



## D6.3 Final Report on prototyping labs

### Application-oriented coaching plan

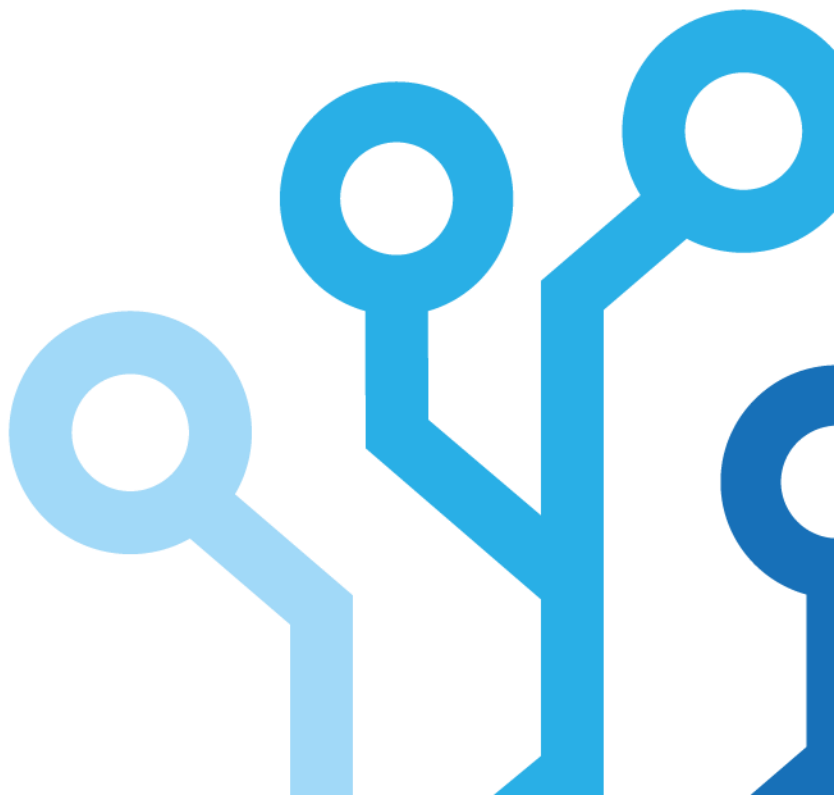
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# 1 Introduction

During the mobility, Company partners will work closely with the students (remote and face-to-face) to develop a proof of concept. With a coaching plan it is possible to enable co-creation experiences within Companies, Universities and students.

This coaching plan merges a technology-oriented approach with a real problem-solution focus driven work.

The aim of this Mobility is, on one hand, to support the students implementing their application to have a better understanding on the effectiveness of the workshops done during the Online Course, Itinerary and the results of what the students design.

The mobility, supported by the coaching plan will help students to put into practice what they have learnt during the course, and gives the Companies the possibility to guide them to reach tangible results to develop eHealth applications that solve real problems.

This document proposes the coaching methodology to allow European HEIs, Research Institutes and Companies to transfer and replicate it in future Mobilities.

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## 2 Monitoring

The “application oriented” coaching plan is based on a monitoring and evaluation plan that can help to ensure the right quality of skills acquisition for the students. It is important to have a monitoring and control the collaboration as a good understanding of the impact that it can have both on the students and host companies.

The Coaching for the students during their mobility will be based on monitoring practices by having:

1. Kick-off meeting
2. Daily meeting
3. Final wrap-up meeting

## 3 Tutor

There will be elected one tutor for both the students participating to the Mobility.

The tutor will be responsible for:

- Prepare the **Coaching Plan** ([Annex A](#))
- Support the students with all facilities and questions related to their application of the idea they are working on;

- Providing access to the required resources to the students;
- Manage and lead the short-term daily meeting;
- Give a feedback and evaluation compiling the Learning Agreement;
- Counter-sign the **Attendance sheet** ([Annex F](#))
- Fill and sign the “**Learning Agreement – After The Mobility**” ([Annex C](#))

## 4 Workload Plan

In order to develop their solutions, the students will work in total for at least 60, distributing their workload within around **6 hours** per day. Depending on their availability and on agreement with the tutor, they are free to distribute the workload per day.

In order to check and taking into account the work done by the students, they will fill in and sign the Attendance sheet on a daily basis, declaring the number of our they worked on and the task in which are involved, according to the plan they have done during the coaching plan.

The Tasks and Gantt has to be defined during Coaching plan ([Annex A](#)) and the tasks are going to be done according to its definition in the “Time Plan” as showed in the example following chronogram:

- Tasks: From each Work Package, the tasks related to it are defined and its duration.
  - It is important to highlight the dependences: It is not possible to start the task till one or more tasks have finished.

WorkPackage	Task identifier (TX.Y)	Profile	Task description	Duration (in days)	Dependences (it is not possible to start the task till one or more tasks have finished)
Previous work TO DO before Mobility	T0.1				
	T0.2				
	T0.3				
1. WPX	T1.1				
	T1.2				
	T1.3				
2. WPY	T2.1				
	T2.2				
2. WPZ	T3.1				
	T3.2				

Figure 1. Task description

- Gantt: From the list of tasks and its duration, the dependences between tasks are defined and its timing.

ID	Workpackages	Before Mobility			Week 1					Week 2				
					Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr
	<b>Work To Do before Mobility</b>													
T0.1														
T0.2														
T0.3														
	<b>Workpackage Y</b>													
T2.1														
T2.2														
	<b>Workpackage Z</b>													
T3.1														
T3.2														
	<b>Deliverables/Milestones</b>													
1														
2														
3														
4														

Figure 2. Gantt

## 5 Meetings

### 5.1 Kick off meeting

During the kick-off meeting the students will meet their tutors and they will discuss about the pilot project designed during the “application oriented” coaching. Since the first part of the coaching is supported by the University, in this kick off meeting the Companies approve the plan, or in case there is something to change, for both internal reasons or a partially wrong planning.

In case of changes of the plan, the tutor will discuss with the students and will help them to re-design the plan in terms of goals, time schedule and resources. There will be complete availability on making the realization of the prototype affordable.

### 5.2 Daily meetings

Every day, the students and the tutors will have a short meeting discussing the status of the work done (15 minutes stand-up meeting). The aim of this meeting is twofold: on one side it is aimed at helping the students to solve any issues or questions they have, and of making minor changes to their program, on the other one to inform about how they can carry out the development of their proof of concept.

To sum up, during the daily meeting there will be check:

- The status of workplan
- The review of the activities that has been already carried out
- The future activities/next steps

According to the plan structure, here are some guidelines questions that will lead the meeting:

- Are the resources right to complete the proof of concept?
- Is there time availability to complete the proof of concept?
- What's the next step now?
- What are the problems occurred during the week?

Every meeting has to objective to report all the activities performed by the students during the mobility updating the status and describing any changes occurred in the development of the Proof of Concept.

The daily meeting aims at assessing the status of Solution Implementation and the status of Solution Specification. 6

The **Mid Report** (Annex D) will be redacted by the students in the mobility, at the end of first half. The report will be discussed with the Tutor at the end of the first half and will be delivered to the University.

### 5.3 Final meeting

The aim of this meeting is to check the results of the work done by the students during their mobility. With the support occurred with weekly meeting between the students and their tutor, they will discuss together of the results.

According to the results reached during the final meeting there will be discussed:

- Problems occurred during the mobility
- What are the tasks missing to finalize the proof of concept
- What are the resources missing to finalize the proof of concept
- What is the additional time needed to finalize the proof of concept
- What are the additional resources needed to finalize the proof of concept
- Lessons learned

By the end of the meeting the students will leave a report to the Companies that describes the next steps required for the final test of the prototype.

The report of the final meeting corresponds to the **Final Report** (Annex E) of the 2<sup>th</sup> week.

## 6 Final report

By the end of the mobility the Tutor has to prepare a **Learning Agreement – After the mobility** (Annex D) that is a Mobility Certificate that reports the main information about each of the students participating to the mobility and the will be send to the sending University.

By the end of the mobility the students have to prepare a **Final Report** (Annex E) that sum up and gives an overview of the whole work done by the students during the mobility.

The **Final Report** will be structured as follow:

0. Identification of the home institution
1. Identification of the student
2. Mobility: host, duration and motivation
3. Information and support
4. Accommodation and infrastructure
5. Costs
6. Personal Experience – overall evaluation of mobility period abroad
7. Summary of the project

As final deliver for the Mobility, for each student there will be the sum of the documents gathered during the mobility. So that, the Mobility will be made of the following documents:

1. **Coaching Plan [Tutor] (*before mobility*) (Annex A)**
2. **Financial Agreement [Student, University] (*before mobility*) (Annex B)**
3. **Learning Agreement [Student, Tutor, University] (*before, during, end Company*) (Annex C)**
4. **Mid Report [Student] (*end week 1*) (Annex D)**
5. **Final Report [Student] (*end week 2*) (Annex E)**
6. **Attendance Sheet [Student & Tutor] (*during*) (Annex F)**

This information will be requested from each student:

- National Identity card scanned (before mobility)
- Europass mobility (before mobility)
- Financial Agreement ((before mobility) (Annex B))
- Learning Agreement (before mobility) (Annex C)
- Mid Report (end week 1) (Annex D)
- Final Report (end week 2) (Annex E)
- Attendance Sheet (during) (Annex F)
- Copy of the bank transfer received (after)

- Travel tickets (after)
- Room payment (after)
- Photos of the mobility (after)

