



List of Milestones

Year of Democracy



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Introduction

The coACTION Project has committed itself to bringing more democracy to primary schools and involving all stakeholders in this process. Therefore, the most important coACTION project goals are to secure active participation of all members of the school community in democratic school life, to support the development of key competences for active citizenship and to integrate democratic educational goals into the school quality management system, based on Europe's Reference Framework of Competences for Democratic Culture (RFCDC).

In order to be able to set up and implement this project in the best possible way, a standard process has been developed, the "Democratic Empowerment Process". In the "Year of Democracy" this process will be introduced in the schools.

The aim of this document is to list the essential milestones that need to be completed over the course of the year in order to guarantee simple and smooth implementation. There are 6 milestones, we want to concentrate on:

- ◇ Decision for coACTION Process
- ◇ Kick-Off Meeting
- ◇ coACTION Sensor
- ◇ Democratic Empowerment Plan
- ◇ Repetition of coACTION Sensor
- ◇ Final coACTION Project Report

The corresponding four project phases are designed to guide you through the individual steps, ensuring a structured and effective rollout. For each milestone, you'll find the respective timeline indicating its duration and critical deadlines, as well as the individuals or teams responsible for its successful completion, the required deliverables and the criteria that are necessary to mark the milestone as completed.

This overview will provide a clear roadmap of what to expect as we move forward in fostering a more democratic school environment.

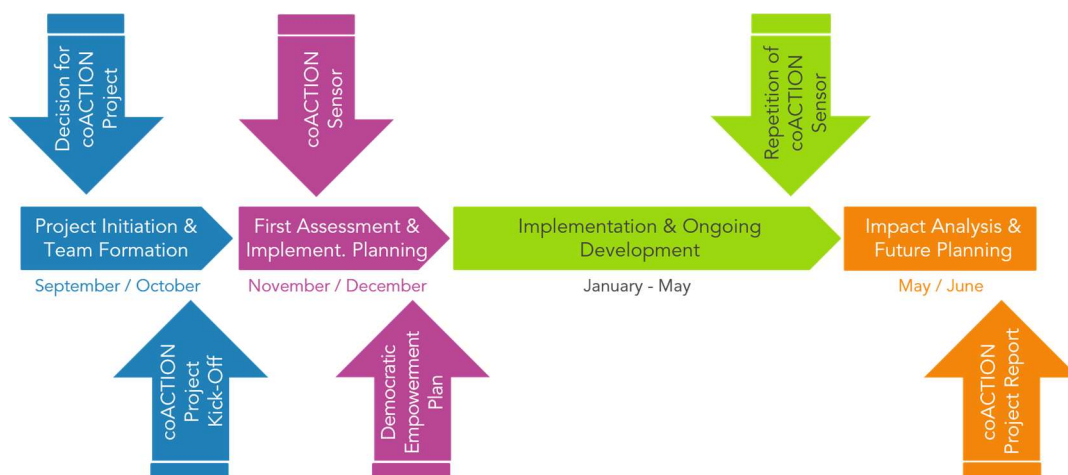


Fig. 1: Year of Democracy - Timeline for Milestones

Milestone 1: Decision for coACTION Project

Target Date: At project start

Goal

This milestone marks the official start of the "Year of Democracy" project through the definitive project approval by the school management. The primary goal is to secure a clear, collective, and formal commitment from the school management and key stakeholders to fully participate in the coACTION Project. This ensures that all relevant parties are informed, understand the project's vision, goals, and benefits, and are prepared for the required commitment and resources needed for successful implementation.

Deliverables Required:

- ◇ The decision for the "Year of Democracy" project has been made by the school management and communicated bindingly.
- ◇ Understanding of the coACTION project vision, goals, benefits, and required commitment/resources by the school leadership.
- ◇ Confirmation that the school has grasped the long-term benefits of fostering democracy at the primary school level through this project.

Acceptance Criteria:

- ◇ A formal statement or documented agreement (e.g., meeting minutes, signed confirmation) from the school leadership indicating their commitment to the coACTION Project.
- ◇ Evidence of a facilitated meeting where the project was comprehensively presented and initial questions/concerns were addressed.
- ◇ Clear communication within the school that the commitment to the project has been made.

Responsible Person/Team

- ◇ School Leadership

Milestone 2: Project Kick-off

Target Date: Month 1-2 after project start

Goal

This milestone includes the formation of the project team (on voluntary basis) from the school staff and potential further stakeholders (parents, pupils), as well as the execution of the formal project kick-off. Upon reaching this milestone, the initial project organization will be established, and the team will be ready to begin the planning phase, with the school's vision, goals, and quality management system (school development plan) serving as fundamental guiding principles.

Deliverables Required

- ◇ List of voluntary project team members: Documentation of the team composition from the school staff and, if decided, other participants from the whole school community (parents, pupils).
- ◇ Minutes of the Kick-off Meeting: Summary of topics discussed, initial high-level timeline, next steps, and in particular, documentation of the project's connection to the school's vision, goals, and school development plan.

Acceptance Criteria

- ◇ A project manager has been appointed and accepts their role.
- ◇ The core project team has been formed on a voluntary basis, and all members are informed about their participation. The option of involving parents and/or pupils has been reviewed and, if decided, implemented.
- ◇ The initial Kick-off Meeting has been successfully conducted. All key stakeholders are informed about the project start, and the project's connection to the school's vision, goals, and school development plan (QMS) has been clearly highlighted and anchored during the kick-off.

Responsible Person/Team

- ◇ School Management (for Go/No-Go)
- ◇ Project Manager (for coordination of team formation and execution of the kick-off)

Milestone 3: coACTION Sensor

Target Date: Month 2 – 3

Goal

The primary objective of this milestone is to successfully implement the coACTION Sensor, which involves the administration and collection of four distinct questionnaires within the school community. This will establish a baseline understanding of democratic practices in primary schools. The insights gained from this evaluation will provide schools with the necessary foundation to interpret the results, identify areas for development, and collaboratively plan subsequent project steps.

Deliverables Required

- ◇ Completion of all four coACTION Sensor questionnaires (for school management, teachers, pupils, and parents).
- ◇ Collection of all submitted questionnaires.
- ◇ Raw data from the coACTION Sensor evaluation.
- ◇ Analysed results/report derived from the coACTION Sensor data.

Acceptance Criteria

- ◇ Confirmation that the coACTION Sensor administration has been successfully completed across all designated participant groups.
- ◇ Verification that all collected data from the sensor has been processed and is accessible for analysis.
- ◇ Availability of a comprehensive report or accessible results for each participating school, enabling them to understand their current state of democratic processes.
- ◇ The school possesses the necessary foundation (results/report) to proceed with further analysis and to develop subsequent project steps based on the coACTION Sensor outcomes.

Responsible Person/Team

- ◇ Project Team

Milestone 4: Democratic Empowerment Plan

Target Date: Month 4

Goal

This milestone aims to develop a comprehensive Implementation Plan based on the insights gained from the coACTION Sensor. It involves translating the evaluation results into actionable strategies for enhancing democratic empowerment within the school. Key steps include informing the school staff, collaboratively defining SMART targets, integrating these targets into the school development plan, outlining specific measures and activities for the upcoming school year, and finally, formalizing these elements into a robust Implementation Plan.

Deliverables Required

- ◇ Documentation of the information process for school staff regarding coACTION Sensor results and subsequent planning.
- ◇ Clearly defined SMART (Specific, Measurable, Achievable, Relevant, Time-bound) targets derived from the coACTION Sensor evaluation.
- ◇ Evidence of integration of targets into the school development plan.
- ◇ A detailed list of measures and activities planned for the coming school year to achieve the defined targets.
- ◇ The complete and approved Implementation Plan document.

Acceptance Criteria

- ◇ Confirmation that school staff have been adequately informed and engaged in the target-setting process.
- ◇ Verification that SMART targets have been collectively established and documented, directly addressing the coACTION Sensor findings.
- ◇ Proof that the defined targets are formally incorporated into the school's official school development plan.
- ◇ Presence of a clear and actionable framework of measures and activities that are realistic and aligned with the targets for the upcoming school year.
- ◇ The final Implementation Plan document is complete, approved by relevant stakeholders, and ready for execution.

Responsible Person/Team

- ◇ Project Team / School Leadership & Project Team

Milestone 5: Repeat coACTION Sensor

Target Date: Month 10

Goal

This milestone involves the re-implementation of the coACTION Sensor after approximately one school year of implementing the defined measures and activities from the Implementation Plan. The primary objective is to measure and evaluate the changes and impact resulting from these activities. This second round of data collection will be followed by a comprehensive comparative analysis between the initial (baseline) coACTION Sensor results and the newly collected data. The aim is to identify progress, areas of improvement, and the effectiveness of the implemented democratic empowerment strategies.

Required Deliverables:

- ◇ Completed set of coACTION Sensor questionnaires (Round 2) from all participating school community groups (school management, teachers, pupils, parents).
- ◇ Raw data from the repeated coACTION Sensor evaluation.
- ◇ Analysed results/report of the repeated coACTION Sensor data.
- ◇ A comparative analysis report detailing the differences and trends between the first and second coACTION Sensor evaluations.

Acceptance Criteria:

- ◇ Confirmation of the successful and complete re-administration of the coACTION Sensor across all designated participant groups.
- ◇ Verification that all collected data from the second sensor round has been processed and is accessible for analysis.
- ◇ Availability of a comprehensive report detailing the results of the second coACTION Sensor evaluation for each participating school.
- ◇ The presence of a clear and comprehensive comparative analysis report that highlights the changes, developments, and impact achieved since the initial sensor implementation.
- ◇ The school possesses the necessary insights from the comparative analysis to understand the effects of their implemented measures and inform future strategic planning.

Responsible Person/Team

- ◇ Project Team

Milestone 6: coACTION Project Report

Target Date: Month 11

Goal

This final milestone focuses on documenting your school's entire project journey, from its inception to the successful implementation of activities and the analysis of their impact. The coACTION Diary, maintained throughout the project, forms the essential foundation for this report. The report will summarize all key activities, findings, successes, challenges, and lessons learned over the project's duration. It will serve as a crucial document for accountability, knowledge transfer, and as a strategic basis for potential future project continuation or similar initiatives in the subsequent school year. The report will highlight your school's strengths and weaknesses regarding democratic empowerment, alongside an evaluation of the project's overall effectiveness.

Deliverables Required

- ◇ A complete, structured, and professionally written coACTION Project Report, based on the coACTION Diary.
- ◇ Inclusion of all relevant data, results, and analyses from both coACTION Sensor rounds.
- ◇ Documentation of implemented measures and activities, including their rationale and outcomes.
- ◇ A detailed section on project successes and challenges encountered during implementation.
- ◇ Identified strengths and weaknesses of the school's democratic practices as revealed throughout the project.
- ◇ Recommendations and strategic outlook for potential follow-up activities or the continuation of the initiative in the next school year.

Acceptance Criteria

- ◇ The coACTION Project Report is comprehensive, clearly structured, and provides a complete overview of the project from start to finish.
- ◇ All key project phases, activities, and outcomes are adequately documented and reflected in the report.
- ◇ The report clearly integrates and references the results and comparative analysis from both coACTION Sensor evaluations.
- ◇ It critically analyses the project's successes and challenges, offering insights and lessons learned.

- ◇ The report provides actionable recommendations or a clear strategic direction for the project's future, including potential continuation.
- ◇ The report is approved by relevant stakeholders (e.g., school management) and disseminated as appropriate.

Responsible Person/Team

- ◇ Project Team / Project Manager

Year of Democracy: “A Foundation for Lasting Change”

These milestones collectively form the backbone of the "Year of Democracy" initiative. By meticulously working through each phase, you are not just implementing a project; you are building a robust and sustainable foundation for enhanced democratic participation and understanding within your school community.

Each step, carefully planned and executed, is crucial to ensuring that the principles of democracy are not only discussed but actively lived and strengthened by everyone.

This structured approach will pave the way for a more inclusive, engaged, and truly democratic school environment for years to come.



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