016	03/2016	Teacher, composer/musician, students	Instruments, materials for lessons	Process documentation (on- and offline)
Mutual concerts and reflexion III	Organisation of travels	01/2016	05/2016	Cooperation management, teacher and composer	Travel budget	-
Mutual concerts and reflexion III	Organisation of frame and venue	01/2016	05/2016	MATRIX – Centre for New Music	Management, assistance, venue, technical equipment, budget	-
Mutual concerts and reflexion III	Playing together, for each other, fort he public, feedback session and enhancement suggestions, first steps to individual following projects born from the cooperation	05/2016	05/2016	All partners	Venue, technic, workshop material, budget	Audio-visual Process documentation

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GOAL: Enhancing the second run through implementing experiences and decisions from run I

Outcome/s	Strategies and Action	Timeline start	finish	Responsibility	Resource Requirements	Monitoring Procedures
Milestones / Production Steps	*What will be done to achieve the outcomes?*	*Expected start and completion times*		*Who will be responsible fort he action?*	*What resources are required to put the strategy into action?*	*How will we know the action/steps have worked? How will we measure this?*
Evaluation Run II	Documenting and evaluating scientifically and in written form	05/2016	10/2016	University personell, researchers engaged for this task	Interviews with participants, fees	Final publication in December 2016
Publication over all project	evaluating scientifically and in written form, translated in all partners' languages	06/2016	12/2016	Researchers/translations engaged for this task	Combined infos, budget	Final Publication in 01/2017
Local concerts	Organisation and realisation of a local concert in the hometowns (individually)	Spring / summer 2016 individually		Teacher, composer/musician, students	Venue, budget for rent	Audio-visual Process documentation
Accounting	Finalising the financial overview and accountings	05/2016 – 12/2016		All Cooperation managements / project lead		Closing statements