WP1 **Project Management**

Overview

Documents

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WP1-a **Overview**

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The DIGITAL DECATHLON was launched on 1 December 2022 with an online meeting involving all five project partners: Karelia University of Applied Sciences, Università degli Studi di Firenze, Bergische Universität Wuppertal, Politechnika Warszawska, and Jade University of Applied Sciences. The initial project plan foresaw a duration of 28 months, divided into four phases.

A preparatory phase for developing learning materials and working structures, followed by a **competition phase** in the winter semester 2023, during which the teaching format was implemented for the first time with student participation. Subsequently, a **revision and optimization phase** took place, leading to a final **second competition phase** in the winter semester 2024/25.

The following is a structured overview of the most important developments, activities and results of the DIGITAL DECATHLON according to the work packages that structure the project

WP1   Project Management

WP2   Quality of the Learning Path

WP3   Learning Management

WP4   Event Management

WP5   Public Relation

Project Management (WP1)

An overall project plan was drawn up and agreed, project meetings were scheduled and communication tools such as video conferencing, cloud storage and project management tools were set up. The billing modalities for the services provided were also defined. The details of the collaboration were set out in a partnership agreement, and risk management and progress monitoring were introduced. The tools used to manage the project were the regular maintenance of a project management app and the creation of status reports to monitor progress. In addition, balance sheets were used to organize the allocation of funds according to the progress of the project.

Data Protection (WP1)

A data protection policy was developed before the project's commencement, and written consent was obtained from participants.

Getting to Know the Project Partners (WP4)

A first face-to-face meeting was organized in Oldenburg in February 2022 to facilitate introductions among project participants. The meeting also served to structure and coordinate content-related matters.

Production of Learning Materials (WP3)

Learning materials to support students in their work on the ten disciplines were developed (as self-study courses) and underwent a peer review process for quality assurance.

Creation of Learning and Working Platforms (WP3)

A project management platform was prepared, along with cloud storage and Moodle as the designated learning environment.

Development of an Evaluation Strategy (WP2)

An evaluation strategy was devised, criteria were defined, and questionnaires were designed. Expectations, goals, and objectives for the project were documented to assess their implementation and compliance during and after the project.

Planning and Preparation of Joint Events (WP4)

The opening and closing events of the competition phase were planned and organized as in-person meetings, covering aspects such as transportation, accommodation, catering, content planning, didactic resources, and other logistical elements.

Corporate Identity (WP5)

A standardized and concise project presentation was developed. Layout templates for various formats and documents were created. The project website and Instagram accounts were established according to defined specifications.

Publications and Presentations (WP5)

The DIGITAL DECATHLON was featured in presentations and academic articles, including at the CZEDUCON conference in Brno. The website and Instagram account served as additional means of dissemination and promotion of the initial project results.

The **second phase** of the project was launched in Wuppertal at the beginning of October 2023. It was the first of two design competitions in the project, involving 25 students. The phase was set to end with the final event in Florence in February 2024. The following results had already been achieved:

Recruitment of Participants (WP3)

Five students from each partner university were successfully recruited to participate in the DIGITAL DECATHLON.

Kick-off Event in Wuppertal (WP4)

Together with their teachers, the participants traveled to Wuppertal in October 2023 to take part in the Start Event. Here, they got to know each other, were divided into five international working groups, and started collaborating.

Symposium of the 1st Competition (WP3)

As part of the kick-off event, a symposium on knowledge transfer was held. Key information on the different disciplines was presented in ten keynote speeches.

E-learning Qualification (WP3)

Students qualified for the design competition through a pre-qualification learning course on the basics of the Building Information Modeling (BIM) method. This training ensured that participants reached a common level of knowledge and understood fundamental concepts.

Carrying Out Evaluations (WP2)

Digital questionnaires were used to gather students' and teachers' expectations, wishes, and ideas regarding the project before, in the middle and after the competition. The responses were analyzed to improve the learning format.

Coaching (WP3)

Weekly coaching sessions supported students in completing the competition tasks. Each partner university was responsible for two disciplines. Coaching continued until the final event.

Mid-term Event (WP3)

At the end of November, halfway through the project, an online meeting was organized for all participants. Students presented their initial results and reported on their project work.

Reports (WP5)

Reports from the working groups were created as posts and uploaded to the Instagram account, serving to disseminate and promote the group work.

Final Event in Florence (WP4)

The participants came together again in Florence to present their projects, which were assessed by a jury and the winners were chosen. The results were presented at the MED Green Forum conference, which took place at the same time.

The **third phase** of the project began immediately after the Florence event with the evaluation of what had been achieved so far. The student and teacher questionnaires were analysed and summarised. The results were discussed among the teaching staff and a strategy was developed to optimise the second run. The results of the external evaluator were also consulted and taken into account.

Optimisation of Learning Materials (WP3)

The design task was defined and learning materials to support students have been further developed and adapted to the new tasks

Optimisation of Learning and Working Platforms (WP3)

The platform was optimised, along with cloud storage and Moodle as the designated learning environment.

Development of an Evaluation Strategy (WP2)

The evaluation strategy was adapted.

Planning and Preparation of Joint Events (WP4)

The opening and closing events of the second competition phase were planned and organized as in-person meetings, covering aspects such as transportation, accommodation, catering, content planning, didactic resources, and other logistical elements.

Publications and Presentations (WP5)

The project continued to be reported on in specialist articles at conferences and other publications

The **fourth phase** of the project began in the winter semester 2024/25 with the recruitment of new students. In the second phase, the number of participants was increased to 10 students per partner university, i.e. a total of 50 people.

Kick-off Event in Warsaw (WP4)

Together with their teachers, the participants travelled to Warsaw in November 2024 to take part in the kick-off event. Here they spent four days working on the design, which was then presented and showcased, and used to refine and optimise the project before it was presented at the final event.

Symposium of the 2nd Competition (WP3)

As part of the kick-off event, a symposium on knowledge transfer was held. Key information on the different subjects was presented in all ten disciplines.

E-learning Qualification (WP3)

Here, too, a pre-qualification course helped to bring all students up to the same level of knowledge.

Carrying Out Evaluations (WP2)

Digital questionnaires were used to gather students' and teachers' expectations, wishes, and ideas regarding the project.

Coaching (WP3)

coaching sessions supported students in completing the competition tasks. Each partner university was responsible for two disciplines.

Mid-term Event (WP3)

Mid of January 2025 an online meeting was organized for all participants. Students reported on their project work.

Reports (WP5)

Reports from the working groups were created as posts and uploaded to the Instagram account, serving to disseminate and promote the group work.

Final Event in Joensuu (WP4)

The participants came together again in Joensuu to add certain aspects to their projects and work on them. The optimised designs were presented and evaluated by a jury. The winners were chosen. The results were presented to the audience at the 'Drivers for Wood Construction' conference and streamed online for those interested in taking part in the project in the coming years

The **conclusion of the overall project** consists of analysing the evaluations carried out and inviting interested parties to continue and perpetuate the project. All materials have been collected and compiled for publication on the website.

WP1 b **PM Documents**

Minutes of Meeting

Balance Sheet

Gant Diagram

Risk Matrix

PM Tool

Data Protection

Minutes of Meeting

Date and Time	Place	

Participants

Abr.	Name	E-Mail	Institution

	Topic	Resp.	Time

Check of previous minutes dated xx.xx.xxxx

	Topic	Resp.	Time
			Informative only
			Completed
			Ongoing topic see above

DD: BALANCE SHEET
20.02.2025

Gregor Grunwald

DIGITAL DECATHLON

DIGITAL DECATHLON		Nr.	organisation	JHS		BUW		KAR		UFI		WUT		Budget	
WP1	Project Management	a	PM											0	
		b	local PM											0	0
			Subtotal											0	
WP 2	Quality of the Learning Path	a	Evaluation criteria											0	
		b	Evaluation of 1st competition and											0	
		c	external Evaluation of 1st competition											0	
		d	Evaluation of 2nd competition and											0	
		e	external Evaluation of 2nd											0	0
		f	Reporting lessons learned											0	
		g	Jury 1st competition											0	
		h	Jury 2nd competition											0	
			Subtotal											0	
WP 3	Learning Management	a	Creation of Learning Platform											0	
			Update of Learning Platform											0	
		b	Learning Content											0	
			check											0	
			correction and upload											0	
			Learning Content update											0	
			check											0	
			correction and upload											0	0
		c	E-learning Qualification											0	
		d	Symposium of 1st competition											0	
		e	Coaching (1st competition)											0	
		f	Symposium of 2nd competition											0	
		g	Coaching (2nd competition)											0	
			Subtotal											0	
WP 4	Event Management	a	Travelling											0	
		b	Start Event											0	
		c	Kick Off of 1st competition											0	
		d	Final of 1st competition											0	
		e	Kick Off 2nd competition											0	
		f	Final 2nd competition											0	0
			Hotel Wuppertal paid by JHS												
			Hotel Florence paid by JHS												
			Hotel Warsaw paid by JHS												
			Hotel Joensuu paid by JHS												
			Subtotal											0	
WP 5	Public Relations	a	Creation of CI											0	
		b	Website Layout											0	
		c	Creation of Website											0	
			update of website											0	
			update of website											0	
			update of website											0	
		d	Creation of Instagram Account											0	0
			update of instagram											0	
			update of instagram											0	
			update of instagram											0	
		e	Lectures and Presentations											0	
			Subtotal											0	
			Budget per Partner	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0	
			TOTAL											0	0

Status:
19.02.2025   Gregor Grunwald

DIGITAL DECATHLON

DIGITAL DECATHLON SCHEDULE			22	2023											2024												2025	
			Dez	Jan Feb Mrz Apr Mai Jun Jul Aug Sep Okt Nov Dez											Jan Feb Mrz Apr Mai Jun Jul Aug Sep Okt Nov Dez											Jan	Feb Mrz
Preparation Phase (D01-D10)																											
1st competition (D01-D10)																											
2nd competitiom (D01-D10)																											
WP1 Project Management	a	PM																									
	b	local PM																									
WP 2 QM - Quality of the Learning Path	a	Evaluation criteria																									
	b	Evaluation of 1st competition and learning material																									
	c	external Evaluation of 1st competition and learning material																									
	d	Evaluation of 2nd competition and learning material																									
	e	external Evaluation of 2nd competition and learning																									
	f	Reporting lessons learned																									
	g	Jury 1st competition																									
	h	Jury 2nd competition																									
WP 3 Learning Management	a	Creation of Learning Platform																									
		Update of Learning Platform																									
	b	Learning Content																									
		check																									
		correction and upload																									
		Learning Content update																									
		check																									
		correction and upload																									
	c	E-learning Qualification																									
	d	Symposium of 1st competition																									
	e	Coaching (1st competition)																									
	f	Symposium of 2nd competition																									
	g	Coaching (2nd competition)																									
WP 4 Event Management	a	Travelling																									
	b	Start Event																									
	c	Kick Off of 1st competition																									
	d	Final of 1st competition																									
	e	Kick Off 2nd competition																									
	f	Final 2nd competition																									
WP 5 Public Relation	a	Creation of CI																									
	b	Website Layout																									
	c	Creation of Website																									
		update of website																									
	d	Creation of Instagram Account																									
		update of instagram																									
	e	Lectures and Presentations																									

Risk Matrix

The Risk Matrix in the Digital Decathlon project is a central tool in project management designed to identify, assess, and manage potential risks and their impacts on the project. It is a structured table that provides an overview of various risks that may arise during the project.

The functionality of the Risk Register involves project stakeholders continuously identifying potential risks and entering them into the table. Information such as the description of the risk, expected consequences, likelihood of occurrence, severity, and the current status of the risk is recorded. Additionally, measures to mitigate or address the risk are defined.

The Risk Register serves as an early warning system to alert project teams to potential issues before they can adversely affect the project. By continuously updating and monitoring the register, project managers can take timely actions to minimize or mitigate risks. This contributes to the successful execution of the Digital Decathlon project and helps avoid unwelcome surprises.

Risk Description regarding the **STUDENTS**	Impact	Probability	Severity	Status	Risk Mitigation Measures
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Cultural and Language Differences	Difficulty in collaboration and potential misunderstandings	Medium	Medium to High	Identified	Cultural sensitivity training for participants.
					Use of translation and communication tools.
					Establishment of clear communication protocols.
Technical Challenges	Slower competition progress, potential impact on work quality	Low to Medium	Low to Medium	Identified	Pre-testing of digital tools and platforms.
					Provision of technical support and user guides for participants.
Resource Unavailability	Hindered student participation, project progress impact	Low to Medium	Low to Medium	Identified	Pre-checking hardware and software availability for all participants.
					Provision of backup options for internet connections.
Participant Dropout	Loss of participants during the project	Low to Medium	Medium	Identified	Regular participant engagement and motivation checks.
					Communication of the benefits and importance of participation.
					Compensation of loss by choosing more from other partner univerity
Technical Skill Variability	Varying levels of technical skills among participants	Medium	Medium	Identified	Pre-assessment of participants' technical skills.
					Tailored training and support for participants with varying skill levels.
Student Attrition	Dropouts or reduced participation among students	Low to Medium	Medium	Identified	Regular engagement and support for students.
					Identify and address issues leading to attrition
					Provide incentives for participation.
Technical Skill Gaps	Varied levels of technical skills among participating students	Medium	Medium	Identified	Pre-assessment of students' technical skills.
					Tailored training and support for students with varying skill levels.
Language Barriers	Language differences affecting communication and collaboration	Medium	Medium	Identified	- Utilize translation and communication tools as needed.
					Promote a culture of inclusivity and diversity.
Academic Overload	Students overwhelmed by project workload and academic studies	Medium	Medium to High	Identified	Ensure a balanced workload for students.
					Provide time management guidance and academic support.
Conflict Resolution	Disputes or conflicts among students or teams	Low to Medium	Medium	Identified	Establish conflict resolution mechanisms and procedures.
					Encourage open communication and team-building activities.
Motivation and Engagement	Decreased motivation or disengagement among students	Medium	Medium	Identified	Continuous engagement and motivation checks.
					Recognize and reward student contributions.
Health and Well-being	Health-related issues affecting students' participation	Low to Medium	Medium	Identified	Promote a healthy work-life balance.
					Provide access to health and counseling services.
Academic Performance	Project activities impacting students' academic performance	Low to Medium	Medium	Identified	Monitor and adjust project activities to minimize impact on academics.
					Provide academic support and flexibility.
Motivation for Participation	Last Comp showes that it was not easy to find enough students p	Medium	Medium	Identified	good PR to promote the event
					using students from last comp phase to let them talk about their experiences

possible Status:

1. Identified : Risks are identified at the beginning of the project or during risk assessment. At this stage, no specific actions have been taken to mitigate the risks.
2. In Progress: The status changes to "In Progress" when specific risk mitigation actions are taken. This may include training, changes in the project plan, or other activities to reduce the risk.
3. Monitored : A risk is considered "Monitored" when risk mitigation measures have been implemented, and it is necessary to monitor the progress and effectiveness of these measures.
4. Closed: When the implemented risk mitigation measures have been successful, and the risk is no longer considered relevant, the status can be changed to "Closed."
5. Newly Identified: During the project, new risks may be identified. These are given the status of "Newly Identified" and go through the same process of assessment and actions as the originally identified risks.
6. Resolved: In some cases, a risk can be resolved if it has been completely eliminated or no longer poses a threat. In this case, the status is changed to "Resolved."

Identified
In Progress
Monitored
Closed
Newly Identified
Resolved

Risk Description regarding the **TEACHERS**	Impact	Probability	Severity	Status	Risk Mitigation Measures
Lecturer Burnout	Overworking and stress due to multiple responsibilities	Medium	High	Identified	Clear workload distribution and regular check-ins with lecturers to monitor stress levels Provide support resources for stress management.
Learning Material Delays	Delays in the development of learning materials	Medium	Medium to High	Identified	Establish clear timelines and milestones for material development. Allocate dedicated resources to material creation. - Regular progress checks. Monitoring: Dealines are useless Worst Case Szenario: other partner have to compensate the discipline by creating spare materia
Inadequate Evaluation Methods	Use of ineffective evaluation methods affecting student learning	Low to Medium	Medium	Identified	- Training and guidance for lecturers on effective evaluation methods Peer review of evaluation materials.
Travel Restrictions	Travel restrictions due to unforeseen circumstances	Low to Medium	Medium	Identified	Monitor travel advisories and have contingency plans for remote participation Consider virtual alternatives for events.
Event Logistics Issues	Challenges in event planning and logistics	Low to Medium	Low to Medium	Identified	Detailed event planning, including backup options for key components. Collaboration with experienced event organizers.
Decline in Public Relations	Negative publicity or image due to unforeseen events	Low to Medium	Medium	Identified	Develop a crisis communication plan. Regularly monitor and respond to public feedback.
Lecturer Attrition	Loss of lecturers during the project	Low to Medium	Medium	Identified	Maintain open communication with lecturers to address concerns Identify and address issues leading to attrition.
Lack of Participation Engagement	Lecturers disengaging from project activities	Low to Medium	Medium	Identified	Continuous engagement and feedback mechanisms with lecturers. Recognition and appreciation of their contributions.
Funding Shortfalls for Events	Insufficient funds to support planned events	Low to Medium	Medium to High	Identified	Detailed budget planning and financial monitoring for events. Seek additional funding sources or cost-saving measures.
Public Relations Crisis	A crisis situation negatively impacting the project's image	Low to Medium	High	Identified	Develop a comprehensive crisis management and communication plan. Rapid response and clear messaging in case of a crisis.

Identified
In Progress
Monitored
Closed
Newly Identified
Resolved

Risk Description regarding **PM**

Risk Description regarding PM	Impact	Probability	Severity	Status	Risk Mitigation Measures
Scope Creep	Expanding project scope beyond initial plan	Medium	Medium to High	Identified	- Clearly defined project scope and objectives. - Regular scope review and change management procedures.
Schedule Delays	Delays in project milestones and deadlines	Medium	Medium to High	Identified	- Develop a detailed project schedule with contingency buffers. - Monitor progress regularly and adjust plans as needed.
Budget Overruns	Exceeding the allocated project budget	Low to Medium	Medium to High	Identified	- Comprehensive budget planning and financial monitoring. - Prioritize spending and explore cost-saving measures.
Communication Breakdown	Ineffective communication among project team members	Medium	Medium	Identified	- Establish clear communication protocols and channels. - Hold regular team meetings and encourage open communication.
Stakeholder Misalignment	Misalignment of project goals and expectations among stakeholders	Low to Medium	Medium	Identified	- Conduct regular stakeholder meetings to ensure alignment. - Clearly communicate project objectives and progress.
Resource Constraints	Limited availability of essential project resources	Medium	Medium to High	Identified	- Resource allocation and planning, including contingency resources. - Efficient utilization of available resources.
Quality Assurance Issues	Quality issues in project deliverables and outcomes	Low to Medium	Medium	Identified	- Implement quality assurance processes and peer reviews. - Continuous monitoring of deliverable quality.
No response from NA	Delayed progress in planning	Low to Medium	Medium	Identified	`- Emails as reminders and maybe telephone call to clarify number of participants for second competition
No feedback on interim report	uncertainty in reporting	Low to Medium	Medium	Identified	`- Emails as reminders and maybe telephone call to clarify number of participants for second competition

Risk Description regarding the **Quality Management**

Risk Description regarding the Quality Management	Impact	Probability	Severity	Status	Risk Mitigation Measures
Inadequate Quality Control	Insufficient quality control measures for learning materials	Medium	Medium to High	Identified	- Develop and implement rigorous quality control processes and checklists. - Regular peer reviews of learning materials.
Misaligned Learning Objectives	Misalignment of learning materials with project objectives	Low to Medium	Medium	Identified	- Ensure clear alignment between learning objectives and project goals. - Continuous alignment checks.
Outdated or Inaccurate Content	Learning materials containing outdated or inaccurate content	Low to Medium	Medium to High	Identified	- Regularly update and review content to ensure accuracy and relevance. - Establish a content review and update schedule.
Technical Errors in Materials	Technical errors or glitches in learning materials	Low to Medium	Medium	Identified	- Comprehensive testing of learning materials before deployment. - Swift resolution of technical issues reported by students.
Student Feedback Ignored	Ignoring or not effectively addressing student feedback	Low to Medium	Medium	Identified	- Implement a robust feedback collection and response mechanism. - Act on feedback to improve learning materials.
Limited Student Engagement	Low student engagement with learning materials	Medium	Medium to High	Identified	- Develop interactive and engaging content. - Encourage student participation and provide incentives.
Resource Constraints	Limited availability of resources for quality management	Low to Medium	Medium	Identified	- Allocate dedicated resources for quality management and content review. - Ensure resource availability throughout the project.
Assessment Challenges	Difficulties in assessing student knowledge and progress	Low to Medium	Medium	Identified	- Design clear assessment methods and criteria. - Provide guidance and support for students in assessment activities.
Content Delivery Issues	Challenges in delivering learning materials effectively	Low to Medium	Medium	Identified	- Test different delivery methods and platforms for optimal delivery. - Provide technical support for students.
Knowledge Retention Concerns	Concerns about students retaining knowledge from the project	Low to Medium	Medium	Identified	- Implement knowledge reinforcement strategies. - Encourage ongoing learning and application of knowledge.

Risk Description WP03 **Learning Material**

Risk Description WP03 Learning Material	Impact	Probability	Severity	Status	Risk Mitigation Measures
Delayed Content Development	Delays in the creation of learning materials	Medium	Medium to High	Identified	- Develop a detailed content creation schedule with milestones. - Allocate dedicated resources for content development.
Inadequate Subject Matter Expertise	Lack of subject matter expertise in content development	Low to Medium	Medium	Identified	- Ensure subject matter experts are involved in content creation. - Conduct content reviews by experts.
Resource Shortages	Insufficient resources (e.g., personnel, software, tools) for content	Medium	Medium to High	Identified	- Allocate necessary resources and budget for content creation. - Explore partnerships or outsourcing options if resources are limited.
Content Consistency	Lack of consistency in learning materials	Low to Medium	Medium	Identified	- Develop clear content guidelines and templates for consistency. - Implement regular content reviews and editing.
Content Relevance	Learning materials not aligned with project objectives	Low to Medium	Medium	Identified	- Ensure alignment between learning objectives and content creation. - Continuous alignment checks with project goals.
Intellectual Property Issues	Legal issues related to intellectual property rights	Low to Medium	Medium	Identified	- Clearly define ownership and rights of created content. - Seek legal guidance if necessary.
Technological Challenges	Technical difficulties in content creation (e.g., software issues)	Low to Medium	Medium	Identified	- Ensure proper training and support for content creators on necessary software tools. - Technical support for troubleshooting.
Insufficient Peer Review	Inadequate peer review of learning materials	Low to Medium	Medium	Identified	- Establish a robust peer review process for content creation. - Encourage feedback and improvements from peers.
Quality Control	Lack of quality control measures for learning materials	Medium	Medium to High	Identified	- Develop and implement quality control processes and checklists. - Regular peer reviews of learning materials.
Communication Breakdown	Ineffective communication among content creators	Low to Medium	Medium	Identified	- Establish clear communication protocols and channels among content creators. - Hold regular coordination meetings.

Risk Description WP04 **Event Management**

Risk Description WP04 Event Management	Impact	Probability	Severity	Status	Risk Mitigation Measures
Travel Restrictions	Travel restrictions due to unforeseen circumstances	Medium	Medium	Identified	- Monitor travel advisories and have contingency plans for remote participation. - Consider virtual alternatives for events.
Event Logistics Challenges	Challenges in event planning and logistics	Low to Medium	Low to Medium	Identified	- Detailed event planning, including backup options for key components. - Collaboration with experienced event organizers.
Budget Overruns for Travel	Exceeding the allocated budget for travel	Low to Medium	Medium to High	Identified	- Comprehensive budget planning and financial monitoring for travel. - Prioritize spending and explore cost-saving measures.
Event Cancellation	Unforeseen events leading to event cancellation	Low to Medium	Medium	Identified	- Develop contingency plans for event cancellation scenarios. - Communicate cancellation policies to participants.
Participant Health and Safety	Health and safety concerns for participants during travel	Low to Medium	Medium	Identified	- Implement health and safety protocols for travel and events. - Provide access to medical assistance if needed.
Low Event Attendance	Low participation and attendance at events	Low to Medium	Medium	Identified	- Promote events effectively and provide incentives for participation. - Conduct surveys to understand participant preferences.
Venue Availability	Unavailability of venues for events due to scheduling conflicts	Low to Medium	Medium	Identified	- Book venues well in advance and confirm availability. - Have backup venue options if possible.
Language and Cultural Differences	Language and cultural barriers affecting event interactions	Low to Medium	Medium	Identified	- Provide translation and interpretation services as needed. - Promote cultural sensitivity and awareness among participants.
Vendor/Supplier Risks	Risks associated with event vendors or suppliers	Low to Medium	Medium	Identified	- Evaluate and select reliable vendors. - Have backup suppliers and contingency plans in place.
Participant Feedback Collection	Inadequate feedback collection mechanisms for events	Low to Medium	Medium	Identified	- Establish effective feedback collection processes. - Analyze feedback and make improvements for future events.

Risk Description WP05 **PR**

Risk Description WP05 PR	Impact	Probability	Severity	Status	Risk Mitigation Measures
Negative Publicity	Unfavorable media coverage or public perception	Low to Medium	Medium to High	Identified	- Develop a crisis communication plan. - Monitor media coverage and address misconceptions proactively.
Miscommunication	Miscommunication or misinterpretation of project messaging	Low to Medium	Medium	Identified	- Ensure clear and consistent messaging across all PR materials. - Establish a communication approval process.
Stakeholder Dissatisfaction	Dissatisfaction or disagreement among project stakeholders	Low to Medium	Medium	Identified	- Regularly engage with stakeholders to understand concerns. - Address issues through open dialogue and resolution.
Cultural Sensitivity Issues	Insensitivity or cultural misunderstandings in PR activities	Low to Medium	Medium	Identified	- Provide cultural sensitivity training to PR personnel. - Review PR materials for cultural appropriateness.
Social Media Backlash	Negative feedback or backlash on social media platforms	Low to Medium	Medium	Identified	- Monitor social media channels and respond promptly to feedback. - Implement social media guidelines and moderation.
PR Budget Shortfalls	Insufficient budget for effective PR activities	Medium	Medium to High	Identified	- Develop a comprehensive PR budget with flexibility. - Explore additional funding sources for PR efforts.
Data Privacy Concerns	Data privacy issues related to PR activities	Low to Medium	Medium	Identified	- Ensure compliance with data protection regulations. - Obtain consent for data usage in PR materials.
Reputation Management	Managing the project's reputation in the face of challenges	Low to Medium	Medium	Identified	- Develop a reputation management strategy. - Respond transparently to reputation-related issues.
PR Team Resource Constraints	Limited availability of PR team members for project activities	Low to Medium	Medium	Identified	- Allocate dedicated PR resources and establish clear roles. - Ensure resource availability throughout the project.
Inadequate PR Performance	Poor performance or effectiveness of PR efforts	Low to Medium	Medium to High	Identified	- Set clear PR objectives and key performance indicators (KPIs). - Regularly evaluate PR performance and make adjustments as needed.
Creation of PR media	Website and instagram account are not created	Low to Medium	Medium	Identified	- Monitor progress - Define deadlines - Talk to responsible persons - ultimately transfer responsibility

Mitigation Measures succsessfull: JHS is overtook the job and will soon publish both: website and instagram account

Legend
Identified
In Progress
Monitored
Closed
Newly Identified
Resolved

Online Project Management Tool
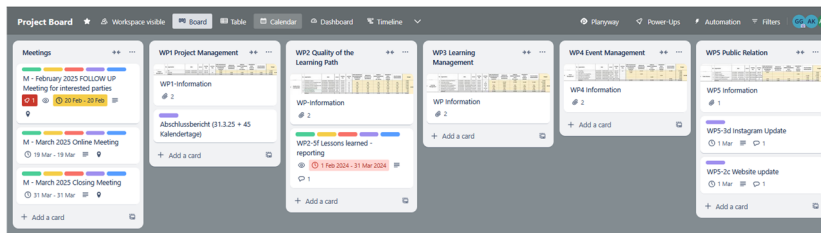
In the *Digital Decathlon* project, an online project management tool played a crucial role in organizing and steering the workflow efficiently. Tasks were structured according to five defined work packages, each further divided into specific subtasks. Every subtask displayed key details such as the responsible person, due date, and allocated budget. At the project's outset, all tasks were collected in the "Upcoming Tasks" column. As work progressed, tasks moved to "Doing," then to "Done" upon completion, and finally to "Approved" after review. This clear structure ensured transparency, streamlined collaboration, and kept the project on track.

Data Protection Declaration, Erasmus+ project "Digital Decathlon"

Data Protection Declaration in the Erasmus+ project "Digital Decathlon"

1. Introduction
In this privacy statement we provide information on the topics of data storage, use and processing of personal data collected in the course of the above mentioned project. The project is mainly carried out within the framework of courses in which participation is voluntary for students.
When handling your data, we act in accordance with the basic principles of data protection law and follow the principles of "data avoidance and data economy", "purpose limitation" and "transparency". We create transparency through the right to information, access and deletion. We would like to point out that both participation in the project and consent to the privacy policy are voluntary.

2. Name and Contact Details
Project management:

Data Protection Officer:

Cooperation Partner:

3. Information on Data Processing, Legal Basis and Storage Period
Processing activity:
Collecting participant data, use of cloud services

Brief description:
Participant data is collected electronically by the project leaders and used for communication purposes during the project period and made available to the project participants. Only project members have access to the stored data, no external access is foreseen.

Cloud services
Participants register in cloud services and use the cloud service for the duration of the project.

Photography and filming
With appropriate consent, photos and film recordings will be made of the teaching and learning formats, which can be published for project documentation. (Internet, print media, etc.).

Group of persons concerned and recipients of personal data
Personal data will be collected by the project partners and participating students in the project. These data will be provided to both project partners and participating students in the project.

Legal basis:
This is a third-party funded project funded by the European Commission. For the processing of personal data, the consent of the participants is obtained before the start of the project. Art.6 para. 1 lit a DSGVO. The events are predominantly part of university teaching.

Categories of personal data:
Name, first name, title, email address, telephone number, photos and film material.

Storage period:
The data will only be stored for the duration of the project (01.12.2022 - 31.03.2025), after which it will be deleted.

4. User Rights, Data Subject Rights
According to Art. 15 DSGVO (Datenschutzgrundverordnung - General Data Protection Regulation), the user has the right to be informed free of charge whether personal data of his or her own person are being processed and, if so, which personal data are involved. In principle, a copy of the data can be requested, unless a legal exception applies. In this context, information on the specific circumstances and the expected duration of the processing may also be requested. Based on the knowledge of the processing of own data, the following further data subject rights come into consideration:

- If the data is incomplete or incorrect, there is a right to rectification of the data under Art. 16 DSGVO.
- According to Art. 17 of the DSGVO, there is a right to the deletion of one's own personal data if there is a reason for deletion mentioned there and there are no obstacles to deletion, such as retention obligations.
- According to Article 18 of the DSGVO, the restriction of the processing of personal data can be requested in the cases mentioned there.
- If the processing of personal data is based on consent or on the basis of a contract, the transfer of one's own personal data to another provider can be requested under Art. 20 DSGVO. Instead of the transfer, the provision of the own data in a common format can also be requested.
- For reasons of a special personal situation and a resulting unreasonableness of the processing, an objection to an otherwise lawful processing may be lodged in accordance with Art. 21 of the GDPR. Pending the decision on the objection, a restriction of processing may be requested pursuant to Art. 18 DSGVO.

Right of complaint:
You have the right to lodge a complaint with the data protection supervisory authority responsible for Jade University: The State Commissioner for Data Protection of Lower Saxony.
                          Address: Prinzenstraße 5, 30159 Hanover, Germany
                          Telephone: 0511-120 4500   Fax: 0511-120 4599

5. Written Consent in accordance with Data Protection
The personal data collected in the project, in particular name and email address, which are necessary and required solely for the purpose of carrying out the teaching project, are collected on the basis of legal authorisation.
For any further use of the personal data and the collection of additional information, the consent of the person concerned is regularly required. Such consent can be given voluntarily in the following section.
Participants can exercise their right of objection at any time without giving reasons and amend or completely revoke the declaration of consent given with effect for the future. The revocation can be made either by post, e-mail or fax to the project management. This will not incur any costs for you.

Data Protection Declaration, Erasmus+ project "Digital Decathlon"

Consent to the use of Data for other Purposes

I agree that personal data such as my name and e-mail address may be used within the project. This data will be collected, stored and passed on to project participants. (The consent is required for the participation in the project).

I consent to photographs and/or video recordings being taken of me during the course of the project. This picture and film material may be published and used in connection with publications of the project. (Consent is not required for participation in the project. Participation in the project is also possible without this consent – in this case please write a text that you disagree.)

Please fill in BLOCKLETTER

Surname:

Name:

University:

Date and Signature