



Preparing and planning your eTwinning project

When planning an online project with international partners, there are a lot of aspects that need to be taken into account and that in the course of implementation often prove to be inter-related. To prevent any unpleasant surprises, it is worth dedicating some time to the questions related to these general planning aspects.



Project related planning aspects

Project title and main idea
Partners
Pupils' ages
Classes involved
Curricular integration / subjects
Specific goals (all partners)

Organization related planning aspects

Language(s) used
Time frame of the project (including time per week)
Main activities and calendar for each activity (taking into account different holidays, exam periods, traditions and religions)
Communication with partners (frequency, email/phone/skype...)
Involvement of other partners (colleagues from other departments or teaching other subjects, parents, associations p. ex.)

Share of work between partners and collaboration between teachers

(equal share or different responsibilities according to specialized fields, periods of time p.ex.)

Involvement of students

(decision on topics/activities, administrative responsibilities like moderation of groups p.ex.)

Collaboration between students (towards final product p.ex.)

Remember: Collaboration is not working in parallel! It is best achieved designing engaging activities which require both partners' contribution to complete the tasks

Engaging elements (competitions, challenges, quizzes and riddles, work in international teams...)

Designing the first activity: Getting to know each other

Intermediary products and milestones

Final activity / Final product

Dissemination (documenting and keeping track of milestones, showcasing project work)

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Evaluation (in the course of the project/at the end, from student and teacher perspective...)

Infrastructure related planning aspects

Tools used (taking into account usability, licenses, formats and legal aspects)

Involvement of IT partners / school network administrators