Gantt Chart - HR Award

dante chart - The Award	t Chart - HK Awaru							Highlighted period	52	Pla	n dur	ation	on Real start					i	% f	inished	i		Re	Reality (over	
PROPOSAL	ANTICIPATED START OF PROPOSAL	ASP - which month should the proposal start in	ANTICIPATED END OF PROPOSAL	AEP - Number of months during which the proposal should be conducted	REAL START OF PROPOSAL	RSP - which month does the proposal starts in	REAL END OF PROPOSAL	REP - which month does the proposal ends in	12/2020	D 02/2021	n 04/2021 n 05/2021	2 06/2021 07/2021	09/2021	10/2021	12/2021	2707/10	02/2022	103/2022	202/2022	19 06/2022	2702/80	2202/60	20/2022	2202/11	
Strengthening of recruitment and selection process (1)	01/2021	2	06/2022	18	12/2020	1	extended	25																	
Strengthening of recruitment and selection by OTM-R requirements, creation of a recruitment and selection handbook for department heads, adjustments in adventisement template, adjustments in the candidate evaluation form for higher transparency, taking into consideration situation of applicants from abroad, official implementation of principles 18-20 from the Charter and Code into the handbook, question on the perception of the gender equality solutions in the workplace, posting job advertisement on the Euraxess (1a)	01/2021	2	09/2021	9	12/2020	1	extended	25																	
Cooperation on university's OTM-R policy (1b)	01/2021	2	09/2021	9	02/2021	2	09/2022	21																	
Cooperation on Adjustments of Regulations on Competitive Selection Procedures - according to OTM-R (1c)	01/2021	2	06/2022	18	02/2021	2	09/2022	21															umoun		
[Post]doctoral school [2] Promotion of [post]doctoral school and participation of early-stage researchers, creation of [post]doctoral website and other documents, general definition of dissertation topics according to department profiles, comprehensive presentation of PhD studies [presentations online and offline), support PhD studies and postatoctoral researchers in departmental and factory meetings and support them in sharing [2a]	12/2020	1	09/2022	22	12/2020	1	06/2021	25																	
Support of the emerging (post)doctoral school, setting up and realization of the Publishing Skills course, support in discussions about self-presentation and self-education, support in improving English skills for PhD students, development of the mentoring system for PhD students and postdoctoral researchers—HR Award team members will share best practice in [post)doctoral school with specialists from other universities approaching supervisors to participate in workshop for supervisors, familiarization of PhD students and postdoctoral researchers with new notions and plotform of research at the FoE MU (2b)	12/2020	1	06/2022	19	12/2020	1	10/2022	23																	
Design and piloting of the conception of support for the professional guidance of early-stage researchers (career development plan, publication portfolio, etc.)	01/2021		09/2022		01/2021		12/2022																		
and setting rules for the appointment of post-doctoral positions (2c) Creation of the new approach to the onboarding process (3)	03/2021	2	09/2022	22	01/2021	2	09/2022	25																	
Improving of the approach to the onboarding, checklist creation for heads of department and employees for easier checking of the onboarding process, familiarization with important information related to the job, introduction to the activities of support departments and basic conception of their activities, creation of Buddy/Mentaring system for quick workplace induction, monitoring of ISO (International support office) services (3a)	03/2021	4	12/2021	19	01/2021	2	12/2021	21																	
Creation of a handbook for new heads of departments as a part of the aboarding to the new role (3b)	08/2021	9	12/2022	17	08/2021	9	09/2022	14		00000		000													
improving the quality of the employee evaluation process (4) Improving the quality of the employee evaluation process, creation of internal document for connection of processes of remuneration, motivation, learning and development with the employee evaluation, creation and communication of the overview of parameters of employee evaluation, including information about employee evaluation to the dislated on obsortion and commenters and extra evaluation to the dislated on obsortion and consistent of the dislated on obsortion and obsortions are dislated in the dislated on obsortion and obsortions are dislated in the dislated on obsortion and obsortions are dislated in the dislated of the dislated	12/2020	2	09/2022	21	02/2021	3	09/2022	20																	
employee evaluation to the adjusted onboarding process, neads of departments and нк employees will undergo training in employee evaluation (4)		2		21		3		20																	
Strengthening employee knowledge and skills through training (5)	12/2020	1	09/2022	22	12/2020	1	extended	25																	
Training in leadership and management skills for heads of academic departments, managerial skills, effective leadership, employee evaluation (5a)	12/2020	1	09/2022	22	12/2020	1	04/2022	17																	
Project management training (5b)	12/2020	1	03/2021	4	12/2020	1	extended	25																	
Publishing skills training for early-stage researchers (5c)	12/2020	1	09/2021	10	12/2020	1	05/2021	6																	
Training in recruitment and selection (5d) Gender equality awareness training (5e)	12/2020 10/2021	1	03/2021	4	01/2021 08/2021	2	10/2021	10									3///20								
Public relations training (5f)	04/2021	11	09/2021	6	01/2021	9	05/2021	5								08/////	3///3//								
Soft skills training for heads of departments, effective communication, presentation, time-management (5g)	04/2021	5	09/2022	18	01/2021	2	04/2022	16																	
Higher education legislation training (5h)	12/2020	1	03/2021	4	12/2020	1	01/2021	2								000000	2000000								
Human resources training (employee motivation, employee evaluation, effective communication) (5i)	12/2020	1	09/2022	22	01/2021	2	03/2022	15																	
Strategy management training - personal strategy, anboarding (5j) Raising gender awareness (6)	12/2020 02/2021	1	09/2021	10	01/2021	2	06/2021	6									3000								
Raising gender awareness at FoE MU, gender equality awareness training—focusing on raising awareness of the topic of gender equality—see training above, identifying and encouraging women with the potential for successful habilitation to start the process and asking women in research to present their research results, increasing intersive parental support during parental leave, regular adaptation of the language of internal regulations to gender-inclusive language, including a question on the perception of gender equality solutions in the workplace in the selection process—see recruitment and selection part, implementation of the rule of a gender-balanced committee whenever possible (6a)	02/2021	3	03/2022	14	02/2021	3	03/2022	14																	
Cooperation at the University level on preparation of the Gender Equality policy (6b)	02/2021	3	03/2022	14	02/2021	3	01/2022	12																	
Support of publishing activities (7)	01/2021	2	12/2021	12	01/2021	2	extended	25																	
Promotion of tools supporting publishing activities and excellent research results, annual updates of the document Publishing Support Strategy at FoE MU, visibility of the Black list of predatory journals, creation and promotion of proofreaders' profiles, infographics of marketing support services and publishing services, presentation of excellent research results on the FoE MU website in section on Research and development, realization of information events in intellectual property and co-autorship (7a)	01/2021	2	12/2021	12	01/2021	2	04/2022	16																	
Interdepartmental meeting in the form of Pecha Kucha Night as a presentation of research projects (7b)	01/2021	2	09/2021	9	01/2021	2	06/2021	6																	
Cooperation in Open Access at the University level, creation of new internal regulations treating Open Access (7c)	01/2021	2	12/2021	12	01/2021	2	11/2022	23																	
Update of Code of Ethics (7d)	01/2021	2	12/2021	12	02/2021	3	extended	25																	
Website development (8)	01/2021	1	12/2022	25	12/2020	1	12/2022	25																	
Updating the current website in: linking important university links to the faculty's website and creation of diverse sections on the web, visibility of the document Publishing Support Strategy of FoE MU and Pragram for the Preparation of hebilitation Procureurs and Projects-Appointment Procedures at FoE MU, visibility of workshops affered by the project support office and information about the office itself, raising awareness of branding of researches through Research Gate, Academia-edu, DROILD, Doll and events related to this topic, raising employees' owereness of the activities of the Center for the Support of Foreign Employees, visibility of employee benefits, regular information about the IRA want, communication of the faculty's and individual workplace's mission among employees and public (8)	01/2021	1	12/2022	25	12/2020	1	12/2022	25																	
Support of internationalization (9)	12/2020	1	09/2022	22	01/2021	2	09/2022	21																residential.	
Support of internalization, translation of directives and important website subpages into English, support of research and education cooperation with foreign partners, taking into account the specific situation of candidates from obroad in a strengthened OTM-R process (9)	12/2020	1	09/2022	22	01/2021	2	09/2022	21																	
Specification of the research profile of workplaces (10)	11/2021	12	12/2022	14	08/2021	9	10/2022	15																	
Specification of the research profile of workplaces with regard to vision and mission, determination of dissertation topics related to significant foculty research topics – see [post/doctoral school section, approaching researches with a relevant profile for cooperation, or potential employment, sepecification of visions and missions of individual departments, communication specification of the content and scope of workload in relation to the workplace profile (10)	11/2021	12	12/2022	14	08/2021	9	10/2022	15			2///														
Employee development (11)	05/2021	6	12/2022	20	03/2022	17	extended	25																	
Career counselling system (11a) Creation of university Career Code (11b)	05/2021 05/2021	6	12/2022	20	03/2022	17 17	extended extended	25 25		П															
Institutionalization of Development and Education at the MU level and establishing a common	05/2021	6	12/2022		03/2022		09/2022	23		П															
platform for employee training at MU (11c)	03/2021	6	12/2022	20	03/2022	17	03/2022	6	Ш							V									