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1. Introduction

This report describes the management, monitoring and communication activities carried out under Work Package 2 (WP2), focused on the implementation of the training programme.

WP2 was implemented between month 9 and month 16, from July 2025 to February 2026 of the project and aimed at delivering the upskilling programme to the selected participants, ensuring accessibility, quality and engagement.

The report provides an overview of:

- the management and monitoring tools adopted,
- the communication activities implemented,
- the results achieved,
- and a preliminary analysis of the short-term impact on the beneficiary organisations.

All activities were implemented in full compliance with the project proposal, timeline and objectives.

The following activities were successfully implemented:

- **A2.1 Project management and communication** – coordination, monitoring and communication ensured throughout WP2
- **A2.2 Selection of participants** – recruitment process completed at local level
- **A2.3 Training programme implementation** – delivery of the 4-month training course
- **A2.4 Individual support and guidance** – continuous support provided to participants

All activities were carried out according to the project plan, without significant deviations.

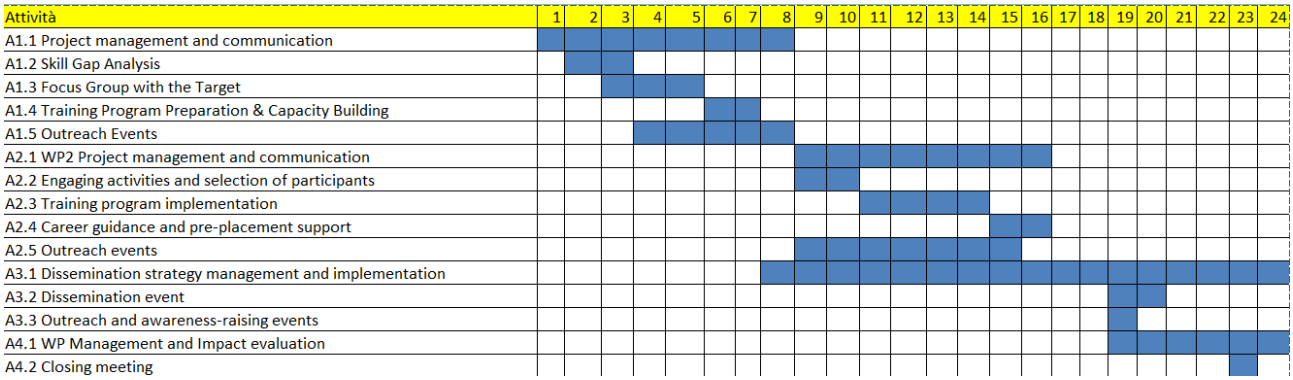
2. Management and monitoring tools

To ensure effective coordination and implementation of WP2, the consortium applied the same management and monitoring framework already established in WP1.

The following tools were used.

Project Gantt

A detailed WP2 Gantt chart was used to monitor the timeline of activities, milestones and deliverables, ensuring timely implementation.



WP2 activities were implemented over an 8-month period (M9–M16), following a structured and coordinated timeline. Project management and communication (A002.001) were carried out continuously throughout the work package. The engagement and selection of participants (A002.002) was completed at the beginning of WP2 (M10, August 2025), followed by the implementation of the 4-month training programme and continuous individual support (M10-14, from September to December 2025). Carreer guidance and pre-placement support during the internship was conducted at the beginning of 2026 (M15-16, January and February 2026). Outreach events and communication activities were conducted throughout the entire duration of WP2, ensuring quality and visibility of the project.

WP2 – Gantt Chart

Activities	**M9**	**M10**	**M11**	**M12**	**M13**	**M14**	**M15**	**M16**
	07/25	**08/25**	**09/25**	**10/25**	**11/25**	**12/25**	**01/26**	**02/26**
A2.1 WP2 Project management and communication	●	●	●	●	●	●	●	●
A2.2 Engaging activities and selection of participants	●	●						
A2.3 Training programme implementation			●	●	●	●		
A2.4 Career guidance and pre-placement support							●	●

A2.5 Outreach events	●	●	●	●	●	●	●	●
Communication and dissemination	●	●	●	●	●	●	●	●
Preparation of deliverables (D002.001, D002.002, D002.003, D002.004)					●	●	●	●

Budget table and financial monitoring

A financial monitoring table was regularly updated by the project administration team to track expenses and ensure alignment with the allocated budget.

RACI Matrix (Manager, Approver, Consulted, Informed)

Roles and responsibilities were clearly defined using the RACI matrix, ensuring efficient collaboration and avoiding overlaps between partners.

KPI (Key Performance Indicators) Grid

The following Key Performance Indicators (KPIs) were defined to monitor the implementation of WP2 and assess both outputs and short-term outcomes:

- Management: to test the adherence between planning and implementation
- Communication: to test the adherence between planning and implemented communication
    - communication tools
    - communication strategy implementation
    - communication reac and engagement
- First analysis on short impact:
    - number of participants enrolled
    - participation rate
    - completion of training activities
    - coordination between partners thanks to shared tools

Regular monitoring allowed partners to review progress and address any minor adjustments without affecting the overall implementation. All targets were achieved, confirming the effectiveness of the management and communication approach.

Reference area	*Indicator (KPI)*	*Expected target*	*Source of verification*	*Current status*	*Notes*

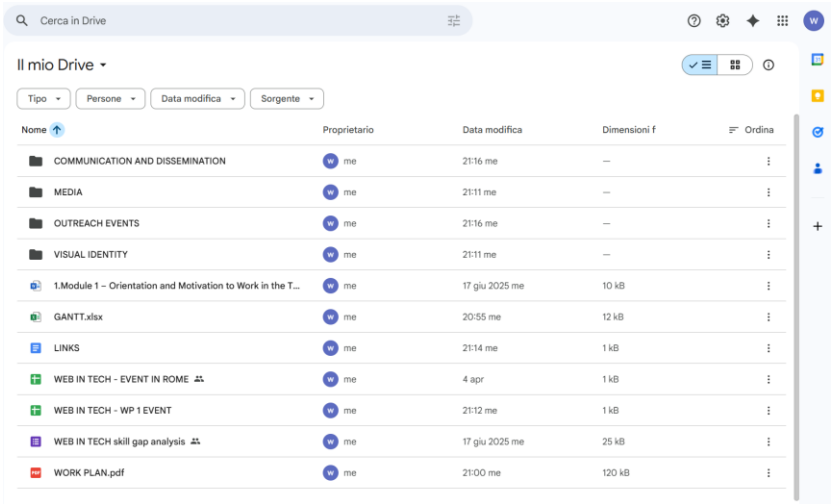
Management	WP2 Gantt and work plan shared between partners	1 document approved by M9	Gantt shared in common folder	Achieved	Regularly used to monitor progress and ensure timely completion of activities
Monitoring	Active risk assessment system	1 initial document + periodic updates	Risk plan	Achieved	Continuously monitored and discussed among project team
	Monitoring and Communication Report (D002.001)	1 report within M16	Submitted deliverable	Achieved	This report reflects the full implementation of WP2 activities
Communication	Active project website	Regular updates during WP2	Website and analytics	Achieved	Website updated with training activities, news and results
	Social media activity	Min. 5 posts across partners	Social media analytics	Achieved	Continuous posting ensured visibility and engagement of target groups
	Newsletters distributed	2 newsletters	Mailing lists and copies	Achieved	Newsletters used to inform stakeholders and promote the training programme
	Articles and news published	Min. 5 articles (partners + coordinator)	Websites and online platforms	Achieved	Articles published on partners' websites and project webpage
Targeted activities	Participants enrolled in training	45 participants	Attendance lists	Achieved	Target fully reached in all partner countries

	Training completion rate	≥85% of participants	Attendance lists and certificates	Achieved	High level of engagement and completion recorded
	Individual guidance sessions	Fully available, at least 1 per participant	Internal reports	Achieved	Support provided throughout the training programme
Preliminary impact	Stakeholders involved	≥50 stakeholders contacted	Mailing lists, communication reports	Achieved	Network expanded through communication activities
	Beneficiaries reached (directly)	≥45 women	Attendance lists	Achieved	All participants actively involved in WP2
	Online/social reach	≥100 users reached	Website and social media analytics	Achieved	Visibility increased steadily throughout WP2

Digital collaboration tools

A cloud-based document sharing system (Google Drive 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 activities in WP2 aimed to:

- support the recruitment and engagement of participants
- ensure visibility of the training programme
- inform stakeholders and the wider public about project progress.

3.1 Communication channels

The project made use of the following communication channels.

- Official project website and publication of articles
  - updates on the official project webpage
  - promotion of the training programme and its progress
  - These articles contributed to increasing the visibility of the project and engaging stakeholders.
  - https://www.piattaformaprogetti.eu/women-in-technology/
- Coordinator's websites where all the online course is available
  - https://www.soseuropa.it/women-engagement-boost-in-technology-training-course/
- Social media platforms (Instagram)
  - posts about the training programme
  - updates on participants' progress
  - dissemination of results and testimonials
  - Social media ensured continuous engagement with the target group and stakeholders.



https://www.instagram.com/p/DOx7jlGiqeS/?igsh=amVyN2Q1cWg0cHEw



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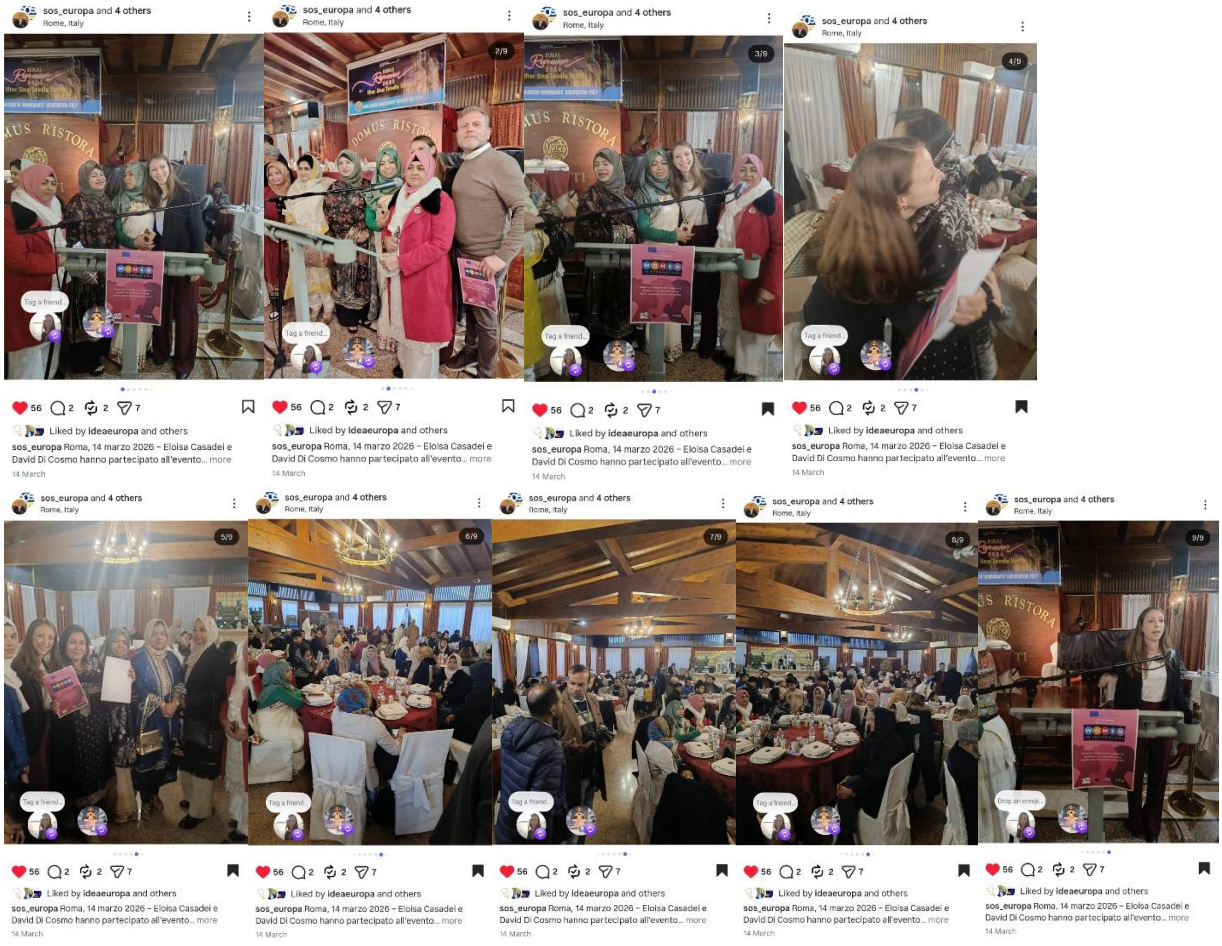

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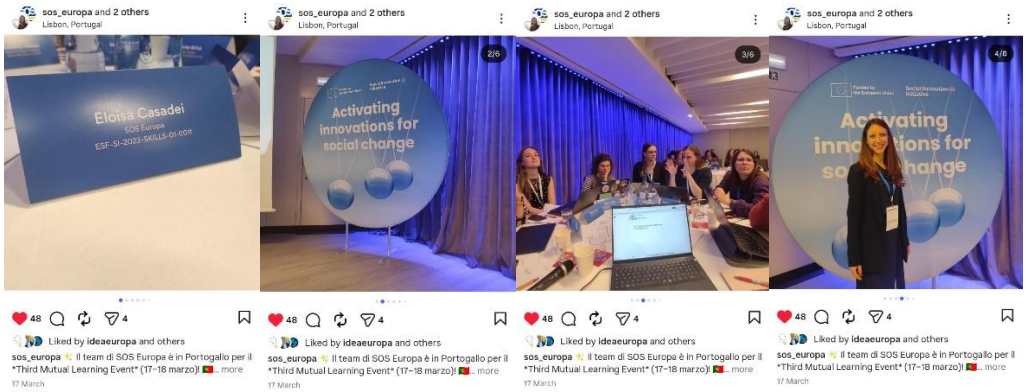



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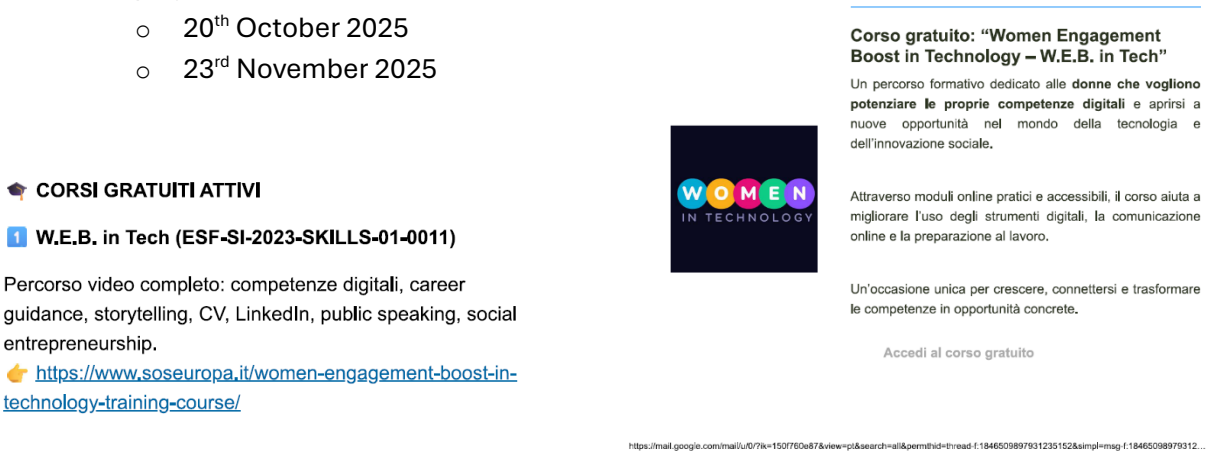
- Two newsletters sent to almost 15.000 contacts, used to inform stakeholders about project developments, promote the training programme, share results and upcoming activities. They were distributed through partners' mailing lists and contributed to expanding the outreach of the project:
  - 20th October 2025
  - 23rd November 2025



🎓 **CORSI GRATUITI ATTIVI**

1️⃣ **W.E.B. in Tech (ESF-SI-2023-SKILLS-01-0011)**

Percorso video completo: competenze digitali, career guidance, storytelling, CV, LinkedIn, public speaking, social entrepreneurship.
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4. Risk monitoring

A risk monitoring system was continuously applied throughout WP2. The main potential risks included:

- low participation or drop-out of participants
- communication inefficiencies
- delays in activity implementation

However:

- all risks remained under control
- preventive and mitigation measures were effective
- no critical issues affected the implementation of WP2
- there have been a slight delay in the upload of the deliverables in the eSINNIS platform due to some internal check, but this did not impact the timeline implementation of the project

Regular coordination meetings ensured timely identification and management of any minor challenges.

5. Preliminary impact and benefits

WP2 activities have already generated positive short-term impacts on beneficiary organisations, supported by measurable results:

- strengthening of internal management and coordination capacities, with **100% of partners actively involved in monthly coordination meetings** and continuous use of shared management tools (Gantt, RACI, KPI monitoring)
- increased visibility at local and international level, reaching **over 100 users online** through website and social media activities and involving **more than 50 stakeholders** across partner countries
- improved ability to engage target groups, with **45 participants successfully enrolled** and a **training completion rate above 85%**
- enhancement of digital and communication practices, demonstrated by the publication of **social media posts**, **articles**, and **newsletters** during WP2
- stronger collaboration among partners, ensured by the shared management tools

Additionally, the training programme contributed to:

- increasing participants' skills and confidence, with **over 85% of participants completing the course** and reporting a positive improvement in their competences
- fostering connections between organisations and beneficiaries, through **continuous interaction during the 4-month training programme** and individual support sessions provided to all participants

Overall, these results confirm the effectiveness of WP2 in delivering both organisational and individual benefits in the short term, while laying the foundation for long-term impact and sustainability.

6. Conclusion

WP2 was successfully implemented in line with the project proposal, timeline and expected results. The management, monitoring and communication tools ensured:

- effective coordination among partners
- high-quality implementation of activities
- strong visibility and outreach

No major risks or delays affected the work package, confirming the robustness of the project design and implementation approach. The results achieved provide a solid basis for the next phases of the project.