

# 10 steps for a SUCCESSFUL PROJECT!



## DECIDE

in collaboration with your colleagues what activities you will organise and what tools you will use

## INFORM

your head teacher, other colleagues and your students about the project and invite your students in the TwinSpace

## USE

the TwinSpace communication tools: Twinmail, Teacher Bulletin, Discussion Forums

## INTEGRATE

collaborative activities into your eTwinning projects, team the students up in transnational groups and assign roles or team your students up according to their interests/talents. Try to have a concrete outcome as a result of the collaborative work, eg, an ebook, a shared story, a video etc.

## GET

recognition for your project: Apply for a Quality Label, put your project forward for awards and prizes and promote your project on the website of your school, the school community and at different educational events.

## CREATE

a detailed schedule of your activities (*deadlines for the activities and holidays in each school*)

## AGREE

upon the [netiquette](#) rules together with your project partners and publish them on the TwinSpace

## PLAN

your TwinSpace with care and create Pages for each of the activities you will organise with a short description on the top of the page

## ADD

a regular Live element: Chat or Live event

## PROVIDE

feedback by:

- encouraging students to comment on each other's work;
- integrating ongoing assessment activities;
- updating the public journal with new activities introduced or the ones accomplished, and
- asking students to comment on their experience there.

