

## Draft Timeline plan

Partner \_\_\_\_\_

**Timeline for steps** –What actions are required for each step and when these will happen. Note any further obstacles arising. This will be discussed during the meeting in Banja Luka in December. Be prepared to also discuss actions to remedy obstacles

### Step

1. Inform colleagues about the project and issues and formal initiative about the change of the programme.
2. Creation of the Action Plan which will include:
  - Devising Team
  - Agreeing responsibilities of the individual team members
  - Agree plans in which all details will be included: plans content, timeline and actors
  - Consulting with the Teacher Council at own institution the agreed plan.
3. Screening and monitoring of the official accreditation process.
4. Needs Analysis of stakeholder needs for competencies requirements – gather any additional data.
5. Make a report with suggestions and proposals to inform structure of new study programme e.g. rules and recommendations.
6. Develop Early Years Teacher Competencies – all universities have the same.
7. Formulation of work groups for developing the programme – which can differ between universities.
8. Development of the programme with all the additional training needed.
9. Programme proposal presented to the faculty board.