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| **SCHEDA PROGETTO INIZIALE** |

**Denominazione Istituto:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Titolo del progetto:**

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**Tipologia delle attività:** 🞎 potenziamento 🞎 recupero 🞎 sostegno 🞎 inclusione 🞎 orientamento 🞎 altro

**Orario:** 🞎 curricolare 🞎 extracurricolare

**Responsabile del progetto:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Cognome e Nome)*

**Nominativo dei docenti che partecipano al progetto:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Durata dell’intervento:**  da \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ a \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

**COLLEGAMENTO TRA PROGETTO E POF/PTOF/RAV/PDM/QUALITA’ (***Indicare come il progetto intende contribuire a realizzare gli obiettivi dei documenti citati in precedenza***).**

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**FASE DI PLAN: DESCRIZIONE DEL PROGETTO E PIANIFICAZIONE**

1. **Individuare la situazione problematica che il progetto vuole contribuire a risolvere.**

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**2. Elencare i destinatari del progetto.**

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**3. Evidenziare l’impatto che i risultati del progetto avranno, direttamente o indirettamente, sulla performance della scuola**

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**4. Definire per ciascuna attività: obiettivi, indicatori e target attesi sia di output che di outcome.**

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| Attività | **Obiettivi (risultati attesi)** | | **Indicatori** | **Target atteso** |
|  | Output |  |  |  |
| Outcome |  |  |  |
|  | Output |  |  |  |
| Outcome |  |  |  |
|  | Output |  |  |  |
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|  | Output |  |  |  |
| Outcome |  |  |  |

**5. Definire la tempificazione delle attività.**

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| Attività | **Responsabile** | **Data prevista di inizio** | **Data prevista di conclusione** | **Tempificazione attività** | | | | | | | | | | | |
| G | F | M | A | M | G | L | A | S | O | N | D |
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**6. Budget del progetto**

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| **PERSONALE DOCENTE** | | | |
| **Denominazione** | **N. ore**  *(h)* | **Compenso orario**  *(€/h)* | **Compensi**  *(€)* |
| Attività aggiuntive di insegnamento |  |  |  |
| Attività aggiuntive di non insegnamento |  |  |  |
| Compenso per il responsabile del progetto (forfettario) |  |  |  |
| (A) | **TOTALE COMPENSI** *(€)* | |  |
| **PERSONALE ATA** | | | |
| **Denominazione** | **N. ore**  *(h)* | **Compenso orario**  *(€/h)* | **Compensi**  *(€)* |
| Assistenti amministrativi |  |  |  |
| Assistenti tecnici |  |  |  |
| Collaboratori scolastici |  |  |  |
| (B) | **TOTALE COMPENSI** *(€)* | |  |
| **SERVIZI DI CONSULENZA** | | | |
| **Denominazione** | **N. ore**  *(h)* | **Compenso orario**  *(€/h)* | **Compensi**  *(€)* |
| Esperto esterno per l’insegnamento |  |  |  |
| Esperto esterno per il tutoraggio |  |  |  |
| (C) | **TOTALE COMPENSI** *(€)* | |  |
| **BENI E SERVIZI** | | | |
| **Denominazione** | **Q.tà**  *(u)* | **Compenso unitario**  *(€/u)* | **Compensi**  *(€)* |
| Carta, cancelleria, stampati, …….. |  |  |  |
| Strumenti tecnico specialistici |  |  |  |
| Materiale informatico |  |  |  |
| (D) | **TOTALE COMPENSI** *(€)* | |  |
| **SPESE VARIE** | | | |
| **Denominazione** | **Q.tà**  *(u)* | **Compenso unitario**  *(€/u)* | **Compensi**  *(€)* |
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| (E) | **TOTALE COMPENSI** *(€)* | |  |
| (A)+(B)+(C)+(D)+(E) | **TOTALE BUDGET** *(€)* | |  |

**FASE DI DO: REALIZZAZIONE**

**Descrivere il contenuto e la metodologia delle diverse attività del progetto** *(di cui alla pianificazione)***.**

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| Attività | **Modalità di attuazione** |
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**FASE DI CHECK E DI ACT: MONITORAGGIO RIESAME E MIGLIORAMENTO**

La modulistica per il monitoraggio **in itinere** e **finale** sarà presentata compilando i soli modelli predisposti dal Gruppo Qualità.

**Il monitoraggio in itinere sarà effettuato a metà del percorso delle attività previste e sarà subito consegnato in Segreteria.**

Modalità con cui si intende intervenire con iniziative correttive e/o di miglioramento, nel caso in cui il monitoraggio abbia evidenziato problemi o la necessità di miglioramenti:

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