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Financial Literacy for the Economic Development of Society - FLEDS №2022-1-BG01-KA220-SCH-000087865

Project Title
Financial Literacy for the Economic Development of
Society - FLEDS
N2022-1-BG01-KA220-SCH-000087865

COMMUNICATION PLAN

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Introduction

Project communication is the exchange of project-specific information with the emphasis on creating understanding between the sender and the receiver. Effective communication is one of the most important factors contributing to the success of a project.

The project team must provide timely and accurate information to all stakeholders.

Members of the project team prepare information in a variety of ways to meet the needs of project stakeholders. Team members also receive feedback from these stakeholders.

Project communication includes general communication between team members but is more encompassing.

Project Communication Management is the knowledge area that employs the processes required to ensure timely and appropriate generation, collection, distribution, storage, retrieval and ultimate disposition of project information.

Project Communication is the responsibility of everyone on the project team. The project manager, however, is responsible to develop the Project Communication Management Plan with the input from the task managers and other project partners.

Purpose of Communication Management Plan

The purpose of the Communications Management Plan is to define the communication requirements for the project and how information will be distributed. The Communications Management Plan defines the following: what

information will be communicated; how the information will be communicated (in meetings, email, telephone, website, WhatsApp, etc.); when information will be distributed; who is responsible for communicating project information; how any sensitive or confidential information is communicated and who must authorize this; any constraints, internal or external, which affect project communications; and any standard templates, formats, or documents the project must use for communicating.

This Communications Management Plan sets the communications framework for the Erasmus+ Access To Universities for Persons with Disabilities project. It will serve as a guide for communications throughout the

life of the project and will be updated as communication needs change. This plan identifies and defines the roles of persons involved in this project. A project team directory is included to provide contact information for all stakeholders directly involved in the Erasmus+ Financial Literacy for the Economic Development of Society - FLEDS project.

The project manager is responsible to monitor and manage the communications as part of work package.

Communication Management Approach

Project Management Team are spending most of time on measuring and reporting on the performance of the project, composing and reading emails, conducting meetings, writing the



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project plan, meeting with team members, overseeing work being performed, meeting with partners and many more activities related to the project.

By having a solid communications management approach many project management problems can be avoided.

In the FLEDS project the cooperative and open communication approach will be used. One of the major goals of the Erasmus+ project is to share knowledge and exchange information. Therefore, the required infrastructure to enable open channels of communication between all the project partners will be provided.

This approach will direct the activities throughout the project and it will also create a sustainable project for the future.

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All FLEDS project partners will be encouraged to present their insights and lessons learned to be available to as broad audience at their institution as possible. This might be implemented by the project web-page, professional publications, and more.

However, it is crucial to inform the project management team about every piece of information that each one of the partners wish to exchange with other team members and/or to publish.

We will use multiple communication channels to exchange ideas, information, and reports. We will use electronic media such as emails, WhatsApp conversations, videoconferences, in order to provide synchronous conversations while keeping expenses as low as possible. In addition we will use telephone conversations and meetings to create interactive relations between the partners.

The Project Manager will take a proactive role in ensuring effective communications on this project.

As with most project plans, updates or changes may be required as the project progresses or changes are approved. Changes or updates may be required due to changes in personnel, scope, budget, or other reasons. Additionally, updates may be required as the project matures and additional information is available. The project management team is responsible for managing all proposed and approved changes to the communications management plan. Once the change is approved, the project management team will update the plan and supporting documentation and will distribute the updates to the project team and all partners and stakeholders.

Project Team Directory

The following table presents contact information for the FLEDS team members in each one of the partner organizations. The mail addresses in this table will be used to communicate with these people.



Table 1. Project team directory – main contacts

Institution	First name	Last name	Function	Email
Varna Free University "Chernorizets Hrabar", Bulgaria	Emil	Panusheff	Manager, Researcher	emil.panusheff@vfu.bg
	Sevgi	Osman	Coordinator, Researcher	sevgi.osman@vfu.bg
	Kremena	Hubcheva	Technical assistant, Researcher	vfu-projects@vfu.bg
	Radostina	Ivanova	Accountant	radostina.ivanova@vfu.bg
Yavuz Selim Ortaokulu, Turkey	Ismail		Coordinator, Researcher	i.emrah_3698@hotmail.com
	Muzaffer	Tümenbatur	Researcher	muzaffertumenbatur@hotmail.com
Southwest University "Neofit Rilski", Bulgaria	Elena	Stavrova	Coordinator, Researcher	stavrova@swu.bg
Yenilikçi Eğitim Derneği, Turkey	Zehra	Canbolat	Coordinator, Researcher	zehraokten@hotmail.com
IIS Albert Einstein, Italy	Ferdinando	Cabrini	Coordinator, Researcher	ferdinandocabrini@gmail.com
Platon M.E.P.E., Greece	Anestis	Papadopoulos	Coordinator, Researcher	anestis@platon.edu.gr
Universal learning Systems Ltd, Ireland	Alan	Bruce	Coordinator, Researcher	abruce@ulsystems.com
Context Learning Finland Oy, Finland	Teemu	Patala	Coordinator, Researcher	teemu.patala@context.fi

Communication Methods and Technologies

Project team members use a variety of communication methods to deliver project information, including meetings, telephone calls, email, voicemail, and websites.

Meetings in particular are often the most effective way to distribute information to project stakeholders. Before planning a meeting, the project manager or assigned team member should consider the communication objectives carefully and choose a meeting format that will meet the objectives.



FLEDS project will develop and maintain a dedicated website that will be used to provide updates, archive various reports, and conduct project communications. This platform enables the project management team, as well as authorized stakeholders, to access project data and communications at any point in time. The FLEDS project website also provides the ability for stakeholders and project team members to collaborate on project work and communication. The website address is: <https://fin-literacy.eu>

Responsible for developing and maintaining the project website is IIS Albert Einstein, Italy. Access to the website will be free. All project partners are responsible to transfer a copy of the information to be uploaded to the website to the project management team. The partners also responsible to make sure that the management team had received the information as required.

Additional information and updates will be exchanged through the FLEDS and will be distributed periodically to all the project stakeholders via email and published on project webpage.

Table 2. Communication methods

Method	Purpose	Responsibility	Frequency	Audience
Project Consortium meetings	Making key decisions for realization of project activities and financing. Reporting current project status. Communicate all changes. Identify milestones. Identify and discuss project issues and corrective actions.	Project Manager, Project Coordinators	Three meetings during project implementation	All project partners
Project WP leaders meetings	Ensuring realization of project activities by WP leaders. Identify and discuss project issues and corrective actions.	Project Manager, Project Coordinators	After each Consortium meeting	WP leaders
Team meetings	Report status and progress of projects and scheduled tasks per institutions.	Project Coordinators	Weekly/monthly	Staff involved in the project from all partners
External meetings	Involve external partners in the project. Subcontracting issues.	Project partner coordinator	As needed	WP leader
Correspondence (letters, memos, email, WhatsApp, ...)	Document status of action items, decisions made, and problems encountered.	All project partners	As needed	All project partners



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Website visit	In accordance with project activities. Identify and discuss problems and solutions for project obstacles. Identify project status and recommendation for improvement.	Project coordinator and internal/ external control expert	As needed	All project partners
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