



# DNDS

Developing New Distribution Skills



## Deliverable 1.2 Progress report WP1

Report, public, EN



# PROGRESS REPORT

## Month 10

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### 1. Project Management and Coordination

The scope of this work package is to guarantee high quality in the management, coordination and monitoring tasks of the project, the organization of the meetings (personal and virtual) as well as the project communication.

#### Progress Monitoring:

One of the essential tasks of project management is the progress monitoring of work packages. This has been done continuously.

#### Meetings

##### 1) 1 participation in Coordinators Meetings in Brussels and information to the project partners

Christian Stadlmann (FHOÖ coordinator) participated in the meeting in Brussels.

##### 2) 1 kick-off meeting with all members in Steyr, Austria (WP1)

Date:

Monday, October 10<sup>th</sup> 2011, 08:30 – 16:00

Location:

University of Applied Sciences Upper Austria, FH Steyr Campus

- ✓ Welcome and Introduction
- ✓ Project DNDS – Overview
- ✓ Project Management (Financial Management, Consortium Agreement)
- ✓ Project DNDS – Content, work plan and next steps

*Students have been involved in the project will attend the afternoon session.*

- ✓ Detailed explanation and discussion of all work packages and activities for all partners
- ✓ Dissemination and External Communication – Set up of Dissemination Plan
- ✓ Quality and Evaluation (WP10)

- ✓ Project Management (Budget, Accounting, Contracts)
- ✓ Project DNDS – Content, work plan and next steps
- ✓ WP3: Analysis of the challenges and skill deficiencies of automotive dealers
- ✓ Next steps- time schedule

For details see Meeting Minutes.

### 3) 1 analysis workshop in Gdansk (WP3)

Date:

Friday, 2<sup>nd</sup> March 2012

Location:

University of Gdańsk, Faculty of Economics, Armii Krajowej 119/121, 81-824 Sopot, Poland

Schedule:

- ✓ Start up: brief summary of activities by partners
- ✓ Presentation of research findings (part I)
- ✓ Presentation of research findings (part II) and summary
- ✓ Project management issues

Aims of the meeting:

- ✓ Update of activities by partners
- ✓ Presentations of students (results of analysis - WP 3)
- ✓ Discussion of results
- ✓ Definition of next steps
- ✓ Definition of date of next meetings (personal and Skype)
- ✓ Project management issues

Activities:

- ✓ Presentation of Results/Findings of the qualitative study by Partners / Students (WP3)
- ✓ WP3: Analysis of the challenges and skill deficiencies of automotive dealers
- ✓ Discussion of the results/findings
- ✓ Web page, Web platform (WP2):
- ✓ Next Steps
- ✓ Project Management
- ✓ Update Dissemination Plan, Info Kit

For details see Meeting Minutes.

#### 4) 1 web platform-meeting in Praha (WP 2)

The lead partner P2 is mainly responsible for establishing and maintaining contact with subcontractor, since the consortium decided for a Czech web agency to build the web platform. The concept of the platform was discussed in a meeting in Praha, where P1 and P2 prepare the briefing for the agency. P1 and P2 also compose the necessary texts for the web page in English.

#### Virtual Meetings

Regular virtual meetings have conducted per Skype or per Adobe Connect in order to ensure information exchange.

## 2. Deliverables

#### D 1.1 Consortium Agreement

Has been set up in a discussion process of the whole project consortium and then signed by all.

#### D 2.1 Web-Platform

Concept and Set-up, contents collected.

#### D 3.1 Analysis Workshop

In Gdansk see above chapter "Meetings".

#### D 3.2 Challenges and skill deficiencies of automotive distribution companies

Finished

#### D 3.3 Literature teaching material

Collected by all partners, will be updated continuously.

#### D 9.1 Press Article

Finished and used for dissemination.

#### D 10.1 Minimum quality criteria

Has been discussed during the kick-off meeting.  
Quality standard criteria have been fixed for the workpackages.

#### D 4.1 Learning from the best in distribution

Expert interviews conducted by the involved partners.