T3.1: Preparation Phase

Workplan, Templates, and Sprints

GREEN FINANCE Erasmus+ Kick-off – Session 4

August 1, 2026 — Virtual Meeting

T3.1 Objectives (M8-M10: August-October 2026)

Primary Objectives

1. Develop complete teaching materials for all 5 modules
2. Ensure materials meet quality standards
3. Prepare materials for T3.2 training delivery

Success Criteria

- All 5 modules complete by M10
- Quality review passed
- Asian partner input incorporated
- D3.1 submitted on time

T3.1 Timeline

Period	Activity
Aug 1-7	Kick-off, setup
Aug 8-28	Sprint 1
Aug 29 - Sep 18	Sprint 2
Sep 19 - Oct 9	Sprint 3
Oct 10-31	Final review, D3.1

Key Milestone

D3.1 Due: October 31, 2026

3-month intensive development phase with 3-week sprint cycles

Material Development Workflow

Development Steps

1. **Module Planning**
   - Define learning outcomes
   - Outline content structure
   - Identify case studies
   - Plan assessments
2. **Content Creation**
   - Develop lecture slides
   - Write case studies
   - Create exercises
   - Design assessments
3. **Review & Revision**
   - Intra-team review
   - Cross-team review
   - Asian partner feedback
   - Revisions incorporated
4. **Finalization**
   - Final quality check
   - Format standardization
   - Package assembly
   - D3.1 preparation

Estimated Effort: 3-4 person-weeks per module

Each module follows the same development workflow; teams work in parallel

Templates Overview

Available Templates

Template	Purpose
Module outline	Structure planning
Slide deck	Lecture content
Case study	Real-world examples
Assessment	Tests & assignments
Facilitator guide	Teaching notes
Reading list	Reference materials

Template Features

- GREEN FINANCE branding
- Consistent formatting
- Accessibility built-in
- Version control fields

Template Usage

Module Outline Template

- Learning outcomes (3-5 per module)
- Topic breakdown
- Time allocation
- Assessment mapping

Slide Deck Template

- Title slide format
- Content slide layouts
- Example/case formats
- Summary slide format

Templates in: /WP3/Templates/

Using templates ensures consistency across all modules and teams

3-Week Sprint Structure

Week 1: Create

Focus: Content development
Activities:

- Module leads develop initial content
- Daily standups (15 min)
- Draft materials created
- Questions to team lead

Output: First draft

Week 2: Review

Focus: Peer review
Activities:

- Intra-team review
- Cross-team review
- Feedback compilation
- Asian input collected

Output: Review feedback

Week 3: Revise

Focus: Incorporation
Activities:

- Address feedback
- Quality improvements
- Format finalization
- Sprint review meeting

Output: Sprint deliverable

Sprint Reviews: Aug 28 (Sprint 1), Sep 18 (Sprint 2), Oct 9 (Sprint 3)

3 sprints cover all 5 modules with time for revision and quality assurance

Sprint Module Assignments

Sprint 1: Aug 8-28

Focus: Foundational modules

Module	Lead	Status
1	UT	In progress
4	OU	In progress

Sprint 2: Aug 29 - Sep 18

Focus: Technical modules

Module	Lead	Status
2	LBUS	Planned
5	IHF	Planned

Sprint 3: Sep 19 - Oct 9

Focus: Integration module + polish

Module	Lead	Status
3	UNISI	Planned
All	Teams	Final review

Parallel Activities

- Asian partners: Review drafts
- Cross-team: Peer review
- All: Quality assurance

Staggered development allows review capacity; Module 3 last for coherent ESG integration

T3.1 Milestone Calendar

Key Dates

Date	Milestone	Owner
Aug 1	WP3 Kick-off	All
Aug 7	Setup complete	UT
Aug 28	Sprint 1 Review	Teams
Sep 4	Asian feedback 1	Asian
Sep 18	Sprint 2 Review	Teams
Sep 25	Asian feedback 2	Asian
Oct 9	Sprint 3 Review	Teams
Oct 16	Cross-team review	EU
Oct 23	Final review	All
Oct 31	D3.1 Submission	UT

Critical Path

1. Kick-off → Sprint 1
2. Sprint reviews on schedule
3. Asian feedback integrated
4. D3.1 prepared for submission

Buffer Time

- 1 week between Sprint 3 and final review
- 1 week for D3.1 preparation
- Total buffer: 2 weeks

Calendar shared in Teams; automated reminders for key milestones

Risk Mitigation for T3.1

Identified Risks

Risk	Prob	Impact
Capacity constraints	Med	High
Review delays	Med	Med
Quality issues	Low	High
Coordination gaps	Med	Med
Scope creep	Low	Med

Escalation Path

1. Team lead first
2. WP3 coordinator (UT)
3. Project coordinator

Mitigation Strategies

Capacity:

- Realistic workload planning
- Cross-team support possible
- Early warning system

Quality:

- Templates enforce standards
- Multi-level review
- Early Asian input

Coordination:

- Regular sync meetings
- Clear communication channels
- Shared tracking tools

Risk register maintained by UT; bi-weekly risk review in team meetings



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