Co-funded by the European Union

Social Innovation Initiative



Project number: ESF-SI-2023-SKILLS-01-0011
Project title: Women Engagement Boost in Technology
Project acronym: W.E.B. in Tech
Call number: ESF-SI-2023-SKILLS-01
Call title: Social Innovations for the Upskilling of Vulnerable Youth, Especially Young People not in Employment, Education, or Training (NEETs)
Project starting date: 01/11/2024
Project end date: 01/11/2026
Deliverable: D001.001 WP1 Report on monitoring and communication activities

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1. Introduction

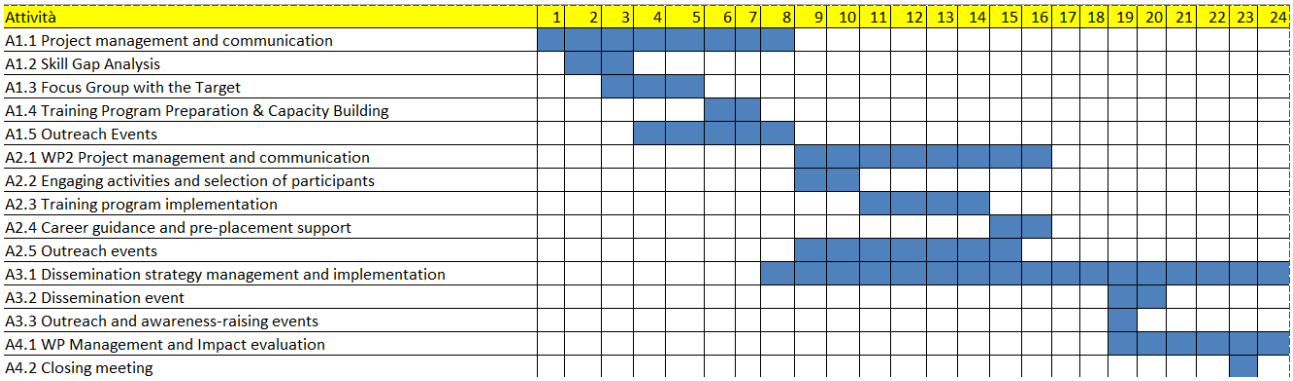
This document describes the monitoring, management and reporting activities carried out under Work Package 1 (WP1). The aim is to provide an overview of the tools adopted, the activities carried out, the results achieved and the preliminary impact, in view of the transition to WP2.

2. Management and monitoring tools

To ensure effective coordination of the project and compliance with the objectives set, the consortium has set up and operationalized several management and monitoring tools, shared with all partners:

Project Gantt:

A Gantt chart has been developed detailing all planned activities, their dependencies, and key milestones. This tool allows you to clearly visualize the progress, identify any time deviations and plan timely corrective actions.



Budget table and financial monitoring:

An expense monitoring table has been created that allows you to periodically compare the costs incurred with those planned. Each partner updates its entries and the coordinator carries out periodic checks, so as to ensure consistency with the approved budget and prevent financial imbalances.

RACI Matrix (Manager, Approver, Consulted, Informed):

The RACI matrix was used to transparently clarify the roles and responsibilities of the partners in each WP1 activity. This reduced overlapping tasks and led to greater efficiency in workflows.

KPI (Key Performance Indicators) Grid :

A series of key indicators has been defined to monitor both the outputs (deliverables delivered, number of events carried out, participants involved) and the outcomes (project visibility, target involvement, quality perceived by beneficiaries). This grid is used in monitoring meetings to measure progress and discuss any deviations.

Reference area	Indicator (KPI)	Expected target	Source of verification	Current status	Notes
Management	Gantt and work plan shared between partners	1 document approved by M1	Gantt updated and shared in common folder	✅ Achieved	Used as a reference in all meetings
	RACI matrix defined	1 document approved by M1	RACI shared in common folder	✅ Achieved	Updated after first meeting
	Coordination meetings	Min. 1 per month + 1 transnational meeting	Minutes and attendance lists	✅ In progress	They continue monthly
Monitoring	Active risk assessment system	1 initial document + quarterly updates	Risk plan	✅ Achieved	
	Monitoring and Communication Reports (Deliverable D001.01)	1 within M8	Document sent	✅ Achieved	
Communication	Visual identity (logo, palette, template)	1 Complete Graphics Kit	Shared graphics files	✅ Achieved	Used by all partners
	Active project website	1 operational site within M3	www.piattaformaprogetti.eu/women-in-technology	✅ Achieved	Periodic updates
	Newsletters distributed	2 min. in WP1	Copies sent, mailing list	✅ In progress	1 correspondent, 2nd in preparation
	Published articles/news	Min. 5 articles in total (partner+coordinator)	Websites, social media	✅ In progress	>5 articles already published

Reference area	Indicator (KPI)	Expected target	Source of verification	Current status	Notes
Targeted activities	Completed Skill Gap Analysis	≥80 responses to the questionnaire	Dataset + Analysis Report	✅ Achieved	Beyond the minimum target
	Focus groups carried out	≥1 per partner country	Minutes + photos	✅ Achieved	Including local and Rome focus groups
	Outreach events	≥1 per partner country	Event + Photo Report	✅ In progress	Some already built, others planned
Preliminary impact	Stakeholders involved	≥30 stakeholders contacted	Mailing lists, event reports	✅ In progress	Expanding network
	Beneficiaries reached (directly)	≥100 women	Focus group + events attendance lists	✅ In progress	Target being achieved
	Online/social reach	≥500 users reached	Site and social analytics	✅ In progress	Numbers in constant growth

Periodic coordination meetings:

Monthly online meetings and a transnational face-to-face meeting have been scheduled. These moments allow partners to keep up to date, share problems and solutions, validate deliverables and make joint decisions. The minutes are kept as a documentary trace.

Risk monitoring plan:

The consortium has prepared a risk assessment document that identifies the main risks (e.g. delays in data collection, difficulties in target involvement, financial problems) and the related preventive/mitigative measures. The plan is updated periodically according to the progress of the project.

Digital collaboration tools:

A cloud-based document sharing system (shared folders) has been implemented to centralize materials, reports and deliverables, so as to ensure transparency and immediate access to all partner organizations.

Thanks to this combination of tools, the consortium was able to maintain a high level of control over the development of activities, facilitating communication between partners and ensuring that WP1 was completed on time and with the expected results.

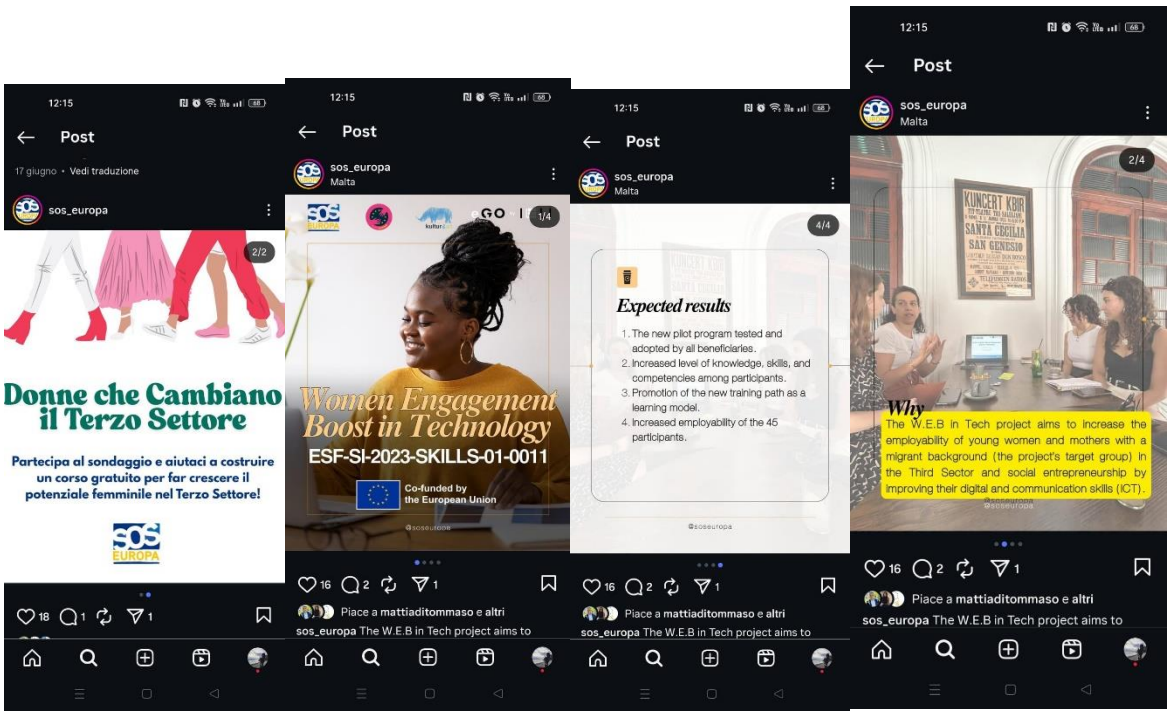
3. Communication and dissemination activities

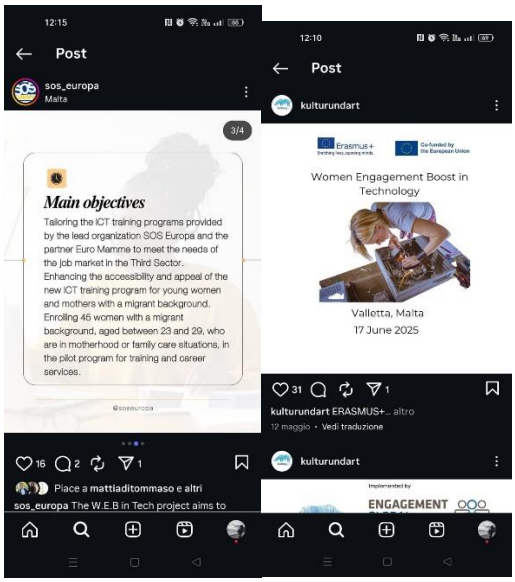
Communication and dissemination activities have been developed to ensure the visibility of the project and involve stakeholders and target groups:

- Definition of the visual identity of the project (logo, palette, template).



- Activation of the official website: https://www.piattaformaprogetti.eu/women-in-technology/
- Communication via social channels and newsletters.

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Main objectives
Tailoring the ICT training programs provided by the lead organization SOS Europa and the partner Euro Mamme to meet the needs of the job market in the Third Sector.
Enhancing the accessibility and appeal of the new ICT training program for young women and mothers with a migrant background.
Enrolling 45 women with a migrant background, aged between 23 and 29, who are in motherhood or family care situations, in the pilot program for training and career services.
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ENGAGEMENT


WOMEN ENGAGEMENT
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More women in tech, more future for all
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WOMEN ENGAGEMENT
BOOST IN TECHNOLOGY
Include.
Learn.
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- Publication of articles and news on the partners' website.
  https://www.soseuropa.it/women-engagement-boost-in-technology-training-course/

- Promotion of outreach events, focus groups and transnational meetings.





4. Summary of the activities carried out in WP1

- • A1.1 Project management and communication – internal management and communication implemented.
- • A1.2 Skill Gap Analysis – questionnaire disseminated and analysis completed.
- • A1.3 Focus Groups with the Target – focus groups carried out in partner countries.
- • A1.4 Training Program Preparation and Capacity Building – including the work of the Malta meeting.
- • A1.5 Outreach Events – local events organized to promote the project and involve beneficiaries.

6. Risk monitoring plan

Objective

The risk monitoring plan aims to identify, prevent and mitigate any problems that could compromise the regular performance of WP1's activities. The tool is dynamic: it is periodically updated on the basis of the progress of the project and discussed in coordination meetings.

Methodology

- Identification of potential risks for each activity (A1.1–A1.5)
- Classification according to probability and impact (low, medium, high)
- Definition of prevention measures and mitigation strategies
- Continuous monitoring through regular meetings and Grid KPIs
- Review and update every 3 months

WP1 main risk map

N°	Risk	Related activity	Probability	Impact	Preventive measures	Mitigation strategies
1	Delays in Skill Gap Analysis data collection	A1.2	Medium	Medium	Online questionnaires + in-person events to increase responses	Extension of data collection period (without affecting WP)
2	Difficulty in engaging the target in focus groups	A1.3	Medium	High	Widespread outreach, direct contact with local NGOs	Organize additional sessions or alternative focuses
3	Low attendance at outreach events	A1.5	Medium	Medium	Social campaigns + direct testimonials to motivate	Involve local ambassadors, reorient communication
4	Technical issues on the project website	A1.1 – Communication	Low	Medium	Reliable hosting, constant maintenance	Frequent backups and timely technical support
5	Overlapping or confusion in roles between partners	A1.1 – Management	Low	Medium	RACI matrix and meeting minutes	Clear redistribution of tasks in extraordinary calls
6	Delays in communication deliverables (e.g. newsletters)	A1.1 – Communication	Low	Low	Shared editorial calendar	Advance planning and redistribution of tasks

N°	Risk	Related activity	Probability	Impact	Preventive measures	Mitigation strategies
7	Poor internal coordination	Transversal WP1	Low	High	Monthly online meetings + face-to-face meetings	Activate reduced task force to catch up
8	Limited external visibility of the project	A1.5 Outreach, Communication	Medium	High	Constant use of social media, website, articles	Strengthen collaboration with local stakeholders and media

Current status

- All risks are under control.
- Some risks (target engagement, event participation) required corrective actions (additional events, extension of outreach activities).
- There were no delays affecting the overall duration of WP1.

7. Preliminary impact and benefits

WP1 activities have already produced tangible benefits:

- improvement of management skills,
- increased visibility of the project,
- creation of a network of stakeholders and direct involvement of the target.

8. Conclusion

WP1 was implemented on schedule and without major criticalities. The tools put in place and the activities carried out have ensured the achievement of the objectives and laid solid foundations for the implementation of WP2.