

**DiGI-VET**

Partner Meeting in London, UK

19th- 21st of November 2019

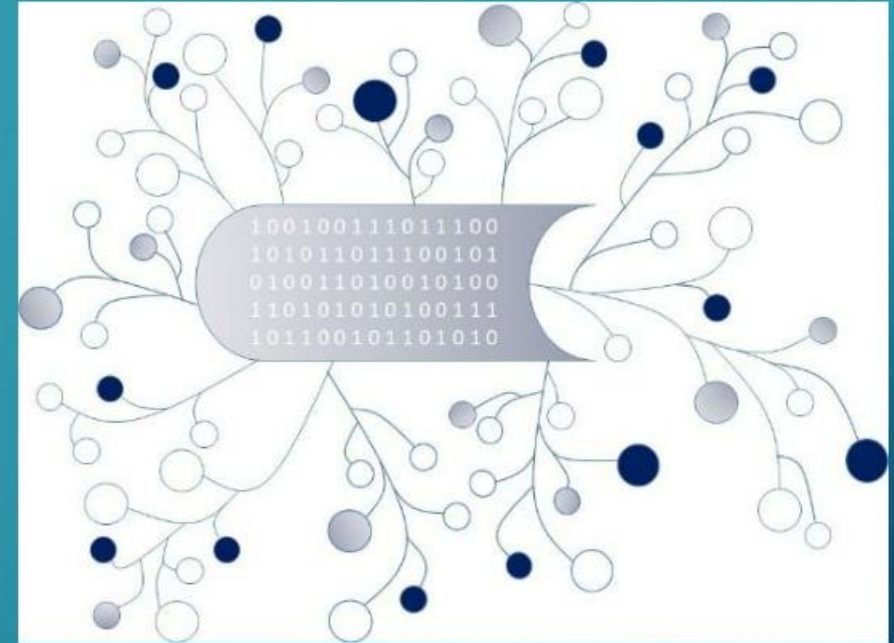
Project Number: 2018-1-DE02-KA202-005145

# DiGI-VET

FOSTERING DIGITISATION AND INDUSTRY 4.0 IN  
VOCATIONAL EDUCATION AND TRAINING

**The PROM Tool**

Marc Beutner



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# PROM—Project Management Tool

The Login Area - <http://eduproject.eu/prom/login.php>



**PROM**  
Project Management Tool

Login Register

e-mail

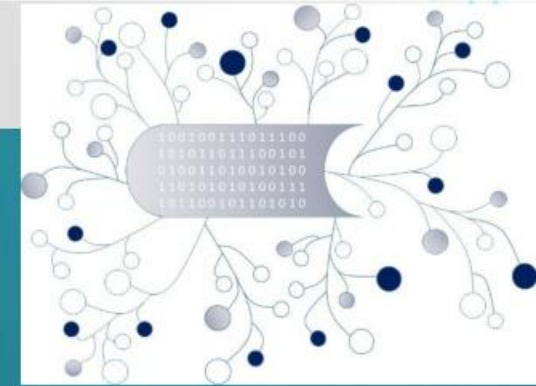
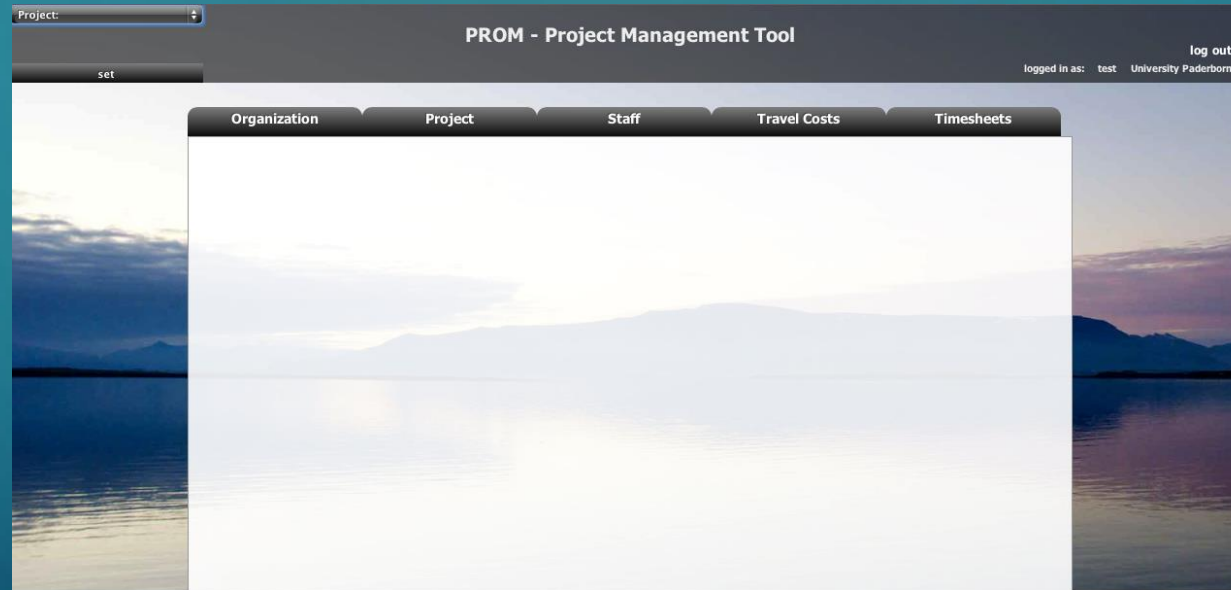
password

Log in

PROM is a project management tool that was created to handle the administrative work of Erasmus+ projects and to support management duties. PROM can handle your timesheets and your project budget so that you can keep track of how the budget is spent

# PROM—Project Management Tool

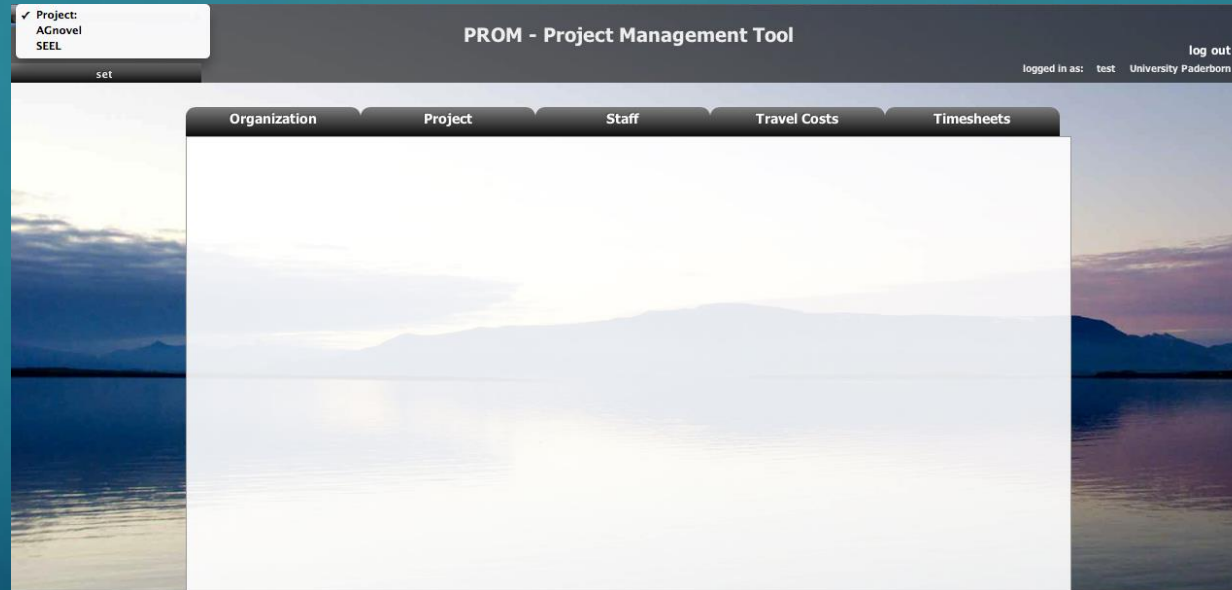
## The PROM Start Page (1)





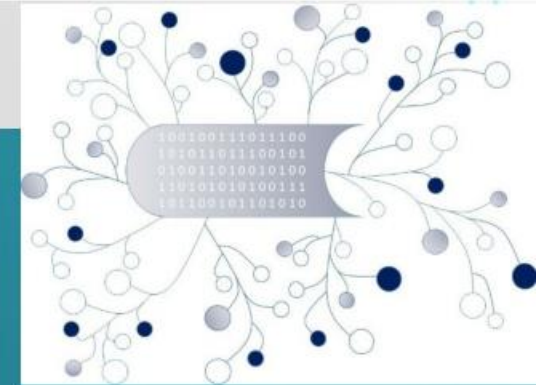
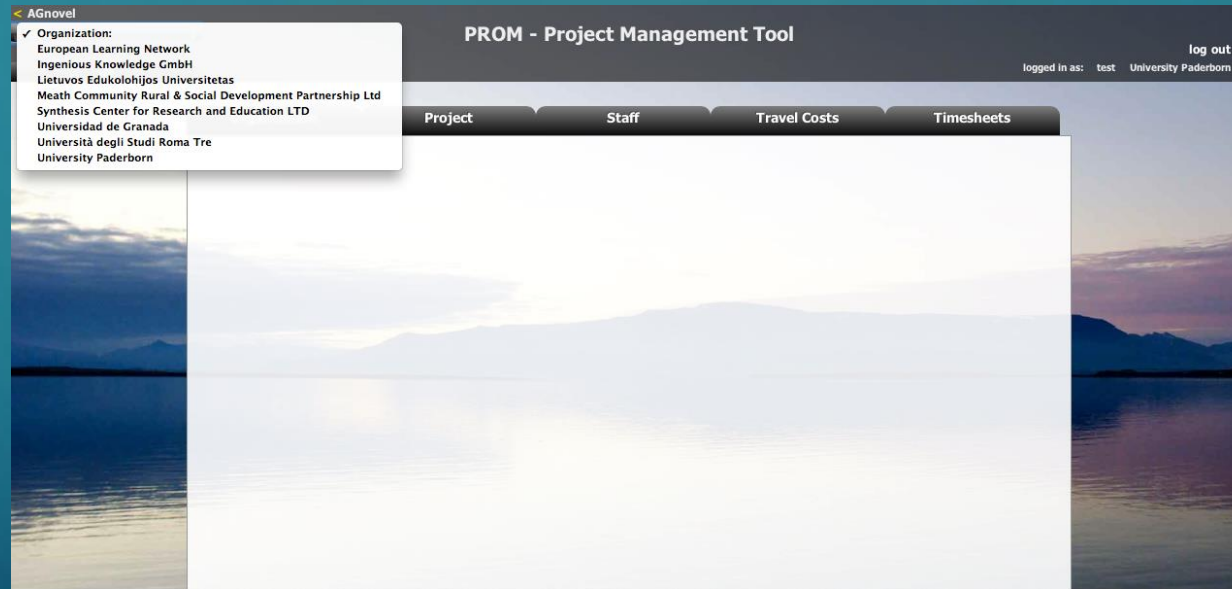
# PROM—Project Management Tool

The PROM Start Page (2) – Set the project



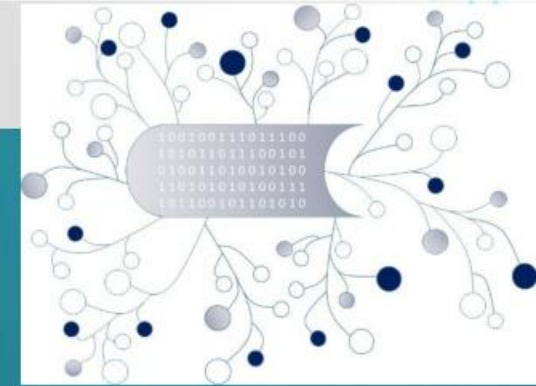
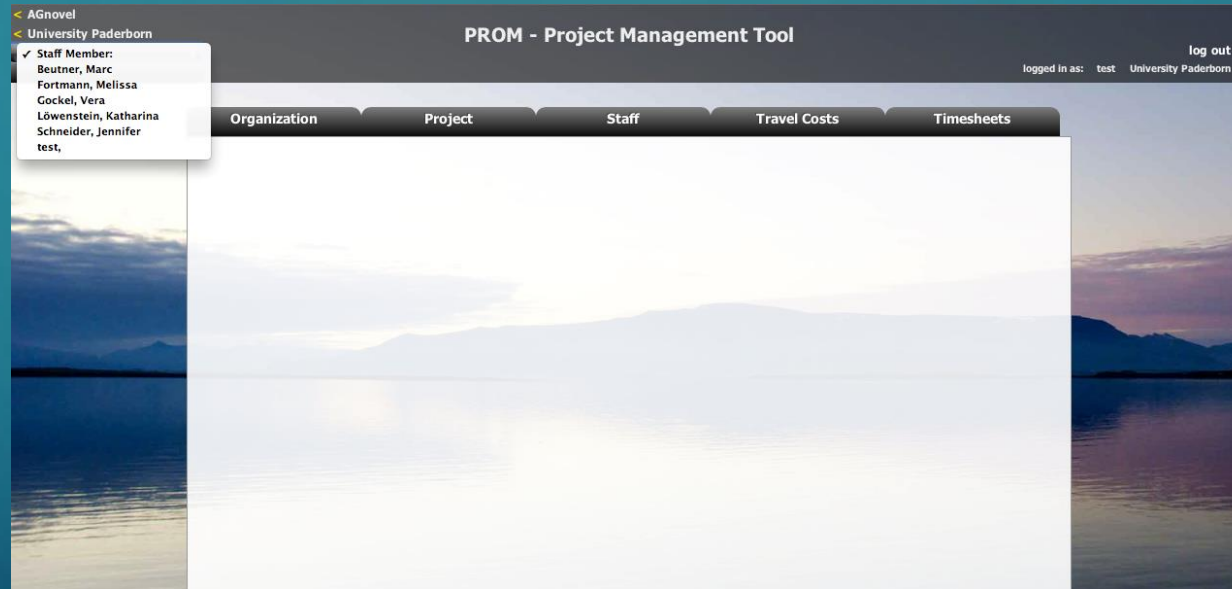
# PROM—Project Management Tool

The PROM Start Page (3) – Set the organization



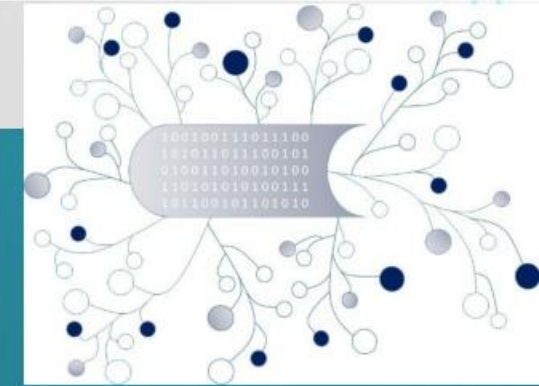
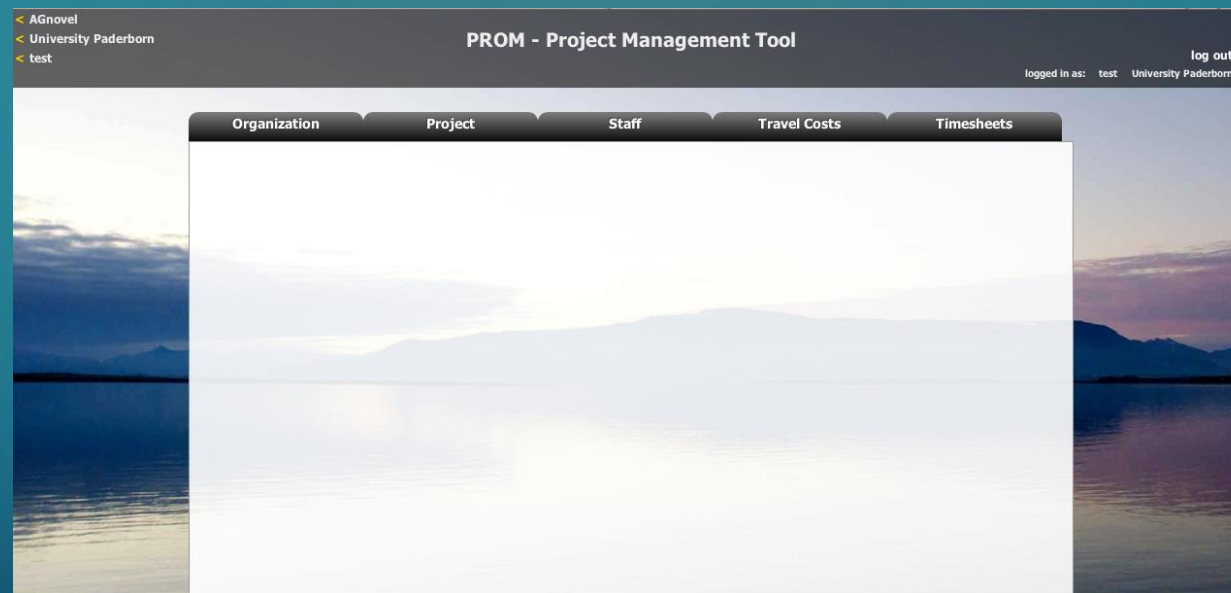
# PROM—Project Management Tool

The PROM Start Page (4) – Set the staff member



# PROM—Project Management Tool

The PROM Start Page (5) – Start



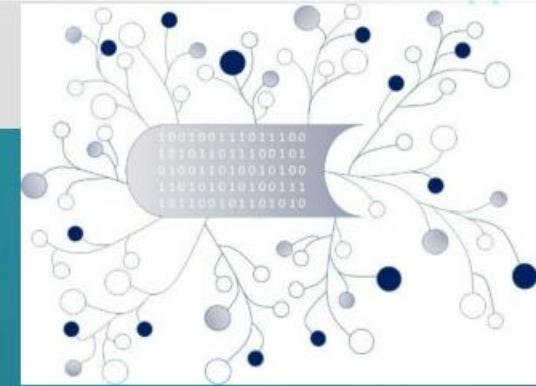


# PROM—Project Management Tool

## The PROM Tool – List of organizations

The screenshot displays the PROM - Project Management Tool interface. The top navigation bar includes links for AGnovel, University Paderborn, and test, along with a log out button. The main content area features a tabbed interface with 'Organization' selected. Below the tabs, a message states: 'This page enables you enter new organizations and edit organization data.' The 'List of organizations' section shows a table with a plus icon for adding new entries. The table lists the following organizations:

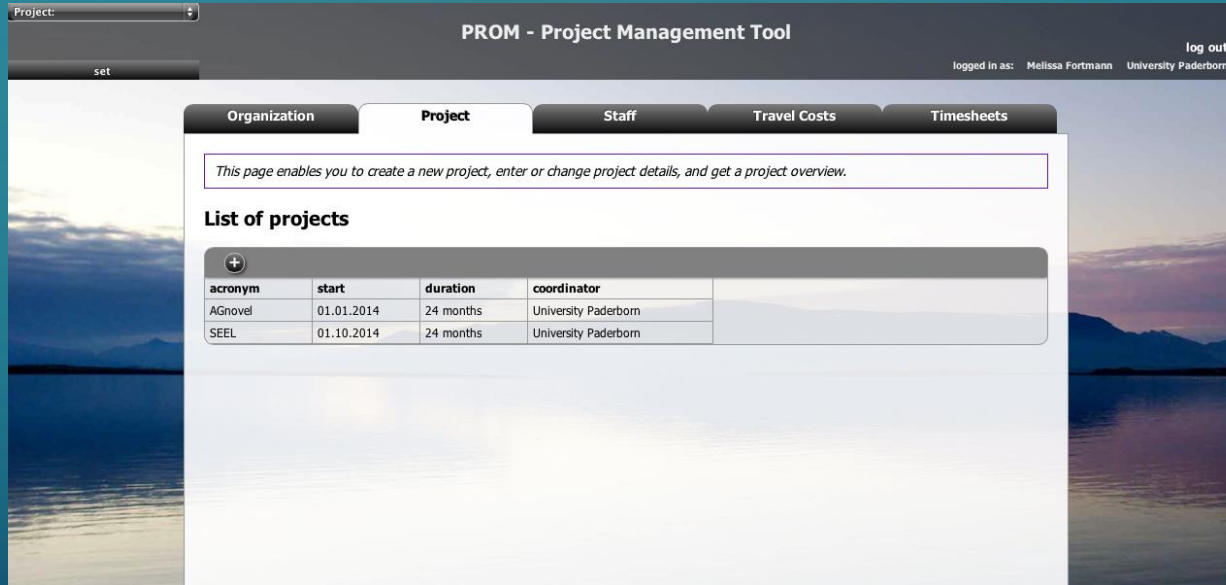
organization
European Learning Network
Ingenious Knowledge GmbH
Lietuvos Edukologijos Universitetas
Meath Community Rural & Social Development Partnership Ltd
Synthesis Center for Research and Education LTD
Universidad de Granada
Università degli Studi Roma Tre
University Cologne
University Paderborn





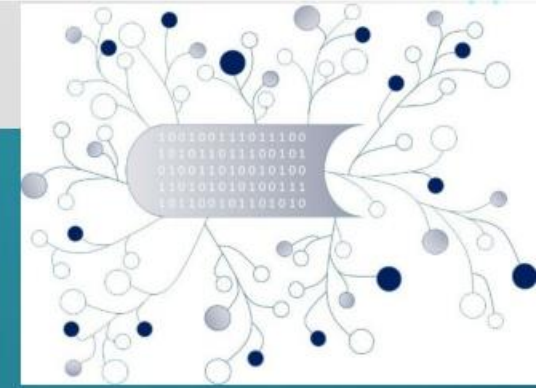
# PROM—Project Management Tool

The PROM Tool – List of projects



The screenshot displays the PROM - Project Management Tool interface. At the top, there is a header bar with the title "PROM - Project Management Tool" and a "log out" link. Below the header, there are tabs for "Organization", "Project", "Staff", "Travel Costs", and "Timesheets". The "Project" tab is currently selected. A message box states: "This page enables you to create a new project, enter or change project details, and get a project overview." Below this, the "List of projects" section is shown, featuring a table with the following data:

acronym	start	duration	coordinator
AGnovel	01.01.2014	24 months	University Paderborn
SEEL	01.10.2014	24 months	University Paderborn



# PROM—Project Management Tool

## The PROM Tool – List of staff members

AGnovel  
University Paderborn  
test

PROM - Project Management Tool

logged in as: test University Paderborn log out

Organization Project **Staff** Travel Costs Timesheets

This page enables you to add staff members, edit staff member details, and calculate the daily rate

### List of staff members

+ European Learning Network

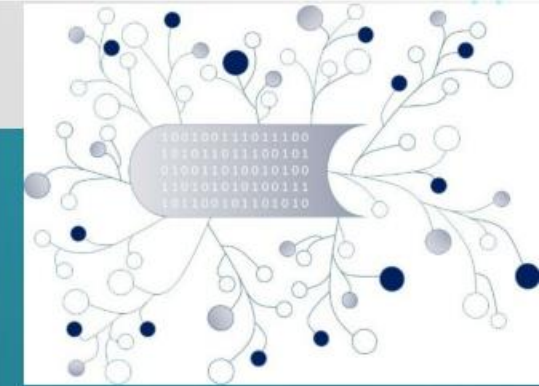
first name	last name	daily rt.	hr/day	total days	salary	employer	access	daily rate form
Rajesh	Pathak	€ -	8	0	€ 0	€ 0	1	daily rate form
Spela	Res	€ -	8	0	€ 0	€ 0	1	daily rate form
Vaishali	Pathak	€ -	8	0	€ 0	€ 0	1	daily rate form
Christine	Lawrence	€ -	8	0	€ 0	€ 0	1	daily rate form

+ Ingenious Knowledge GmbH

first name	last name	daily rt.	hr/day	total days	salary	employer	access	daily rate form
-Ras	Pechuel	€ 363.64	8	220	€ 60000	€ 20000	8	daily rate form
Dana	Köpke	€ 109.09	4	220	€ 16800	€ 7200	1	daily rate form
Nils	Dorando	€ 252	8	220	€ 39600	€ 15840	1	daily rate form

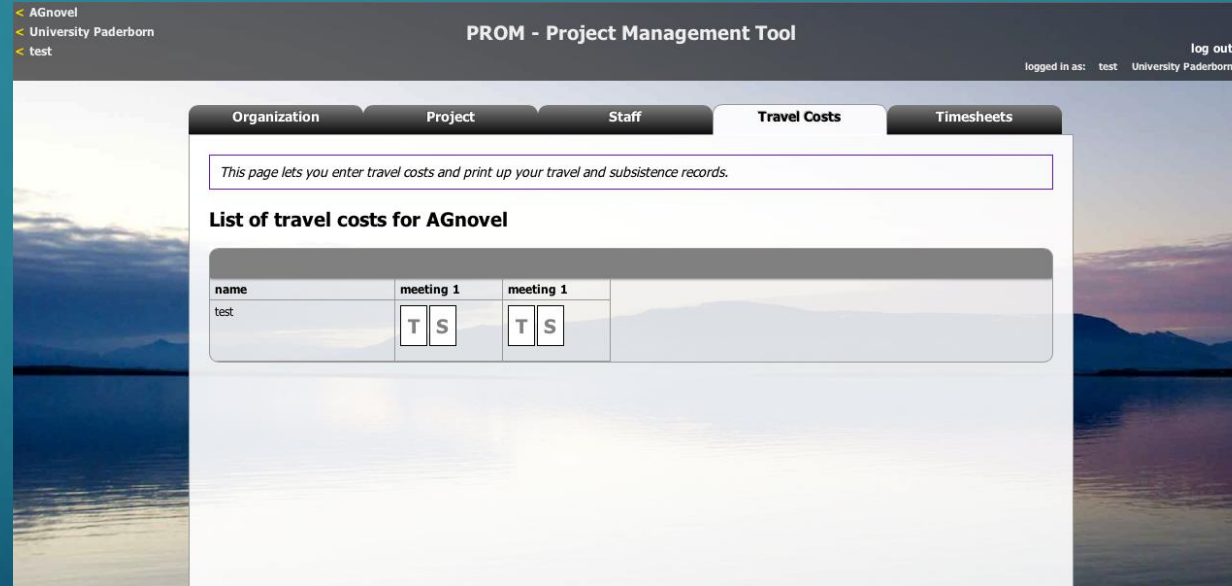
+ Lietuvos Edukologijos Universitetas

first name	last name	daily rt.	hr/day	total days	salary	employer	access	daily rate form
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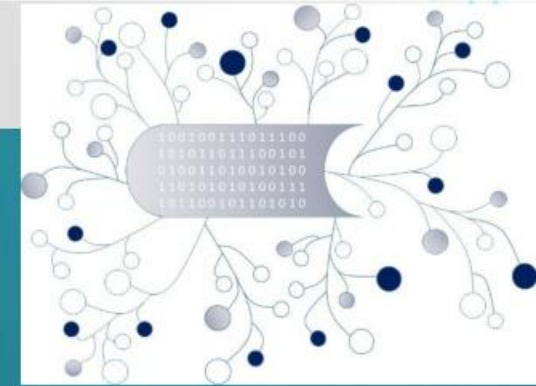
# PROM—Project Management Tool

## The PROM Tool – Travel costs (1)



The screenshot shows the PROM - Project Management Tool interface. The top navigation bar includes links for AGnovel, University Paderborn, and test. The main header is "PROM - Project Management Tool" with a "log out" button and "logged in as: test University Paderborn". The "Travel Costs" tab is selected, showing a message: "This page lets you enter travel costs and print up your travel and subsistence records." Below this is a "List of travel costs for AGnovel" section with a table:

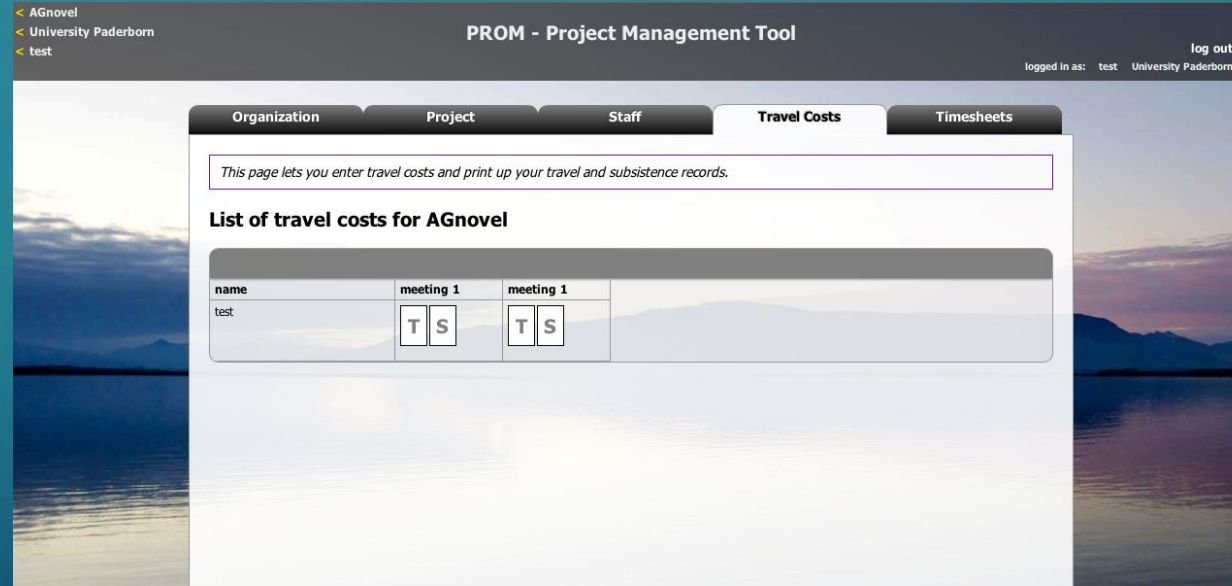
name	meeting 1	meeting 1
test	<div>T</div> <div>S</div>	<div>T</div> <div>S</div>





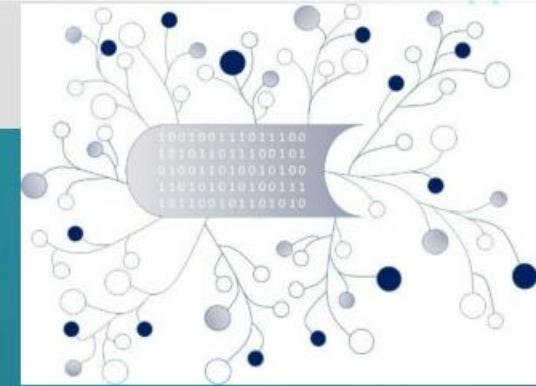
# PROM—Project Management Tool

## The PROM Tool – Travel costs (2) – Travel record I



The screenshot shows the PROM - Project Management Tool interface. The top navigation bar includes links for AGnovel, University Paderborn, and test. The main header is "PROM - Project Management Tool" with a "log out" link and "logged in as: test University Paderborn". The "Travel Costs" tab is selected, showing a message: "This page lets you enter travel costs and print up your travel and subsistence records." Below this is a "List of travel costs for AGnovel" table.

name	meeting 1	meeting 1
test	T S	T S



# PROM—Project Management Tool

## The PROM Tool – Travel costs (3) – Travel record II (Example)

SAVE

PRINT



CANCEL

### Travel Costs Record

Partner Meeting Title: Kick-Off Meeting

Partner Meeting Location: Trim, Ireland

Staff Member Name: test



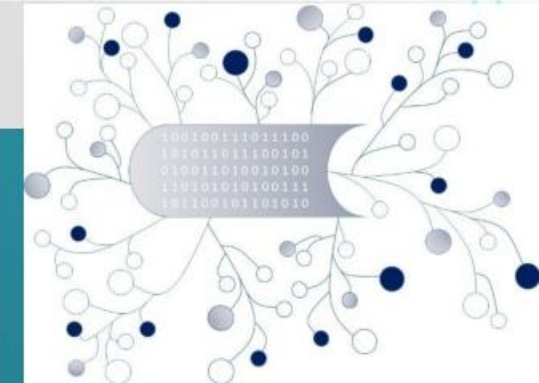
Date of Expenditure	Description of Expenditure Incurred	Amount
		€
		€
		€
		€
		€
<b>Total Travel Costs</b>		<b>€ 0.00</b>

Staff Signature

Date

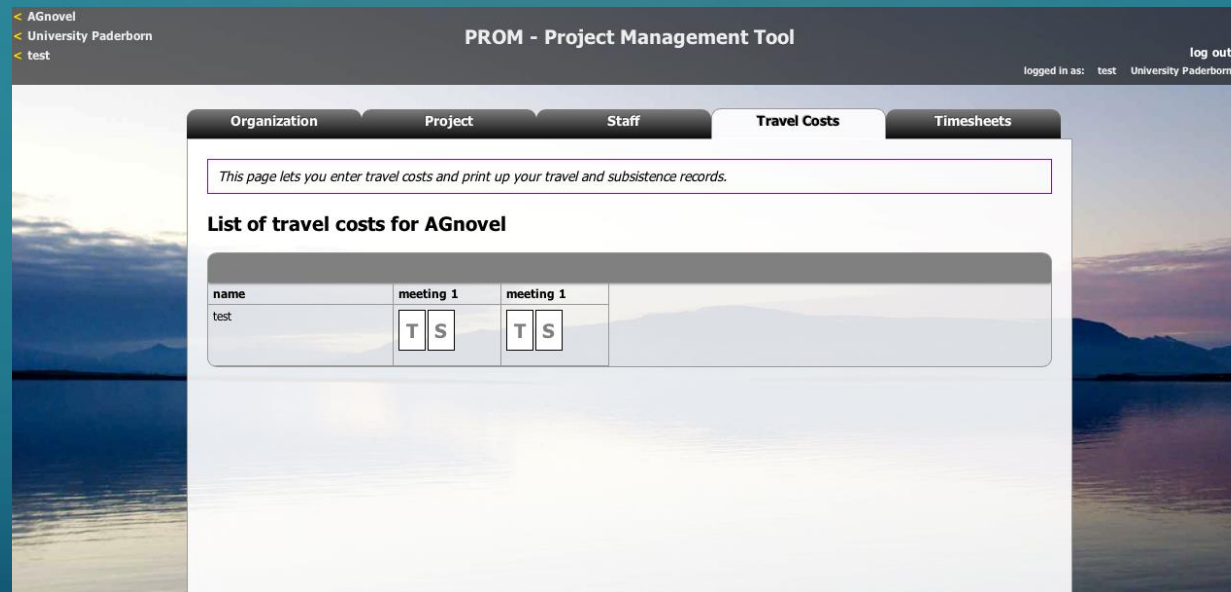
Authorised Signature

Date



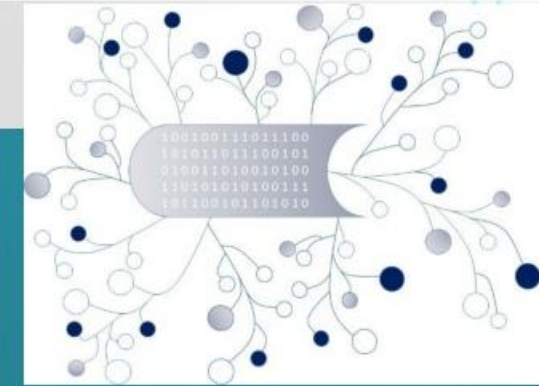
# PROM—Project Management Tool

The PROM Tool – Travel costs (4) – Subsistence costs I



The screenshot shows the PROM - Project Management Tool interface. The top navigation bar includes links for AGnovel, University Paderborn, and test. The main header is "PROM - Project Management Tool" with a "log out" link. The user is logged in as "test" from "University Paderborn". The interface has tabs for Organization, Project, Staff, Travel Costs, and Timesheets. The "Travel Costs" tab is active, displaying a message: "This page lets you enter travel costs and print up your travel and subsistence records." Below this is a section titled "List of travel costs for AGnovel" containing a table with columns for name, meeting 1, and meeting 1. The table has one row with the name "test" and two "TS" entries under the meeting columns.

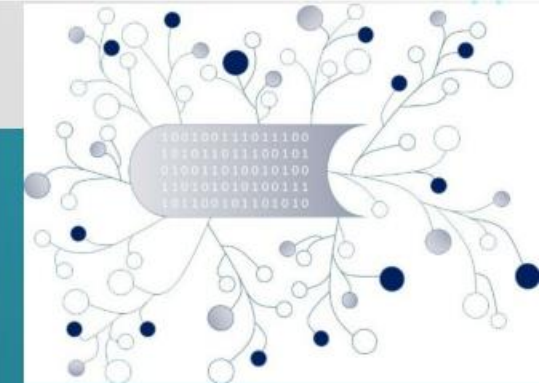
name	meeting 1	meeting 1
test	TS	TS





# PROM—Project Management Tool

The PROM Tool – Travel costs (5) – Subsistence costs II





SAVE PRINT CANCEL

### Basis Subsistence Claim Form

Partner Meeting Title: Kick-Off Meeting

Partner Meeting Location: Trim, Ireland

Staff Member Name: test

  
 Lifelong Learning Programme

Date of Expenditure	Description of Expenditure Incurred	Amount
		€
		€
		€
		€
		€
<b>Total Travel Costs</b>		<b>€ 0.00</b>

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorised Signature \_\_\_\_\_ Date \_\_\_\_\_

# PROM—Project Management Tool

## The PROM Tool – Timesheets (1) – Select the month

< AGnovel  
< University Paderborn  
< test

PROM - Project Management Tool

logged in as: test University Paderborn [log out](#)

Organization Project Staff Travel Costs Timesheets

test Sunday, November 16th 2014

timesheet:	Jan 2014	Feb 2014	Mar 2014	Total (Quarter)	Apr 2014	May 2014	Jun 2014	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00
timesheet:	Jul 2014	Aug 2014	Sep 2014	Total (Quarter)	Oct 2014	Nov 2014	Dec 2014	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00
timesheet:	Jan 2015	Feb 2015	Mar 2015	Total (Quarter)	Apr 2015	May 2015	Jun 2015	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00
timesheet:	Jul 2015	Aug 2015	Sep 2015	Total (Quarter)	Oct 2015	Nov 2015	Dec 2015	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00







# PROM—Project Management Tool

## The PROM Tool – Timesheets (4) - Overview

< AGnovel  
< University Paderborn  
< Marc Beutner

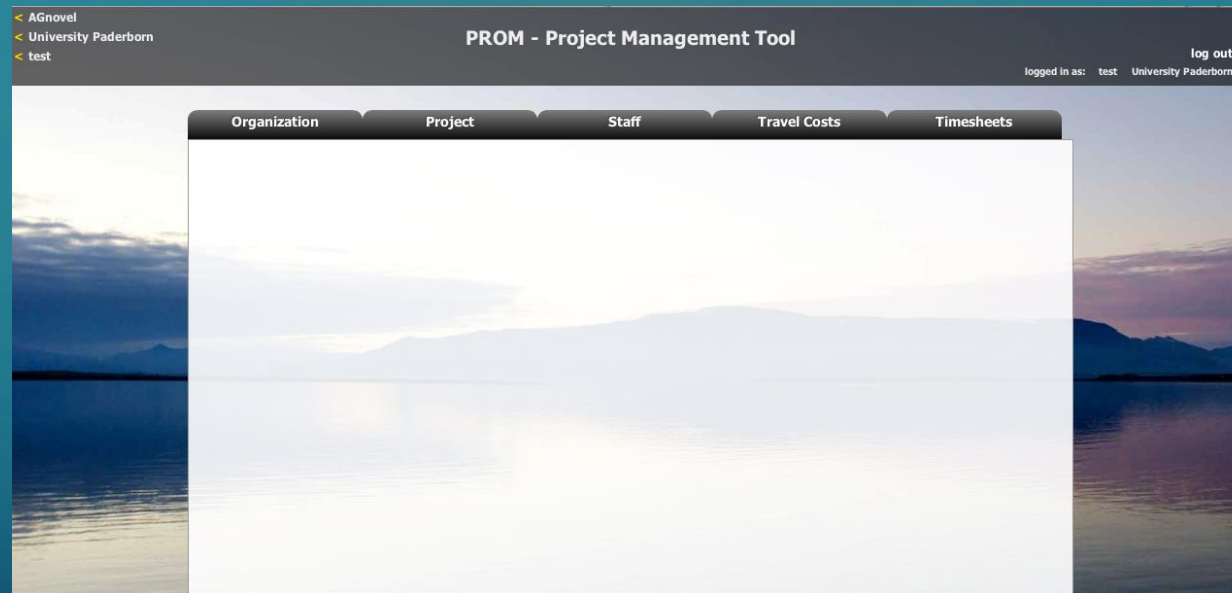
PROM - Project Management Tool

logged in as: test University Paderborn [log out](#)

Organization	Project	Staff	Travel Costs	Timesheets
<b>Marc Beutner</b>				
Sunday, November 16th 2014				
timesheet:	Jan 2014	Feb 2014	Mar 2014	Total (Quarter)
days:	2.06	0.00	0.00	2.06
amount:	€ 1,003.39	€ 0.00	€ 0.00	1,003.39
timesheet:	Apr 2014	May 2014	Jun 2014	Total (Quarter)
days:	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00
timesheet:	Jul 2014	Aug 2014	Sep 2014	Total (Quarter)
days:	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00
timesheet:	Oct 2014	Nov 2014	Dec 2014	Total (Quarter)
days:	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00
timesheet:	Jan 2015	Feb 2015	Mar 2015	Total (Quarter)
days:	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00
timesheet:	Apr 2015	May 2015	Jun 2015	Total (Quarter)
days:	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00
timesheet:	Jul 2015	Aug 2015	Sep 2015	Total (Quarter)
days:	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00
timesheet:	Oct 2015	Nov 2015	Dec 2015	Total (Quarter)
days:	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00

# PROM—Project Management Tool

The PROM Tool – Log out





# CONTACT

Universität Paderborn  
Department Wirtschaftspädagogik  
Lehrstuhl Wirtschaftspädagogik II  
Warburger Str. 100  
33098 Paderborn

<http://www.upb.de/wipaed>  
<http://digivet.eduproject.eu/>

## Prof. Dr. Marc Beutner

Tel: +49 (0) 52 51 / 60 - 23 67  
Fax: +49 (0) 52 51 / 60 - 35 63  
E-Mail: [marc.beutner@uni-paderborn.de](mailto:marc.beutner@uni-paderborn.de)

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