

Detailed workplan on empirical investigation (WP 3)

Detailed planning	Which individual steps are necessary to carry out the work package?	who ?	End date
A 1	We start today by establishing a basic structure and creating the questions.	all	24.4.2024
A 2	Date, when all questions will be finalized and send to HETEL/AKBK	HETEL/AKBK	09.5.2024
A 3	The partner AKBK and HETEL compiles the questionnaire in English (word document)	HETEL/AKBK	23.5.2024
A 5	The questionnaire is sent to all partners for checking + The partners make changes / give the "green light"	all	28.5.2024
A 6	Implementation of the changes in word	HETEL/AKBK	4.6.2024
A 7	The questions in the Word document are translated into the respective national language and send to VMU	all	7.6.2024
A 8	The partner VMU creates the country-specific questionnaires (Forms-survey)	VMU	21.6.2024
A 9	The partners carry out the empirical investigation.	all	From 21. June until 21. September
A 10	The results are collected and processed by the partner VMU and sends the processed results to the associated partner HETEL/AKBK	VMU	11.10.2024
A 11	HETEL crates a draft of the competence matrix and sends it to AKBK	HETEL	04.11.2024
A 12	All results are validated and finalized at the meeting in Naples	all	At the meeting